HSU Benefit Enrollment Quick Guide

If you are eligible for and wish to enroll in benefits, you must enroll within 60 days of employment/eligibility. Your benefits will begin the first of the month following your date of hire, as long as the Human Resources office receives your enrollment documents by the end of the month that you were hired. Employees can now complete their enrollments online through our e-Benefits self-service page.

1. **What is e-Benefits?**
   
e-Benefits automates and simplifies the process of enrolling and managing your benefit elections while reducing paper usage.

2. **Who can use e-Benefits?**
   
Employees who are enrolling for the first time after employment/eligibility and all employees during the open enrollment period in the fall. At this time, employees who are making enrollment changes due to a qualifying life event will still need to submit a physical benefits enrollment worksheet [https://forms.humboldt.edu/benefit-enrollment-worksheet](https://forms.humboldt.edu/benefit-enrollment-worksheet) to our office.

   *Please note: if any of your dependents do not have a social security number, you will need to make your enrollment selections via a physical benefits enrollment worksheet, as the electronic system will not let you finish your enrollment without a social security number. We apologize for the inconvenience.*

3. **What do I need to do to use e-Benefits?**


4. **How do I access e-Benefits?**

   You can log into e-Benefits from any computer with Internet access. After hire/eligibility, you will receive an email from Human Resources informing you that your enrollment appointment is active. Log on to PeopleSoft by clicking ‘HR Center’ in your MyHumboldt portal.

   ![Image of PeopleSoft login](https://example.com)

   Next, click on Self Service (your menu may look slightly different) under the Menu heading.
Click on Benefits then Benefits Enrollment

On the Benefits Enrollment page, click on the Select Button and follow the instructions on each screen. For detailed directions on how to enroll in specific plans, please see our Step-by-Step e-Benefits Reference Guide (https://hraps.humboldt.edu/e-benefits-quick-reference-guide). Be sure to submit any required supporting documentation to Human Resources to finalize your enrollment.

5. **How can I see what plan(s) I am enrolled in?**

Find your My Profile pagelet on the MyHumboldt portal and click on the Benefits tab.