

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.

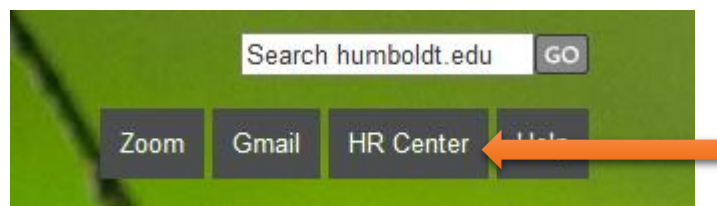
Please note: if any of your dependents do not have a social security number, you will need to make your enrollment selections via a physical benefits enrollment worksheet, as the electronic system will not let you finish your enrollment without a social security number. We apologize for the inconvenience.

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

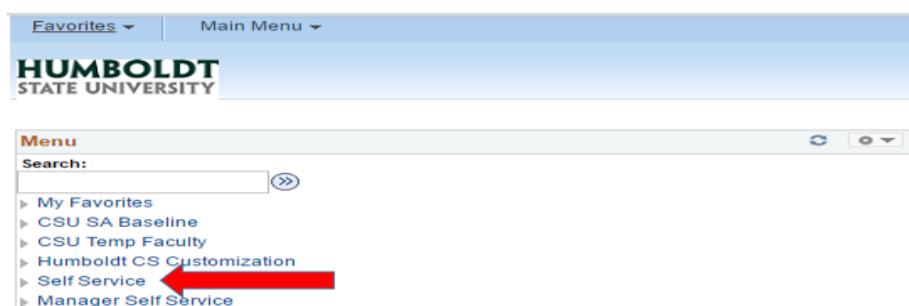
Employees will need to have access to PeopleSoft and fill out/sign the [e-Benefits electronic signature form \(https://forms.humboldt.edu/e-benefits-self-service-electronic-signature-authorization-form\)](https://forms.humboldt.edu/e-benefits-self-service-electronic-signature-authorization-form).

4. How do I access e-Benefits?

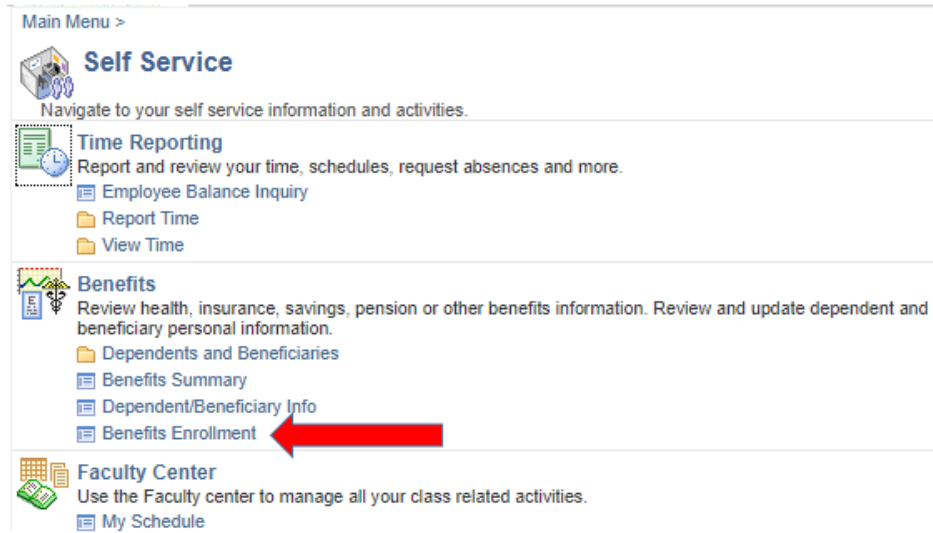
You can log into e-Benefits from any computer with Internet access. After hire/eligibility, you will receive an email from Human Resources informing you that your enrollment appointment is active. Log on to PeopleSoft by clicking 'HR Center' in your MyHumboldt portal



Next, click on Self Service (your menu may look slightly different) under the Menu heading



Click on Benefits then Benefits Enrollment



Main Menu >

Self Service

Navigate to your self service information and activities.

Time Reporting

Report and review your time, schedules, request absences and more.

- Employee Balance Inquiry
- Report Time
- View Time

Benefits

Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.

- Dependents and Beneficiaries
- Benefits Summary
- Dependent/Beneficiary Info
- Benefits Enrollment

Faculty Center

Use the Faculty center to manage all your class related activities.


- My Schedule

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 \(https://hraps.humboldt.edu/e-benefits-quick-reference-guide\)](https://hraps.humboldt.edu/e-benefits-quick-reference-guide). Be sure to submit any required supporting documentation to Human Resources to finalize your enrollment.

Benefits Enrollment

After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change. The Information icon provides you with additional information about your enrollment. The Select button next to an event means it is currently open for enrollment. To begin your enrollment, click **Select**.

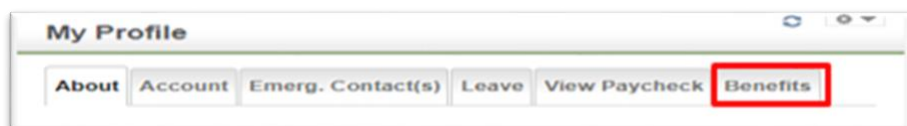
Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
Health Benefit Enrollment		07/07/2015	Open	Admin Analyst/Spclst 12 Mo	Select

Once you click Select, it will take a few seconds for your benefits enrollment information to load.

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.



My Profile

About Account Emerg. Contact(s) Leave View Paycheck **Benefits**