



# Welcome to Harvard

At the heart of Harvard is you, and at the heart of your Harvard experience is a range of benefits to keep you and your family healthy, support your wellbeing, provide financial protection, and help you build long-term security for retirement. Use the links below to access the new hire materials featured in the Learn section.



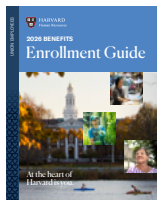
## It's time to enroll.

**IMPORTANT:** You have 30 days to enroll, starting from the date you're hired or the date you become eligible for benefits.

## Choose

- Medical:** Choose from plans offered by 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.
- Flexible Spending Accounts (FSAs):** Put aside pre-tax dollars for qualifying expenses with a Health Care FSA and/or Dependent Care FSA.
- Vision Care:** Compare EyeMed coverage with the vision benefits included in your HUGHP or BCBSMA medical plan.
- Other Voluntary Benefits:** Purchase Long Term Disability, Supplemental Life and Dependent Life Insurance, Identity Theft Protection, and Legal Plan services at competitive rates.

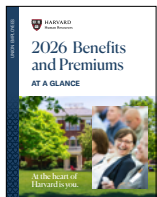
## Learn



**Benefits Enrollment Guide**  
A detailed look at your benefit options, including answers to frequently asked questions.



**Guide to PeopleSoft Benefits System**  
Step-by-step instructions for enrolling in or updating your benefits using PeopleSoft.



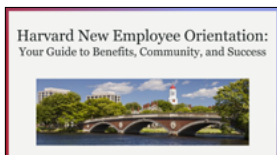
**Benefits and Premiums at a Glance**  
A quick snapshot of available benefits, medical plan comparison charts, and current premium rates.



**Summary Plan Descriptions**  
A comprehensive overview of your health and welfare benefits and your retirement plans, including required legal notices.

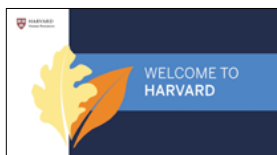
Health and Welfare

Retirement



### New Employee Orientation Program

Provides an overview of the benefits of being a Harvard employee, along with information about University culture, structure, and resources to help you get started. Visit [hr.harvard.edu/new-employees](https://hr.harvard.edu/new-employees) for details.



### Benefits Overview Videos

A collection of short videos highlighting key benefit offerings and how they work.

## Enroll

Use PeopleSoft to enroll in the benefits that are right for you. If you have other coverage, you can leave your Harvard medical, dental, or vision insurance waived and enroll when your current plans end. **Do not make the election on PeopleSoft. You must contact Harvard Benefits for instructions.**

- Adding dependents:** After completing your benefits enrollment, submit your Dependent Supporting Documentation cover sheet, found at [hr.harvard.edu/resource/new-hire-dependent-cover-sheet](http://hr.harvard.edu/resource/new-hire-dependent-cover-sheet), to finalize coverage for your eligible dependents. If documentation is not received within 30 days of your hire/newly eligible date, your dependents will be removed from coverage.
- Designating life insurance beneficiaries:** Visit [harvie.harvard.edu/resource/designating-updating-your-beneficiaries](http://harvie.harvard.edu/resource/designating-updating-your-beneficiaries) for detailed instructions.
- Review:** Carefully read the confirmation statement you receive in the mail to ensure that your elections are correct. If you notice any errors, contact the Benefits Office immediately at 617-496-4001.
- Read required notices:** Access the Annual Notice of Creditable Coverage, Children's Health Insurance Program (CHIP), Eligible Automatic Contribution Arrangement (EACA), Premium Assistance, and Qualified Default Investment Alternative (QDIA) notices at [hr.harvard.edu/ben-required-notice](http://hr.harvard.edu/ben-required-notice).

# Have questions? The Benefits Office can help.

And remember, you must enroll in your benefits within 30 days of your hire/newly eligible date.



**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**

A Benefits drop-off box for forms is located on the first floor.



**[hr.harvard.edu/new-employees](http://hr.harvard.edu/new-employees)**



**HARVARD**  
Human Resources