



HARVARD
Human Resources

2026 BENEFITS

Enrollment Guide



At the heart of
Harvard is you.



2026 Benefits Enrollment Guide

For Staff Members in a Bargaining Unit

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The employee benefit programs described in this guide are effective in 2026. The information in this guide is a summary of Harvard's benefits, and every attempt has been made to ensure its accuracy.

The actual provisions of each benefit program will govern if there is any inconsistency between the information in this guide and Harvard's formal plans, programs, policies, or contracts or any subsequent change in such plans, programs, policies, or contracts.



Welcome to Harvard

At the heart of Harvard is you, and that's why we are pleased to provide you with a wide range of competitive benefits that are a vital part of your total compensation—and designed to help you live your best life, every day. You have the flexibility to select the health plan(s) that best meet your needs and elect additional benefits to protect your income, build financial security, and balance your work and personal life.

Please take the time to review this brochure to make sure you understand the benefits that are available to you and your family—then be sure to take action. You have **30 days** from your hire date or date of benefits eligibility to enroll in these benefits. Coverage for most benefits will be effective as of your hire/eligibility date. If you miss the deadline, your next opportunity to enroll will be during the annual Open Enrollment period or within 30 days of a qualifying life event. For more details, see page 27.

✓ Medical

Choose from Harvard University Group Health Plan (HUGHP) and Blue Cross Blue Shield of MA (BCBSMA).

✓ Dental

Take advantage of comprehensive dental benefits through the MetLife Dental PDP Plus plan.

✓ Vision care

Compare coverage from EyeMed with the vision benefits included with your HUGHP or BCBSMA medical plan to ensure you have the coverage that is right for you and your family.

✓ Flexible spending accounts (FSAs)

Put aside pre-tax dollars for qualifying expenses with a Health Care FSA or Dependent Care FSA.

✓ Other voluntary benefits

You can purchase the following at competitive rates:

- **Long Term Disability (LTD) coverage:** Enroll in LTD to protect yourself and your family from serious financial hardship resulting from the inability to work due to illness or injury.
- **Supplemental Life and Dependent Life Insurance:** You have the option to purchase additional life insurance, which can provide your family with a greater level of financial security.
- **Legal Plan:** Gain the financial and emotional peace of mind that comes from knowing you will be covered when expected and unexpected legal issues arise.
- **Identity Theft Protection:** Protect yourself against privacy breaches with full identity monitoring, proactive alerts, and full-service restoration if your identity is stolen.

SEIU members

Your union also offers you the option to choose combined medical, dental, and vision coverage—for both you and your eligible dependents—at no cost to you. For more information, please call **800-551-3225**. If you waive coverage in the Harvard-sponsored HMO or POS plan or the SEIU plan, you will be required to complete a form to show evidence of other health coverage.

Note: Domestic partners are not eligible for SEIU coverage. If you enroll in the SEIU plan, you cannot also enroll in Harvard's dental or vision plans. You must contact the union to enroll your dependents.

For additional information, please visit the Harvard Information for Employees (HARVie) website at harvie.harvard.edu.

Health and welfare

Medical plans

Harvard offers plans through two plan administrators, HUGHP and BCBSMA. You can learn more about the HUGHP and BCBSMA provider networks and which might best meet your needs at harvie.harvard.edu/medical.

	BCBSMA	HUGHP*
Health Maintenance Organization (HMO) —With an HMO, you select a primary care provider (PCP), who coordinates your care and can provide you with referrals to in-network specialists. Out-of-network care is not covered except in certain emergency situations.	✓	✓
Point-of-Service (POS) —As with an HMO, you designate a PCP. However, you have the flexibility to use out-of-network providers with higher out-of-pocket costs.	✓	✓
Preferred Provider Organization (PPO) —This plan, offered through BCBSMA, is available only to subscribers who reside outside New England. With this plan, you can go to any health care professional you choose, in or out of the network, without a PCP referral. You will have higher out-of-pocket costs for out-of-network care.	✓	

* You must live in Massachusetts to enroll in any of the HUGHP options.

Medical plan eligibility by region

📍 Massachusetts

HUGHP HMO
HUGHP POS
BCBSMA HMO
BCBSMA POS

📍 Rest of New England

(CT, ME, NH, RI, VT)
BCBSMA HMO
BCBSMA POS

📍 Outside of New England

BCBSMA PPO

Determine if your primary care provider (PCP) is in-network

PLAN	PCP NETWORK
HUGHP HMO HUGHP POS	Adult care <ul style="list-style-type: none"> Harvard University Health Services (HUHS) Atrius Health locations Pediatric care for dependent children under age 26 <ul style="list-style-type: none"> Any BCBSMA HMO Blue MA Network pediatrician or family medicine practitioner, including Mt. Auburn Pediatrics and Atrius Health Specialty network <ul style="list-style-type: none"> BCBSMA HMO Blue Network
BCBSMA* HMO BCBSMA* POS	<ul style="list-style-type: none"> HMO Blue New England
BCBSMA* PPO	<ul style="list-style-type: none"> BCBS PPO/EPO Network

* Cannot have PCP at HUHS.



TAKE TO HEART

Before selecting a plan, confirm that your preferred PCP is in-network.

HUGHP

Call 617-495-2008 or visit hughp.harvard.edu/find-primary-care-physician

BCBSMA

Call 888-389-7732 or visit member.bluecrossma.com/fad

Compare plans

Below is a brief comparison of the plans. For more information, review the *2026 Benefits and Premiums at a Glance* on hr.harvard.edu/health-benefits, which includes the following:

- A medical plan comparison chart detailing in- and out-of-network costs, copayments, coinsurance, and deductibles
- A premium rate chart showing how much you will pay for each plan

	HMO	POS	PPO* (BCBSMA ONLY)
In-network preventive care	Covered at 100%—includes annual physicals, well-baby and well-child visits, immunizations, and routine vision care.		
Other in-network services	You'll have a copay for in-network office visits, emergency room visits, prescriptions, hospitalization, surgery, and high-tech imaging.		
Out-of-network services[†] <small>(or in-network without a referral when required)</small>	Not covered.	You'll pay a separate deductible and coinsurance, with a separate out-of-pocket maximum.	
Prescription drugs	All plans offer the same prescription drug coverage—copayments apply.		

* Available through BCBSMA only for subscribers who reside outside New England.

† If an out-of-network provider charges more than the allowed amount, you could be balance billed for the difference.

Prescription drugs

Prescription drug coverage

All medical plans include a prescription drug benefit, administered by Express Scripts. When you enroll in medical coverage, you will receive a welcome kit with your Express Scripts ID card and information on nearby network pharmacies. Present your Express Scripts ID card when filling prescriptions. You can also use Express Scripts' mail-order pharmacy.

Prescription copayment assistance

Harvard offers a program through PillarRx Consulting, a prescription benefit consulting firm that finds copay assistance programs that may be available from drug manufacturers for certain specialty medications. If you are prescribed an eligible medication, you will be contacted by PillarRx to facilitate enrollment in the manufacturer programs. If you do not enroll, you will be responsible for up to 30% of the cost of the eligible prescription. Manufacturer assistance dollars may not accumulate toward deductibles and/or out-of-pocket maximums. To use the program, you must enroll and fill the prescription through Accredo, Express Scripts' specialty pharmacy.

For more details, please visit harvie.harvard.edu/medical.



When will I receive my medical and prescription drug ID cards?

You will receive your ID cards two to three weeks after you submit your enrollment information. If you need medical coverage before receiving your ID card, call HUGHP at 617-495-2008 or BCBSMA at 888-389-7732 to obtain your member number. If you need to fill a prescription before you receive your ID card, call Express Scripts at 877-787-8684.

Health and welfare

Flexible spending accounts and copay reimbursement

Flexible Spending Accounts (FSAs)

By allowing you to set aside money directly from your paycheck before taxes are taken out, FSAs are a great way to save money for eligible expenses and to lower your taxable income. You can use that tax-free money to pay for eligible out-of-pocket health care and dependent care expenses. Harvard offers the following FSA options, administered by Sentinel Group:

Health Care FSA

- Pay for eligible medical, dental, and vision care expenses such as copays, coinsurance, deductibles, medical supplies and equipment, mental health and substance misuse treatment, orthodontia, and eyeglasses and contact lenses for yourself and your eligible dependents. You do not need to be enrolled in a Harvard health plan to participate in the Health Care FSA.
- Contribute between \$120 and \$3,400 per year.
- You must elect this benefit within **30 days** of your hire date or first date of benefits eligibility.
- You can spend up to the full amount of your annual election as soon as your account has been set up.
- All eligible expenses must be incurred on or after your hire date or first date of benefits eligibility.

Dependent Care FSA

- Pay for eligible dependent care (for a child under age 13) or adult care expenses, including day care, care for a disabled spouse or dependent, after-school care, and many types of summer camps. **This account is NOT for a dependent's health expenses.**
- Contribute between \$120 and \$7,500 per household per year (\$3,750 if you are married and filing taxes separately).
- You must elect this benefit within **30 days** of your hire date or first date of benefits eligibility.
- You can be reimbursed only up to the amount in your account at the time you request reimbursement.
- All eligible expenses must be incurred on or after your hire date or first date of benefits eligibility.



Estimate carefully with an FSA

Per IRS regulations, FSAs are use-it-or-lose-it accounts, which means you will forfeit any amount left in the account at the end of the grace period. In most cases, you'll have until March 15, 2027,* to incur eligible expenses and until March 31, 2027, to submit requests for reimbursement. For a list of eligible expenses, visit sentinelgroup.com/harvard-university. Please note: If you or your spouse were enrolled in an HSA with a previous employer during the 2026 calendar year, you are not eligible to enroll in the Health Care FSA this year.

* You have until March 15, 2027, to incur expenses for your Dependent Care FSA. For the Health Care FSA, you have until your enrollment end date to incur expenses. If you are enrolled through December 31, 2026, and remain eligible, you have until March 15, 2027, to incur expenses.

Managing your FSA

You can easily manage your FSA from the administrator's website at sentinelgroup.com/harvard-university or by visiting harvie.harvard.edu and selecting the link to Sentinel Group at the bottom of any page. On the website, you can check your FSA balance, file claims, enroll in direct deposit for reimbursements, and learn more about eligible expenses.

Paying for services

You will automatically receive a set of FSA debit cards for your household from Sentinel when you enroll, allowing for easy, convenient payment at participating providers or merchants. Although you do not need to file for reimbursement when using your debit card, you may be required to submit documentation, so be sure to save your receipts. If you have more than one kind of FSA, the same card can be used for all of your accounts.

- Use your debit card to pay the provider directly.
- If the provider doesn't accept a debit card, pay for expenses out of pocket, and submit receipts for reimbursement to Sentinel.

To be reimbursed for eligible expenses, submit an FSA claim form along with original receipts. Reimbursement forms and supporting documentation for 2026 FSA expenses must be submitted by March 31, 2027, online at sentinelgroup.com/harvard-university, or through the Sentinel Group mobile app.



Local 26 members only

If you enroll in coverage in one of the Harvard-sponsored HMO, POS, or PPO medical plans for 2026, you will receive a \$275 contribution to a Health Care FSA to help pay for eligible out-of-pocket medical, dental, and vision care expenses for yourself and your eligible dependent(s). To receive the contribution, you should elect the FSA, even if you do not wish to make your own contributions. Simply make an election of \$0.



TAKE TO HEART

For more information about FSAs, check out the FSA 101 tutorial available at harvie.harvard.edu/flexible-spending-accounts.

Health and welfare

Copayment Reimbursement Program

The Copayment Reimbursement Program is a unique benefit that reimburses plan-approved out-of-pocket in-network copayments for office visits, prescription drugs, and hospital charges (if applicable) above certain thresholds. This program is available to employees with Harvard-sponsored medical coverage. Out-of-network expenses and services not covered by the plan are not eligible. While you do not need to enroll in this program, you will need to file a claim in order to get reimbursed. Eligible expenses must be incurred between January 1 and December 31, 2026.

Copayment reimbursement thresholds

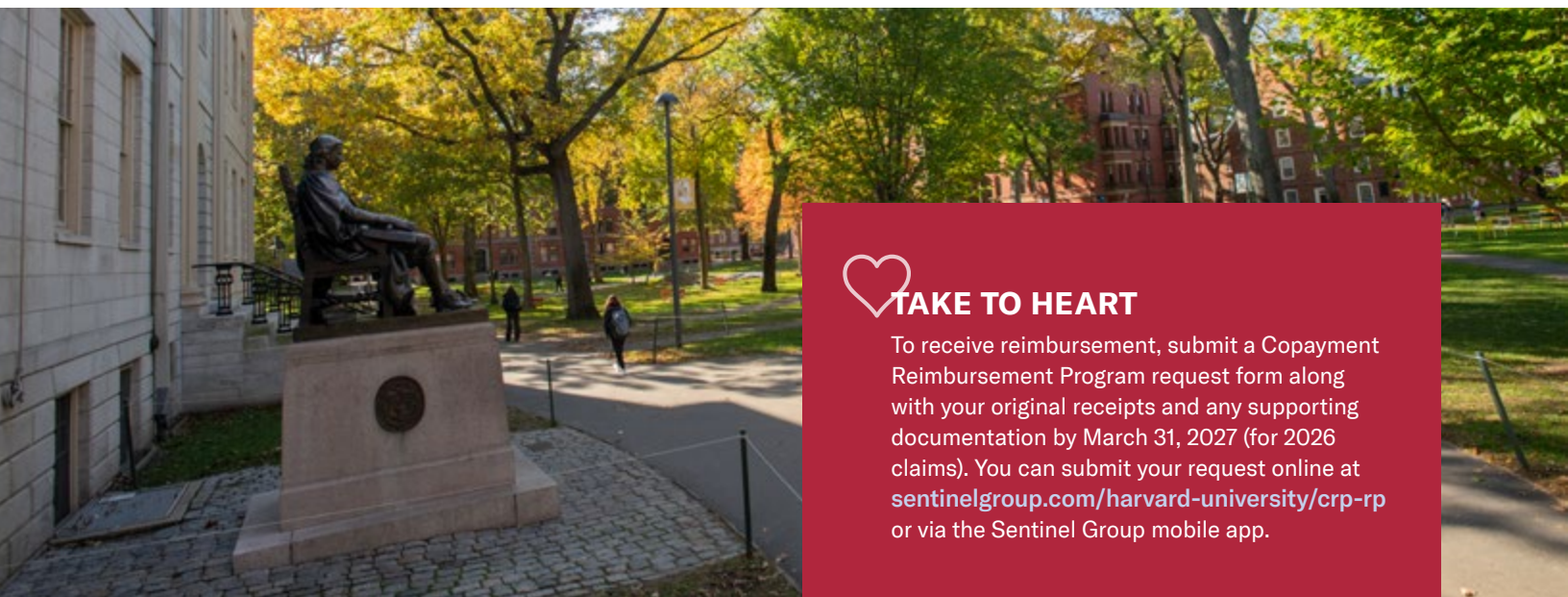
ENROLLMENT STATUS	FTE SALARY*	OFFICE VISIT THRESHOLD	PRESCRIPTION DRUG THRESHOLD	HOSPITAL COPAY†
Individual (Enrolled in individual coverage or family coverage and submitting receipts for only one family member for the plan year)	< \$75,000	\$225	\$500	\$300
	\$75,000+	\$450	\$1,000	\$600
Family‡ (Enrolled in family coverage and submitting receipts for more than one family member at any point throughout the plan year)	< \$75,000	\$550	\$1,000	\$450
	\$75,000+	\$1,100	\$2,000	\$900

* Full-time equivalent (FTE) salary is your annual salary if you work full-time or, for those who work less than full-time, the salary that would be earned working full-time at the same rate of pay.

† Hospital copayments are copayments for emergency room care/services, inpatient and outpatient hospital care/services, and high-tech imaging.

‡ Family includes the employee + spouse/domestic partner, employee + children, and family coverage levels.

Remember: You cannot be reimbursed for the same expenses through the Copayment Reimbursement Program and the Health Care FSA (and Supplemental Health Care Fund, if applicable). However, you may cover expenses up to the thresholds shown above with money saved in your FSA without affecting your eligibility for the Copayment Reimbursement Program.



TAKE TO HEART

To receive reimbursement, submit a Copayment Reimbursement Program request form along with your original receipts and any supporting documentation by March 31, 2027 (for 2026 claims). You can submit your request online at sentinelgroup.com/harvard-university/crp-rp or via the Sentinel Group mobile app.



Supplemental Health Care Fund for Local 26 members

If you are a member of Local 26 and enrolled in a Harvard-sponsored HMO, POS, or PPO medical plan, you may be reimbursed for emergency room, hospital, and high-tech imaging copays through the Supplemental Health Care Fund. Reimbursement claims for 2026 copayments must be postmarked by January 31, 2027.

You cannot submit the same expense to both the Copayment Reimbursement Program and the Supplemental Health Care Fund, and you cannot be reimbursed for expenses that have already been paid using an FSA.

For more information and to find reimbursement forms, go to sentinelgroup.com/harvard-university.

At the heart of it

Here's a quick refresher on commonly used insurance terms.

Allowable charge is the dollar amount typically considered payment in full by an insurance company and an associated network of health care providers.

Balance billing is the amount charged by a non-network provider for the difference between their total fee and the allowable amount covered by the plan.

Coinsurance is the amount you pay, as a percentage of the allowed cost of your services, after you reach the deductible and until you reach the plan's out-of-pocket maximum.

Copayment (copay) is a fixed amount you pay for a health care service or prescription drug.

Deductible is the amount you pay before your insurance begins covering certain services, such as hospitalization or outpatient surgery.

Drug formulary is a list of prescription drugs, maintained by medical professionals, that practitioners use to identify drugs that offer the greatest overall value.

Out-of-pocket maximum is the most you pay per plan year for plan-covered health care expenses, including prescription drugs. Once you reach this limit, the plan pays 100% for the remainder of the plan year.

Premium is the amount you pay for insurance, using pre-tax or post-tax dollars via paycheck deductions. (Note: Harvard pays a portion of the premium.)



Dental

As a Harvard employee, you may participate in the MetLife Dental PDP Plus plan. Be sure to enroll within 30 days of your hire date or first date of benefits eligibility to get the coverage you need. See the *2026 Benefits and Premiums at a Glance* on hr.harvard.edu/health-benefits for monthly cost information.

Make the most of your plan

Locate participating dentists by visiting metlife.com/info/harvard. Although you may use non-participating dentists, you'll pay more than you would if you used a participating dentist. Once you reach \$3,000 in dental costs within a calendar year, our innovative second level of coverage will kick in. You'll pay an additional \$500 deductible, and then you'll be covered at the applicable rate for the rest of the year, with no maximum.

- When you visit a participating dentist, you don't have to complete claim forms, and you cannot be billed for the difference between your dentist's rate and MetLife's allowed charges (negotiated rates for services).
- If you visit a non-participating (out-of-network) dentist, you may be balance billed, meaning you may be billed for the difference between the dentist's rate and the MetLife negotiated rate, in addition to the regular charges.
- Minimize your out-of-pocket expenses for dental care by asking your dentist for a pretreatment estimate from MetLife before you agree to receive any prescribed major treatment. Your dentist may be able to present alternative treatment options that will lower your share of the bill while still meeting your basic dental care needs.



When will I receive my dental ID card?

You will receive an ID card for dental coverage two to three weeks after you submit your enrollment information. If you need to use this benefit before receiving your ID card, call MetLife at 855-638-3941 to obtain your member number.

DENTAL BENEFITS & COVERED SERVICES*

Level 1 annual deductible	<ul style="list-style-type: none"> No deductible for diagnostic and preventive services and covered orthodontic services Restorative and major services: \$50 per person/\$150 per family
Level 1 maximum annual benefit	\$3,000 per person covered
Level 2 annual deductible	\$500 per person covered
Level 2 maximum annual benefit	None
COVERED SERVICES: Coverage levels are the same for participating and non-participating dentists.	
Preventive care—Cleanings and X-rays	MetLife pays 100% of allowed charges.
Basic services—Temporary and permanent fillings, simple extractions, surgical extractions	MetLife pays 75% of allowed charges after deductible.
Restorative services—Periodontics, endodontics and oral surgery, root canals, prosthetic maintenance, emergency dental care	MetLife pays 75% of allowed charges after deductible.
Major services—Prosthodontics, installation of crowns, inlays, onlays, dentures, implants, bridges	MetLife pays 75% of allowed charges after deductible.
Orthodontics	MetLife pays 50% of allowed charges (with no deductible), up to \$1,500 lifetime maximum per person.

* For details, please refer to the MetLife Dental PDP Plus Summary of Benefits available online at metlife.com/info/harvard.



TAKE TO HEART

Minimize your out-of-pocket expenses for dental care by asking your dentist for a pre-treatment estimate from MetLife before you agree to receive any prescribed major treatment. Your dentist may be able to present alternative treatment options that will lower your share of the bill while still meeting your basic dental care needs.



Health and welfare

Vision care

While Harvard’s medical plans offer some vision care coverage and discounts, you may also opt to enroll in Harvard’s comprehensive vision care plan, provided by EyeMed. It offers greatly reduced rates on vision exams, frames, lenses, and contacts. Be sure to enroll within 30 days of your hire date or first date of benefits eligibility to get the coverage you need. See the *2026 Benefits and Premiums at a Glance* on harvie.harvard.edu for your monthly cost.

To locate an in-network provider:

- Call the EyeMed customer service call center at **866-804-0982**.
- Visit the website at eyemed.com.
- Download the EyeMed app.

To give you an idea of what each provider offers, we’ve compared the different vision benefits below.

	VISION CARE BENEFITS & COVERAGE		
	EYEMED*	HUGHP	BCBSMA
Eye exam (once per calendar year)	\$15 copay		\$0 copay
Standard contact lens fitting (once per calendar year)	\$20 copay		Not covered
Frames and lenses (once per calendar year)	\$0 copay for frames up to \$165 allowance, 20% off balance over allowance. \$20 copay for standard single-vision, lined bifocal, or standard progressive lenses.		10%–40% discount on frames and lenses at Davis Vision and other selected vendors. Register with BCBS Association Blue365 at blue365deals.com .
Contact lenses (in lieu of spectacle lenses; every calendar year)	\$0 copay up to \$150 allowance, 15% off balance over allowance for conventional contact lenses.		10%–40% discount on contact lenses at Davis Vision and other selected vendors. Register with BCBS Association Blue365 at blue365deals.com .
Laser vision correction	15% off retail or 5% off promo price for LASIK or PRK from U.S. Laser Network. Call 800-988-4221.		Register with BCBS Association Blue365 at blue365deals.com for information, including discounts for LASIK.

* You can get an eye exam OR a contact lens fitting once per calendar year. You can’t get both in the same year.



When will I receive my vision ID card?

You will receive an ID card for vision coverage two to three weeks after you submit your enrollment information. If you need to use this benefit before receiving your ID card, call the EyeMed customer service call center at **866-804-0982** to obtain your member number.

Harvard University Health Services

As part of the Harvard community, you can access a wide variety of services and benefits from three convenient on-site locations. HUGHP members can select a primary care provider (PCP) at any Harvard University Health Services (HUHS) location.* If you select an HUHS PCP, you can access Quest Diagnostics' laboratory services provided on-site at the Harvard Square location.

HUHS locations

- Harvard Square, Richard A. and Susan F. Smith Campus Center, 75 Mt. Auburn Street, Cambridge
- Harvard Law School, Pound Hall, 1563 Massachusetts Avenue, Cambridge
- Longwood Medical Area, Vanderbilt Hall, 275 Longwood Avenue, Boston

	HUHS SERVICES	
	ALL HARVARD EMPLOYEES	HUGHP MEMBERS
Urgent care	During work hours only†	Open 7 days a week. See huhs.harvard.edu for hours of operation.
Center for Wellness and Health Promotion	✓	✓ Plus up to a 50% discount
Flu vaccination clinics	✓	✓

Additional HUHS services available to HUGHP members who have an HUHS PCP include the following:

- Allergy
- Behavioral Health
- Dermatology
- Eye Care Center
- Gastroenterology
- Neurology
- Nutrition
- Obstetrics and Gynecology
- Orthopedic Surgery
- Physical Therapy
- Podiatry
- Primary Care/Internal Medicine
- Radiology
- Surgery
- Travel Clinic
- Urology



TAKE TO HEART

For a full list of services, participating clinicians, health forms, and more, please visit huhs.harvard.edu.

* Please refer to page 4 for a full listing of HUGHP and BCBSMA PCP networks.

† Your insurance plan will be billed, and you will be responsible for any applicable copays, coinsurance, or deductibles; insurance plans may consider HUHS to be out of network, resulting in higher out-of-pocket costs, up to the full cost of the visit.

Disability and life insurance

Disability insurance

Short Term Disability

Harvard provides staff members with Short Term Disability (STD) benefits at no cost should they become unable to work due to a disability or illness.

- The program pays between 75% and 100% of your salary, depending on your job classification, collective bargaining agreement, and years of Harvard service, for up to 26 weeks.
- Enrollment is automatic for eligible employees.

Generally, staff must satisfy a waiting period before STD benefits can begin. Go to harvie.harvard.edu/disability for details.

Long Term Disability

If you are unable to work for over 180 calendar days due to illness or injury, you can protect yourself and your family from serious financial hardship with Harvard's group Long Term Disability (LTD) coverage.

- The plan pays 60% of your monthly pre-disability earnings (tax-free), up to a maximum of \$15,000 per month, for as long as you are determined by the LTD carrier to be disabled, up to the maximum benefit period, which is determined by your age when your disability begins.
- You must enroll and pay premiums for this benefit. Because premiums are deducted from your after-tax pay, LTD benefits are paid to you tax-free.
- If you enroll within 30 days of your hire date or first date of benefits eligibility, or within 30 days of certain permitted life events, you do not need to provide evidence of insurability. If you enroll at a later date, your application may be subject to medical review and approval by the carrier.

Benefits include the following:

- You are covered for disabilities incurred both on and off the job.
- You receive a cost-of-living adjustment benefit.
- If you die while LTD benefits are payable, and if, on the date you die, you have been continuously disabled for at least 180 days, your beneficiaries may be eligible to receive a survivor's benefit.

While you are on LTD

- Harvard will continue to provide Basic Life Insurance coverage, at no cost to you.* If you are enrolled in Supplemental Life Insurance, you may continue your coverage at Harvard's rates.
- Harvard will continue to make your retirement plan contributions, based on your salary at the time you became disabled.
- You will remain eligible for Harvard's medical, dental, and vision care benefits, paying Harvard's salary tier 1 rates for medical.
- You will continue to accrue participation service under the retirement plan.
- Dependent Life Insurance, the Legal Plan, and Identity Theft Protection coverage continues at the same rates (if you had elected this coverage prior to disability).

* Per IRS regulations, you will be taxed on the value of Basic Life Insurance coverage in excess of \$50,000.

LTD preexisting condition limitations

If you elect LTD coverage, the plan will not cover any disability or partial disability related to a preexisting medical condition—defined as a condition resulting from an injury or illness for which you were diagnosed or received treatment within 90 days prior to the date you became a participant. This includes any disability or partial disability that:

- Is caused by, contributed to, or resulted from a preexisting condition; and
- Began in the first 12 months immediately after your effective date of coverage, unless you have been treatment-free for that condition for 6 consecutive months during your first 12 months of coverage.

For more information on LTD, including limitations and exclusions, please visit harvie.harvard.edu/disability.

Life insurance

Basic Life Insurance*

Harvard helps you protect your beneficiaries by providing group term life insurance with a benefit that is equal to one-half of your annual base salary, rounded to the nearest \$1,000. If eligible, you are automatically enrolled in this coverage at no cost to you.

* The imputed cost of coverage in excess of \$50,000 is considered taxable income. The imputed cost, if any, will be shown and taxed on your paycheck. Please refer to harvie.harvard.edu/disability for details, including important information about age-related reduction in coverage.

Supplemental Life Insurance

If you'd like additional protection, you can purchase optional term life insurance, with a benefit of 1x–6x your current annual base salary, rounded to the nearest \$1,000, up to a maximum of \$2.5 million.

The cost of coverage is based on your age and the amount of coverage you elect. Premiums are deducted from your pay on an after-tax basis. If you elect Supplemental Life Insurance within 30 days of your hire date or first date of eligibility, you will be automatically approved for coverage at the highest multiple of your salary up to \$1.5 million; you must complete a Statement of Health and be approved by Metropolitan Life Insurance Company (MetLife) for amounts above this. For example, if your salary is \$275,000, you can be automatically approved up to 5x your salary, or \$1,375,000, which is the highest multiple of your salary under \$1.5 million; you would need to complete a Statement of Health to apply for amounts above that.

If you elect coverage at any other time (except within 30 days of certain life events), you must complete a Statement of Health, which MetLife will review; this coverage will not become effective until approved. If you enroll in Supplemental Life Insurance, you also receive free will preparation and estate resolution/probate services for you and your spouse/domestic partner through MetLife Legal Plans. To access this service, call **800-821-6400** and use group number 109929.

Beneficiaries

It's important to designate at least one beneficiary for your life insurance policy by going to harvie.harvard.edu and selecting MetLife Portal at the bottom of any page. Login using your HarvardKey. After logging in, click the My Accounts tile, and then Update Beneficiaries on the Life Insurance tile. Visit harvie.harvard.edu for more information about designating a beneficiary.

Dependent Life Insurance

If you enroll in Supplemental Life Insurance for yourself, you may elect \$25,000 or \$50,000 of Dependent Life Insurance coverage for your spouse/domestic partner within your first **30 days** of eligibility with no Statement of Health. You may also obtain \$75,000 or \$100,000 of coverage for your spouse/domestic partner with a Statement of Health. You can purchase \$5,000 or \$10,000 of coverage for your dependent children (from birth to age 26) with no Statement of Health. Final approval comes from MetLife. If you leave Harvard, you may continue Basic, Supplemental, and Dependent Life Insurance with a portability or conversion option through MetLife. You can find additional details at harvie.harvard.edu/disability.

Basic Life Insurance reduction

If you are actively employed at Harvard, your Basic Life Insurance coverage is reduced by 35% on January 1 following your 67th birthday. Another 35% reduction applies on January 1 following your 70th birthday, and additional 35% reductions occur every five years thereafter (e.g., at ages 75, 80, etc.). You will have the option to port or convert the reduced coverage amount. MetLife will provide detailed information by mail.

Voluntary benefits

Legal Plan, Identity Theft Protection, and Tuition Assistance and Reimbursement Programs

Legal Plan

The Legal Plan from MetLife provides you, your spouse/domestic partner, and your dependent child(ren) with fully covered legal services from attorneys experienced in estate planning, civil suits, adoption, and much more. You'll have no deductibles, copays, claim forms, or usage limits when you use one of the 14,000 network attorneys. Or you can choose an out-of-network attorney and be reimbursed for covered services (you pay any difference between the plan's payment and the attorney's charges for services). You also have access to prepare and file one individual or joint federal and state tax return with any TurboTax "do-it-yourself" online product at no additional cost.

Note that some services are excluded under this plan, including employment-related matters, divorce, rental issues where the employee is the landlord, class action, and more. Refer to harvie.harvard.edu/employee-discounts for more information. See the *2026 Benefits and Premiums at a Glance* on hr.harvard.edu/health-benefits for monthly cost.

Your first 30 days of employment (or benefits eligibility) is your only opportunity to enroll in the Legal Plan until the annual Open Enrollment period.

Identity Theft Protection

Identity Theft Protection from Allstate provides full identity monitoring, proactive alerts, and full-service restoration if your identity is stolen. Individual and family coverage is available. Refer to harvie.harvard.edu/employee-discounts for more information. See the *2026 Benefits and Premiums at a Glance* on hr.harvard.edu/health-benefits for monthly cost.

Your first 30 days of employment (or benefits eligibility) is your only opportunity to enroll in Identity Theft Protection until the annual Open Enrollment period.



Tuition Assistance Program and Tuition Reimbursement Program

With Harvard's Tuition Assistance Program (TAP), you can take courses to advance your career, improve your skills, pursue a degree, or explore your own interests at participating Harvard schools for as little as \$40 per class. Some TAP benefits may be taxable, per IRS regulations. Please go to harvie.harvard.edu/tuition-assistance for details.

The Tuition Reimbursement Program (TRP) reimburses you for job-related courses or courses taken toward an undergraduate degree at another accredited institution. You can be reimbursed for 75% (90% for members of HUCTW) of the cost of tuition, up to a calendar year maximum of \$5,250. HUCTW members may also use TRP for non-job-related graduate courses at other accredited institutions.

Before enrolling in a class, you should read the complete TAP and TRP guidelines at harvie.harvard.edu/tuition-assistance, where you will find details on eligibility, waiting periods, eligible courses, credit limits, costs, and important tax implications that may be applicable to certain graduate-credit courses.

Who is eligible for TAP and TRP?

Eligibility is based on your employee classification and standard hours as listed in PeopleSoft.

EMPLOYEE CLASSIFICATION*	MINIMUM REQUIRED HOURS PER WEEK
Part-Time Services & Trades (Limited Regulars)	16 hours
HUCTW and HUPA	17.5 hours
Services & Trades Hourly Dining Services (eligible during months of regularly scheduled nonemployment)	20 hours
SEIU, Electricians & Carpenters (ATC)	More than 20 hours

* The above classifications are made for the purposes of TAP.

Waiting periods

FOR STAFF COVERED BY HUCTW

The waiting period is the Orientation and Review period (90 days). After this period, you can use the TAP/TRP benefit to enroll in Harvard and non-Harvard courses. To be eligible, the course start date must be on or after your 90th day of employment in a TAP-benefit-eligible position.

FOR STAFF COVERED BY A BARGAINING UNIT OTHER THAN HUCTW

- To participate in a Harvard course, your date of hire in a TAP-benefit-eligible position must be on or before July 1 for the fall semester, November 1 for the spring semester, or April 1 for the summer semester.
- For non-Harvard courses, there is a 180-day waiting period. The first day of class must be on or after your 180th day of employment in a TRP-benefit-eligible position.

HUCTW members

You have access to the Education Fund, which primarily covers courses not eligible for reimbursement under TRP. For more information, please see huctw.org/funds-and-loans/education-fund.



HARVARD SCHOOLS/PROGRAMS PARTICIPATING IN TAP		
SCHOOL	TAP FEE	COURSE INFORMATION
Divinity School	10% of course cost	hds.harvard.edu
Extension School	\$40 per class	extension.harvard.edu
Graduate School of Arts and Sciences (Faculty of Arts and Sciences)	10% of course cost	gsas.harvard.edu
Graduate School of Design	10% of course cost	gsd.harvard.edu
Graduate School of Education	10% of course cost	registrar.gse.harvard.edu/tuition-assistance-program-tap
Harvard College (Faculty of Arts and Sciences)	10% of course cost	fas.harvard.edu
Harvard Kennedy School	10% of course cost	hks.harvard.edu
Harvard Law School	Call the Law School Registrar's Office for information	hls.harvard.edu/registrar
Harvard Medical School	10% of course cost; call the HMS Human Resources Office for information	hms.harvard.edu
Harvard Summer School	\$40-\$80 per class	summer.harvard.edu
Harvard T.H. Chan School of Public Health	10% of course cost	registrar@hsph.harvard.edu
Office for the Arts, Ceramics and Dance Programs	\$40 (plus lab fees for ceramics classes)	Ceramics: ofa.fas.harvard.edu/ceramics Dance: ofa.fas.harvard.edu/dance

Retirement

Retirement Plans

Harvard is pleased to provide programs to help you save for retirement. We offer University-funded retirement plans, employee-funded tax-advantaged savings plans, and a carefully chosen lineup of investment options including mutual funds from Vanguard and Schwab and annuities from TIAA.

Tax-Deferred Annuity Plan

Harvard's Tax-Deferred Annuity (TDA) Plan gives you an easy way to save for retirement and reduce your taxable income—now or in retirement. Harvard offers you two ways to contribute to a TDA:

- The Traditional option, in which your contributions are deducted from your paycheck before you pay taxes, saving you money
- The Roth option, in which you make your contributions after taxes and your withdrawals in retirement are tax-free

You may choose one contribution option or divide your contributions between the Traditional and Roth options. The maximum annual TDA contribution for 2026 is \$24,500 (\$32,500 for those ages 50 and older, or \$35,750 if you are ages 60 to 63) for Traditional and Roth contributions combined. To compare the Traditional and Roth options, please see harvie.harvard.edu/retirement. If your 2025 University compensation exceeded \$150,000, you may only make TDA catch-up contributions on a Roth basis in 2026.

You may open a TDA as soon as you begin working. Your contributions are directed into the investments you choose from the investment lineup. If you don't actively elect an investment choice, your TDA contributions will be invested in a low-cost Vanguard target-date fund based on your age.

The online Harvard University Retirement Center (HURC) is a great resource for managing your TDA. To get started, simply visit harvie.harvard.edu/retirement and choose HURC from the Employee Tools menu at the bottom of any page. There, you can do any of the following:

- Open a TDA
- Change your contribution amount
- Elect to contribute pre-tax or to an after-tax Roth option
- Stop your contributions
- Name a beneficiary

Have questions? You can speak to a retirement specialist by calling the HURC at **800-527-1398**, Monday–Friday, 8 a.m.–5 p.m. ET. You may also meet with a financial advisor from TIAA, the plan's recordkeeper, to discuss your retirement goals and planning at no cost to you (see the *2026 Benefits and Premiums at a Glance* on harvie.harvard.edu for contact information).

ATC, SEIU Arboretum, and HUCTW members

You may open a TDA as soon as you begin working, and you may start making contributions at any time. However, **you will be automatically enrolled in the TDA 60 days after your start date unless you make another choice, including opting out of the plan.**

- Your initial contribution will be 3% of eligible pay, deducted on a pre-tax basis (Traditional option).
- Your contributions will be invested in a low-cost Vanguard target date fund tied to the year you turn 65. You have the flexibility to choose from the other available investment options if you wish.
- **Your contributions will increase by 1% each January** until you reach 10% of your salary or the annual maximum, which is \$24,500 for 2026 (\$32,500 for those ages 50 and older, or \$35,750 if you are ages 60 to 63). This is a combined total of all of your Traditional and Roth contributions for the year.
- You can opt out at any time; if you do so within 60 days of your first contribution, you can request reimbursement of your contributions.
- You can also change your contribution amount at any time, including electing to make some or all contributions via the Roth option, though this will cancel your participation in the annual automatic escalation feature.

University-funded retirement programs

Harvard University offers two University-funded programs to eligible staff covered by a bargaining unit: the 2001 Staff Retirement Program and the 1995 Retirement Program. If eligible, you will be automatically enrolled in the appropriate retirement plan after the six-month waiting period.

You will receive a plan information package about two months before you become eligible.

- The **2001 Staff Retirement Program** is for eligible members of HUCTW. To be eligible, you must be regularly scheduled to work at least half-time, or 17.5 hours per week (generally), and be age 21 or older.
- The **1995 Retirement Program** is for eligible Services and Trades employees who are represented by the collective bargaining units of HUPA, SEIU, and Local 26. To be eligible:
 - SEIU members must be regularly scheduled to work at least 20 hours per week and be age 21 or older, and
 - all members of other covered unions must be regularly scheduled to work more than 20 hours per week and be age 21 or older.
- ATC members are covered by a separate retirement fund administered by their union. For more information, ATC members should contact the Central Pension Fund at **202-362-1000**.



TAKE TO HEART

To learn more about your retirement plan options, investment options, and whether you're able to roll existing qualified retirement account(s) into the TDA, visit harvie.harvard.edu/retirement or call the HURC at **800-527-1398**, Monday–Friday, 8 a.m.–5 p.m. ET.

The 2001 Staff Retirement Program

In this program, Harvard makes 100% of all contributions. Each month you participate, Harvard will make a contribution based on your age and pensionable salary:

- **If you are under age 40:** 5% of pay up to the Social Security wage base (\$184,500 in 2026) and 10% of pay for earnings above the Social Security wage base (up to annual IRS salary limits)
- **If you are age 40 or older:** 10% of pay up to the Social Security wage base (\$184,500 in 2026) and 15% of pay for earnings above the Social Security wage base (up to annual IRS salary limits)
- Contributions begin after a six-month waiting period and are retroactive to your date of hire.
- You decide how this contribution should be invested from among a carefully chosen lineup of mutual funds from Vanguard and Schwab and annuities from TIAA. If you make no other election, this contribution will automatically be invested in a Vanguard target-date fund closest to the year you turn 65.
- Participants are generally vested after three years of employment with the University. Vesting means that the money is yours to keep; you may take it with you if you leave the University or retire.

The 1995 Retirement Program

In this program, Harvard makes 100% of all contributions.

- Contributions begin after a 12-month waiting period.
- Participants are generally vested after three years of employment with the University. Vesting means that the money is yours to keep; you may take it with you if you leave the University or retire.

The 1995 Retirement Program provides you with two accounts: the Basic Account and the Individual Investment Account.

BASIC ACCOUNT (DEFINED BENEFIT)

Harvard makes monthly contributions to your account based on the following rates applied to your pensionable pay. The contributions are based on your age plus your years of service.

- If your age + service is less than 40, Harvard's monthly contribution equals 3% of your pay.
- If your age + service is 40–49, Harvard's monthly contribution equals 4% of your pay.
- If your age + service is 50–59, Harvard's monthly contribution equals 5% of your pay.
- If your age + service is 60 or more, Harvard's monthly contribution equals 6.5% of your pay.

Your balance in the Basic Account is kept in a retirement trust by Harvard and earns at least 5% but no more than 10% interest annually.

INDIVIDUAL INVESTMENT ACCOUNT (DEFINED CONTRIBUTION)

Harvard's contributions to your Individual Investment Account equal 3.5% of your monthly pay. Contributions are made monthly and invested in funds you choose from those offered in the investment lineup. If you don't actively elect an investment choice, your contributions will be invested in a low-cost Vanguard target-date fund based on your age.

Other benefits

Other benefits, perks, and services

At Harvard, you have access to a wide array of discounts, perks, services, and facilities that can enhance your life, improve your skills, and improve your physical and mental wellbeing. For more details, visit harvie.harvard.edu and the websites below for information on current hours and available programs.

Behavioral health

Employee Assistance Program

Offers confidential counseling and support for addiction, anxiety, depression, and everyday stress, along with expert guidance for grief and trauma. Also provides referrals for child care, elder care, school vacation programs, camps, legal and financial assistance, debt counseling, stress management, workplace challenges, and more.

877-EAP-HARV (877-327-4278)

harvie.harvard.edu/employee-assistance-program

Career development and training classes

Center for Workplace Development

Professional and skill development, leadership coaching, and career management

617-495-4895

harvie.harvard.edu/learning-development

Harvard Bridge Program

Training in English as a second language, general equivalency diploma studies, computers, and academic prep

617-384-7618

harvie.harvard.edu/learning-development

Child care and elder care

Information on Harvard-affiliated child care centers, child care scholarships, backup care for children and elders, and the Senior Care Planning program

University Office of Work/Life

617-495-4100

harvie.harvard.edu/worklife

Work/Life Program Manager, Harvard Longwood Campus

617-432-1048

hlc.harvard.edu/work-life-resources

Adoption Assistance Plan

617-495-4100

harvie.harvard.edu/adoption-resources

Discounts

Outings & Innings

Discounts on movies, performing arts, sporting events, museums, shopping, services, travel, and more

617-495-2828

outingsandinings.harvard.edu

Computers and accessories

huit.harvard.edu/it-perks-and-discounts



Harvard community

Faculty Club

Dining room, rooms for meetings and special events
617-495-5758
hfc.harvard.edu

Harvard Neighbors

Cultural events, interest groups, and social activities
617-495-0714
neighbors.harvard.edu

Harvard chaplains

Harvard-affiliated religious organizations and services
617-879-8365
chaplains.harvard.edu

HARVie Classifieds & Conversations

Community-based list of items for sale, housing, roommates, and ride sharing
harvie.harvard.edu, select Classifieds (top right)

Healthy living

Athletic facilities and recreation

Memberships for employees and family members; low-cost yoga, cycling, and fitness classes
General membership: 617-496-1585
recreation.gocrimson.com

Vanderbilt Hall, Longwood Campus: 617-432-1629
hms.harvard.edu/departments/vanderbilt-hall, select Vanderbilt Hall Athletic Facility

Center for Wellness and Health Promotion

Massage and acupuncture appointments; classes in movement, meditation, and yoga
617-495-9629
wellness.huhs.harvard.edu

Harvard Dental Center

Comprehensive dental care located in Longwood
617-432-1434
hsdm.harvard.edu/harvard-dental-center

Mindfulness

Support for wellbeing with free programs
harvie.harvard.edu/mindfulness



Other benefits

Housing, banking, and personal insurance services

Discounted group auto and home insurance

Corestream
617-334-2955
harvardsupport@corestream.com
harvard.corestream.com/login

Harvard housing office

Assistance finding roommates, apartments
617-495-1459
huhousing.harvard.edu

Harvard Federal Credit Union

Savings and checking accounts, mortgages, car loans, credit cards, and financial education workshops
617-495-4460
harvardfcu.org

Real Estate Advantage Program

Referrals to moving companies; cash rebates when houses are purchased through Coldwell Banker
888-393-0699
huhousing.harvard.edu/homebuying

Libraries

Information on Harvard's library system
617-495-4166
library.harvard.edu

Museums

The Arnold Arboretum

617-524-1718; arboretum.harvard.edu

Harvard Art Museums

617-495-9400; harvardartmuseums.org

Harvard Forest

978-724-3302; harvardforest.fas.harvard.edu

Harvard Museum of Natural History

617-495-3045; hmnh.harvard.edu

Observatory Nights

Free monthly lectures and telescopic observing at the Harvard Observatory
617-495-7461; cfa.harvard.edu/events

Harvard Museum of the Ancient Near East

617-495-4631; hmane.harvard.edu

Parking and public transportation

Harvard CommuterChoice

Public transportation passes available for half price (must be ordered by fourth calendar day of previous month); Bluebikes membership; commute planning services; and information on biking, carpools, and more
617-384-RIDE (7433)
transportation.harvard.edu/commuterchoice

Parking office

Cambridge and Allston—Campus Service Center
617-496-7827
transportation.harvard.edu/parking

Longwood campus

617-432-1111
hms.harvard.edu/departments, select Parking

Shuttle services

Cambridge and Allston Shuttles
617-495-0400 (for evening van service)
transportation.harvard.edu/shuttle-van-services

Longwood medical area shuttles

617-632-2310
hms.harvard.edu/departments, select Parking

Pet insurance

Pets Best

Coverage for dogs and cats, emergency and routine care
Corestream
617-334-2955
harvardsupport@corestream.com
harvard.corestream.com/login

Safety and security

Harvard University Police Department

Tips and resources for crime prevention and safety on campus (for emergencies, call 911)
617-495-1212; hupd.harvard.edu

Longwood Campus: 617-432-1212

HBS campus: 617-495-1215

MessageMe

Harvard's emergency notification system; sign up to receive notification of campus emergencies on your personal electronic device
messageme.harvard.edu

Enrollment

How to enroll

You have 30 days from your date of hire or first date of benefits eligibility to enroll via PeopleSoft. For details, see the *How to Enroll in or Update Your Benefits: A Guide to Using the PeopleSoft Benefits Enrollment System* on harvie.harvard.edu/forms-documents.

For the best user experience with PeopleSoft, use Firefox or Chrome. (You may waive Harvard medical, dental, or vision coverage if you have coverage elsewhere and specify when that coverage ends. See “Answers to frequently asked questions” on page 28 for more information about enrolling at a later date.)

When enrolling, remember to do the following:

- ✓ Add eligible dependents and submit the required supporting documentation with coversheet (hr.harvard.edu/resource/new-hire-dependent-cover-sheet).
- ✓ Refer to the Designating/Updating Beneficiaries instructions or on hr.harvard.edu/resource/designating-updating-your-beneficiaries for information about designating life insurance beneficiaries.
- ✓ Review the confirmation statement that will be sent to you to make sure your elections are correct. (Contact the Benefits Office right away if your desired elections are not reflected.)

To learn more, visit harvie.harvard.edu.

Need to update your address? To make sure you receive important mail and remain in a medical plan that covers your location, please keep your home address current in PeopleSoft Self Service. **Already moved and forgot to update your address? Reach out to the Benefits Office for assistance.**



Enrollment



Benefits eligibility

	WHO IS ELIGIBLE			
	YOU	YOUR SPOUSE OR REGISTERED DOMESTIC PARTNER	ELIGIBLE CHILDREN UNDER AGE 26*	ELIGIBLE DISABLED CHILDREN AGE 26 OR OVER*
Medical	✓	✓	✓	✓
Dental	✓	✓	✓	✓
Vision	✓	✓	✓	✓
LTD	✓			
Supplemental life	✓			
Dependent life		✓	✓	✓
Retirement plans	✓			
Legal plans	✓	✓	✓	✓
Identity theft†	✓	✓	✓	✓

* Eligible children under age 26 include children by birth, adoption, foster placement, or legal guardianship, including eligible children of your spouse or domestic partner. Also eligible are disabled children ages 26 and over, including disabled children of your spouse or domestic partner, who were deemed disabled before age 26 and have been continuously covered. Dependents are not eligible for Dependent Life Insurance if confined to a hospital or receiving/entitled to receive Social Security Disability payments.

† Those you financially support or who live under your roof are eligible under the family plan.

Adding dependents to your coverage

To add dependents to your coverage, you must supply proof of dependent eligibility.

- **Spouse:** Copy of valid marriage certificate
- **Domestic partner:** Harvard's Statement of Domestic Partnership (see "Answers to frequently asked questions" on page 28)
- **Dependent child:** Copy of birth certificate, adoption documents, or proof of legal guardianship

Paying for benefits

While many of your benefit contributions are deducted from your paycheck on a pre-tax basis, some benefit contributions are made on an after-tax basis.

You make pre-tax contributions for these benefits:

- Medical, dental, and vision care
- FSA
- Tax-Deferred Annuity Plan (except Roth)

You make after-tax contributions for these benefits:

- LTD Insurance
- Supplemental Life Insurance
- Dependent Life Insurance
- Roth contributions
- Legal Plan
- Identity Theft Protection
- Premiums for nonqualifying* registered domestic partner benefits coverage: The value of this coverage is considered imputed income. If you have a domestic partner and are electing employee plus domestic partner or family coverage, call **617-496-4001** to speak with a Benefits representative about enrollment and tax implications.

* The University follows the IRS definition of a qualifying tax dependent to determine tax treatment of premiums.

Changing your benefits during the year

IRS regulations limit when you can make changes to your benefits during the year. Once you've submitted your benefits elections, you cannot change your medical, dental, vision care, or FSA elections outside the annual Open Enrollment period, which takes place each October/November, unless you experience an IRS-defined change in status as listed below. Changes in enrollment must be consistent with the change in status. See harvie.harvard.edu/life-events for more information.

If you experience one of these life events, please contact Benefits at **617-496-4001** as soon as possible because you have only **30 days** from the date of the status change to make benefits changes. A Benefits representative can explain which changes you're allowed to make.

Changes in status that may allow you to make benefits changes:

- Marriage, registering a domestic partnership, divorce
- Birth, adoption
- Death
- Change in number of dependents
- Change in employment status—beginning or end of employment for you or your eligible dependent, beginning of or return from an unpaid leave of absence, going from benefits-ineligible to benefits-eligible, beginning or ending family medical leave
- Dependents losing eligibility—dependent child reaching the maximum age of 26; or dependent children turning age 13 for dependent care FSA only
- Dependents gaining eligibility
- Change in coverage or cost—significant change in health or dependent care coverage or cost for you or your eligible dependent
- Retirement
- Moving into or out of a medical plan's service area



TAKE TO HEART

For a copy of the Statement of Domestic Partnership, visit harvie.harvard.edu/forms-documents, or contact Benefits at **617-496-4001** or benefits@harvard.edu.

Answers to frequently asked questions

I have medical, dental, and/or vision coverage outside of Harvard. Can I defer my enrollment in the Harvard-sponsored plans for these benefits until my current coverage ends?

Yes, you can. Here's what you'll need to do:

- Do NOT elect Harvard coverage for these benefits in PeopleSoft.
- Contact Benefits at **617-496-4001** and let us know the exact date your other coverage will terminate.
- Then submit a letter from your former employer or insurance carrier stating that you were enrolled in medical, dental, and/or vision coverage and the date that the coverage terminates. If you are enrolling eligible dependents, they must also be losing coverage and their names will need to be listed in the letter.
- Once we receive this letter, Benefits will send you enrollment information with the new effective date (the date your previous coverage terminates).
- You will need to complete a separate online election within 30 days of the date your current coverage ends.

If you are eligible for and want to enroll in other Harvard benefits, such as Supplemental and Dependent Life, LTD Insurance, Identity Theft Protection, or the Legal Plan, you still must enroll within your initial 30-day enrollment period for automatic approval of coverage.

Can I enroll in my benefits prior to my hire date?

No. Even if you have your Harvard University ID number, you won't be able to access PeopleSoft to make your benefits elections until your hire date or the first day you're eligible for benefits.

Is there a deadline for submitting my benefits elections?

Yes. You need to elect your benefits and provide all supporting documentation within 30 days of your hire date or the first day of benefits eligibility. Please see "Adding dependents to your coverage" on page 27 for details.



When will I get my medical, dental, vision care, and/or prescription cards?

You will receive your ID cards two to three weeks after you submit your enrollment. If you need to use a benefit before receiving your ID card, call the benefit provider to obtain your member number (see the *2026 Benefits and Premiums at a Glance* on hr.harvard.edu/health-benefits for all vendor contact information).

What if I miss the 30-day enrollment period for benefits?

If you miss the 30-day enrollment period, you will not be able to enroll until the next annual Open Enrollment period (occurring each October/November), unless you experience an IRS-defined change in status, such as a birth or change in marital status. Enrollment changes must be consistent with the change in status and must be submitted within 30 days of the status change (see harvie.harvard.edu/life-events). Changes made during the annual Open Enrollment period will go into effect on January 1 of the upcoming year.

What is the difference between the HUGHP and BCBSMA networks?

The two networks offer many of the same specialists; however, if you enroll in a HUGHP plan, you must have a Massachusetts address, and you'll have a different network of adult PCPs to choose from. Please go to harvie.harvard.edu/resource/medical-plan-network-and-service-areas, or see page 4 for information about how to determine if your PCP is in-network for each of the plans.

When will my coverage start?

Once your elections are submitted, the coverage start date is your date of hire or the first day of your benefits eligibility. You will be charged premiums retroactively for medical, dental, and/or vision coverage.

What does it mean if the HMO plans do not appear as options on my PeopleSoft Self-Service enrollment page?

If your address is outside the HMO plans' service area, those plans will not appear as an option. If your address is listed incorrectly in PeopleSoft and you'd like it changed retroactive to your hire date, please contact the Benefits Office at **617-496-4001**.

You can also change your address at any time through PeopleSoft Self-Service. However, you will not be able to change it retroactively (you **MUST** contact Benefits). If your new address affects your medical plan eligibility (see page 4), you will receive enrollment materials advising you how to make the necessary changes to your medical coverage within 30 days. Your coverage start date will be the effective date of your address change.

If you do not make a new election within **30 days** you will be defaulted into a new plan retroactive to your address change date. Claims paid through your previous plan may be retracted, and you may need to select a new PCP. For more information, go to harvie.harvard.edu/medical.



Answers to frequently asked questions



How do I enroll my domestic partner?

You must complete the Harvard Statement of Domestic Partnership, which can be accessed via HARVie at harvie.harvard.edu/forms-documents, by selecting Domestic Partners.

You must have met the definition of Domestic Partner as outlined in the Statement prior to your hire date. If you did not meet the definition prior to your hire date, you can enroll your Domestic Partner once you meet the criteria. You will need to register your Domestic Partnership with a local municipality that recognizes Domestic Partnerships. You will need to provide a copy of the registration certificate along with the Harvard Statement within 30 days of the date of registration.

How do the pre-tax accounts—the Health Care FSA and the Dependent Care FSA—differ?

There are two kinds of FSAs: Health Care and Dependent Care. Both allow you to deduct money from your paycheck before taxes, thereby reducing your taxable income, to pay for eligible expenses.

- Health Care FSAs can be used to pay eligible out-of-pocket health expenses (incurred on or after your enrollment date) for you and your eligible dependents, such as copays for medical office visits and prescriptions, coinsurance and deductibles, dental expenses, and eyeglasses and contact lenses.
- Dependent Care FSAs can be used to pay for eligible dependent child care (under age 13) and adult care expenses (incurred on or after your enrollment date) so that you (and your spouse, if applicable) can work or look for work. They can be used to pay for eligible dependent care providers and day care facilities, including senior centers, after-school care, or day summer camp, though some specialty camps are not eligible.

For more details about filing time frames and IRS annual limits, please read pages 6–7 of this guide. Also, you can learn more about these accounts at harvie.harvard.edu/flexible-spending-accounts.

How does the vision care coverage provided by EyeMed differ from the vision benefits provided by Harvard's HUGHP and BCBSMA medical plans?

In general, vision benefits under Harvard's medical plans cover an annual eye exam and offer discounts on eyewear with certain providers. EyeMed offers more comprehensive coverage, including contact lens exams, contact lenses, and eyewear. Please see page 12 or visit harvie.harvard.edu/vision for more information. Contact EyeMed with specific questions. See the *2026 Benefits and Premiums at a Glance* on hr.harvard.edu/health-benefits for complete vendor contact information.

Learn more

View

Watch our Benefits Highlights videos at harvie.harvard.edu.

Attend

Discover the many perks of being a Harvard employee by attending our New Employee Welcome & Orientation. Find the schedule at hr.harvard.edu/new-employees.

Visit

Go to harvie.harvard.edu to do any of the following:

- Access a full list of benefit contacts
- View Summary Plan Descriptions of certain programs
- Click on **O&I** at the top of any HARVie page, log in, and click on the **Hidden Gems** tab for more information about Harvard perks

Get in touch

Contact Harvard Benefits



617-496-4001
617-496-3000 (fax)

We're here to assist you Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, with a later start on Wednesdays at 10:30 a.m. ET.



benefits@harvard.edu



124 Mt. Auburn Street, 4th floor
Cambridge, MA 02138

You will find a Benefits drop-off box for forms on the first floor.



harvie.harvard.edu

Remember: You must make your benefit elections within **30 days** of your date of hire or qualifying life event.





HARVARD
Human Resources