

How to enroll in or update your benefits



HARVARD
Human Resources

A guide to using the PeopleSoft Benefits System

Use this document to assist in your benefits enrollment. Newly-eligible employees please refer to your *Benefits Enrollment Guide* for detailed information about your benefit options. Those experiencing a life event (such as marriage, birth/adoption of a child, adding a dependent due to loss of coverage, etc.), please refer to your *Life Event* packet for information. If you require additional assistance, please contact the Benefits office at [617-496-4001](tel:617-496-4001) or benefits@harvard.edu.

Important enrollment reminders

Meet the 30-day deadline. As a new employee, you have 30 days from your date of hire to make your benefit elections. If you experience a life event, you have 30 days from the event date to make eligible changes.

Submit your benefits. By clicking [Done](#) on each applicable benefit, you can save your elections and return to make changes within the 30-day window. However, your elections won't be processed until you click [Submit Enrollment](#) on the main landing page for the event. If you save your elections but don't submit them, your elections won't be processed.

Enroll dependents in medical, dental, vision care, or life. You must provide certified documentation to enroll your dependents in the medical, dental, vision, or life insurance plans. If your documentation isn't received by Benefits within the 30-day window, your dependents will be removed from the plans retroactive to your hire date/first date of eligibility or the date of your life event.

Remember: Submitted benefits are final. Once you've submitted your elections, they can't be changed until the next Open Enrollment period unless you experience a qualifying change in your family or employee status.

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Obtaining login credentials

Before you can enroll in your benefits, you'll need your Harvard University ID (HUID) and HarvardKey, the University's unified login credential for online applications and services.

If you have not yet claimed your HarvardKey, visit key.harvard.edu and follow the prompts under [Claim your HarvardKey](#). You'll need to supply your HUID, last name, and date of birth. If you need help claiming your HarvardKey, please contact the Harvard University Information Technology support desk at [617-495-7777](tel:617-495-7777) or ithelp@harvard.edu.

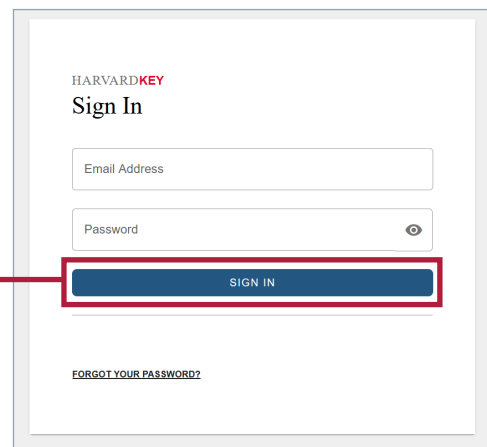
New employees please note: You will not be able to log onto PeopleSoft until your actual hire date.

Accessing PeopleSoft

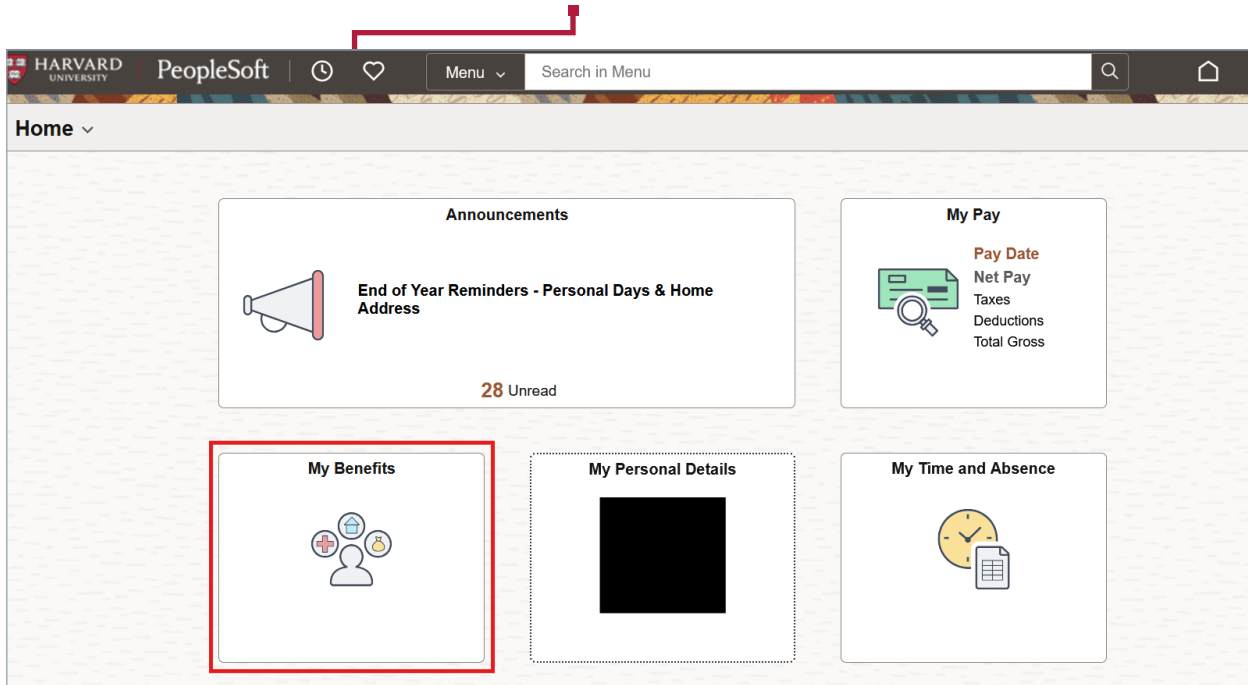
1. Visit the Harvard Human Resources (HARVie) website at hr.harvard.edu and click on **PEOPLESOFT** at the top of the page.

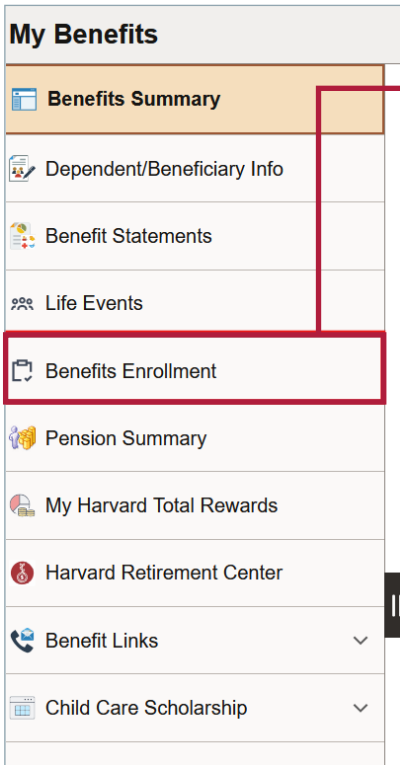


2. You will be redirected to the HarvardKey login screen. Simply enter your credentials, and then click **Sign In** or press the **Enter** key. Note that using the Duo two-step authorization is required for login.



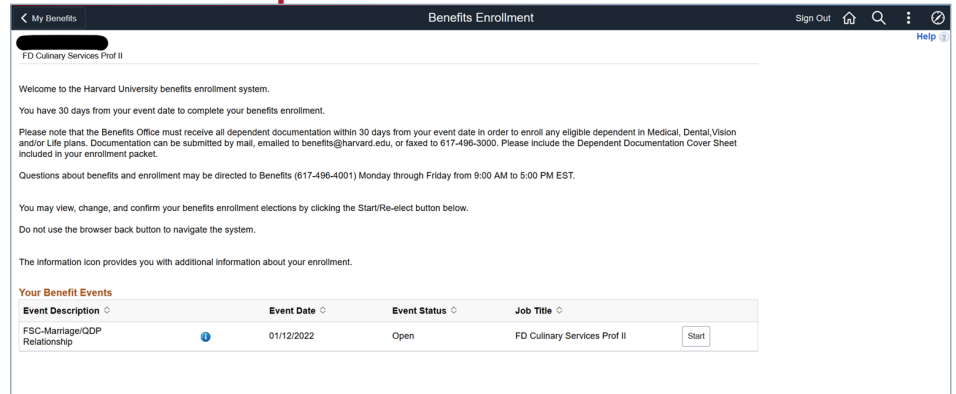
3. On the PeopleSoft home page, click the **My Benefits** tile.





4. On the **My Benefits** page, select **Benefits Enrollment**.

5. This is the initial **Benefits Enrollment** page. Review the displayed information, and then click the **Start** button at your event status to begin making your elections.



Selecting your benefits

1. Make your elections.

The main **Benefits Enrollment** page displays all of your benefit enrollment elections. The default will be your current benefit elections. If you are newly eligible and have not yet made any selections, the default will be “No Coverage / Waive” and the total cost will be \$0.00.

If you previously made elections but did not yet submit your benefits, these elections, along with their associated costs, will display as shown. To make or change your election, simply click the **tile of benefit you are electing**.

If you’re receiving an automatic benefit (at no cost to you), you’ll see the details, but you won’t be able to make any changes.

Instructions

- Benefit Plans marked with a **Review** option are open for edits. Click on the tile (or **Review** button if set to list view) to review options and/or make a new election.
- Once you’ve made your changes, click **Submit Enrollment** button below

Note: Your deductions for your benefits elections will begin in the paycheck following your elections with the exception of HSA which is effective the first of the month following your event. Medical, Dental, and Vision coverages are effective as of your event date, and you will pay retroactively for any missed deductions. Your full FSA election amount will be taken over the course of the calendar year.

Please note that the Benefits Office must receive all dependent documentation within 30 days from your event date in order to enroll any eligible dependent in Medical, Dental, or Vision and/or Life plans. Questions about benefits and enrollment may be directed to Benefits (617-496-4001) Monday through Friday from 9:00 AM to 5:00 PM EST.

▼ **Enrollment Summary**

Your Pay Period Cost **\$245.48**

Status **Available to Change**

Full Cost **\$245.48**

Employer Cost **\$799.14**

Benefit Plans

2. Review benefit details.

As shown in this example, you can click on any benefit type—in this case, medical—to review details and make your benefit election. Each election type includes pay-period costs for each coverage level based on the dependents covered.

To make your selection, click the select button next to the plan name. To learn more about a specific plan, click on the plan name in the Resources section on the right of the screen.

Click **Done** to save your selection. Click **Cancel** to return to the main **Benefits Enrollment** page without saving.

Your default coverage is set to your current benefit elections (or to “waive” if you are new), so be sure to make an active election if you’d like medical coverage.

Medical

To make changes to your medical plan, please follow these three steps:

1. Select a medical plan option or waive coverage.
2. Review or add dependents at the top of this page. Please make sure you check the box next to the dependents you wish to have covered.
3. Click Done in the top right corner when you have finished selecting this plan.

▼ **Enroll Your Dependents**

Dependents that the employee has registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

Dependents	Relationship
<input type="checkbox"/>	Spouse
<input type="checkbox"/>	Child
<input type="checkbox"/>	Child

Add/Update Dependent

▼ **Enroll in Your Plan**

The Employee Only cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

Plan Name	Before Tax Cost	After Tax Cost	Employer Cost	Pay Period Cost
Select Blue Cross Blue Shield MA HMO	\$97.85		\$219.23	\$97.85
Select Blue Cross Blue Shield MA POS	\$116.98		\$219.23	\$116.98
Select Blue Cross Blue Shield MA POS+	\$122.31		\$219.23	\$122.31
Select Blue Cross Blue Shield HDHP	\$72.00		\$219.23	\$72.00
Select HUGHP HMO	\$88.02		\$219.23	\$88.02
Select HUGHP POS	\$106.15		\$219.23	\$106.15
Select HUGHP POS+	\$113.08		\$219.23	\$113.08

Resources

- HUGHP
- Blue Cross Blue Shield

Repeat this process for each of the following benefits, as noted below. (Your eligibility to change a benefit may depend on your life event.)

Dental

- Similar to medical

Vision

- Similar to medical

Basic Life

- Coverage is auto-defined and cannot be changed

Supplemental Life

- Select amount or waive coverage

Spouse/Domestic Partner Life

- Select amount or waive coverage
- Enroll a dependent

Child Life

- Select amount or waive coverage
- Enroll dependent(s)

Short-Term Disability

- Coverage is auto-defined and cannot be changed

Long-Term Disability

- Select plan or waive coverage

Flexible Spending Accounts (FSA)

- Select plan or waive coverage
- Enter annual goal amount if **electing to enroll**

Health Savings Account (if eligible)

- Select **HSA** or **waive**.
- Enter annual goal amount if **HSA** is selected

Legal Services

- Select plan or waive

Identity Theft Protection

- Select **Individual** or **Family** coverage or waive.

Notes on Dependents:

- When you add dependent(s) to the system, this page will display your dependents and allow you to add them to your medical, dental, vision, spouse life and/or child life plans.
- Any dependents for whom you'd like coverage must be added to your medical, dental, vision, spouse life, and/or child life plans. You may add them by placing a checkmark in the box next to their names. This must be done separately for each benefit they are being enrolled in.
- If you make a mistake while adding a new dependent, please contact Harvard Benefits at **617-496-4001**.

Important: Your dependents must be added to your medical, dental, vision, spouse life, and/or child life plans prior to submitting your elections.

Adding your dependents

Want to enroll a dependent?

You will need to provide dependent documentation for any newly added dependents. For adoption, birth, marriage, and registration of domestic partnership, documentation can be uploaded to PeopleSoft when you complete the self-service enrollment. For all other events, submit the documentation, along with the Dependent Documentation Cover Sheet found in your enrollment packet, to Harvard's Benefits Department.

REMEMBER
Documentation must be submitted within 30 days of your date of hire or life event.

Fax at **617-496-3000** • Email at **benefits@harvard.edu** • Mail using the postage-paid envelope in your packet

Once you select a medical, dental, vision, and/or dependent life plan, click [Add/Update Dependent](#), if you want to add or change dependents, and the following page will display.

Any current dependents already associated with your benefits will be shown. If you are new, you will not have any dependent information in the PeopleSoft system. To add a dependent, click [Add Individual](#).

If you do not wish to add any dependents, click [the X on the top right](#).

Dependent and Beneficiary Information

This page can be used to add a new dependent to your Peoplesoft record or review the dependents that you currently have on file with Harvard University and update contact information (phone and email only) for these dependents.

You can add a new dependent to your medical, dental, vision, or life plans **only if you have an eligible event open** that allows you to make changes (including Benefits Open Enrollment). Contact Harvard Benefits with questions. Changes must be made within 30 days of the date of the eligible life event, or during the annual Open Enrollment period.

Making Changes to Dependent Information: If you want to make changes to dependent information, including changing a dependent's name, address, gender, relationship, marital status, address or tax status, you must contact Harvard Benefits at 617-496-4001 or benefits@harvard.edu.

Designating or Changing Beneficiaries: You cannot designate beneficiaries on this page. See information on [Designating/Updating Beneficiaries](#) for details.

Dependent and Beneficiary Information

No data exists

[Add Individual](#)

1. Enter your dependent's personal information, including Social Security number. Fields with an asterisk (*) are required.

2. Indicate whether your dependent is classified as a Federal Qualified Dependent.

Who are Federal Qualified Dependents?

Federal Qualified Dependents include your spouse and all eligible children.

Click the link to learn more about dependents who are domestic partners.

Individual Dependent Information

Select Save after you have edited your Dependent's information. The changes will go into effect on Dec 1, 2021.

If you would like to change your dependent's name, gender, relationship, marital status, federal tax dependent attestation, or address, please contact Benefits at 617-496-4001.

Name

[Add Name](#)

Personal Information

*Date of Birth

*Gender

Federal Qualified Dependents?

Yes

No

Dependent Relationship and Qualification

If you are covering a spouse or any birth or adopted children, those dependents are **Federally Qualified Dependents**.

If you are covering a domestic partner please see the following [link](#) for additional information as to whether your dependents are considered "Federally Qualified Dependents".

*Relationship to Employee

3. Enter the address, phone number and email of your dependent.

4. Click [Save](#).

5. To add another dependent, click [Add Individual](#). To return to the [Benefits Enrollment](#) page, click the [X on the top right](#).

Important: In order for your dependents to be added to your medical, dental, vision, spouse life, and/or dependent life coverage, you must go back to the [Benefits Enrollment](#) page by clicking the X button at the top right and add them to your selection(s).

To add a dependent from the medical, dental, vision care, or dependent life benefit page:

1. Select your coverage.
2. Click the checkbox next to the name of the dependent(s) you'd like to cover under this plan.
3. Click **Done**.

Medical

To make changes to your medical plan, please follow these three steps.

1. Select a medical plan option or waive coverage.
2. Review or add dependents at the top of this page. Please make sure you check the box next to the dependents you wish to have covered.
3. Click Done in the top right corner when you have finished selecting this plan.

▼ **Enroll Your Dependents**

Dependents that the employee has registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

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Select HUGHP HMO	\$88.62	\$88.62	\$219.23	\$88.62
Select HUGHP POS	\$106.15	\$106.15	\$219.23	\$106.15
Select HUGHP POS+	\$113.08	\$113.08	\$219.23	\$113.08

Submitting your benefit elections

After making your elections and adding any dependents, you must complete the process by submitting your benefit elections as follows:

1. At the top of the [Benefits Enrollment](#) page, review your total costs for the year, and then click **Submit Enrollment**. Once submitted, you will be unable to make further changes until the next Open Enrollment period unless you have a qualifying family or employment status change.

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Status **Available to Change** Employer Cost **\$799.14**

Submit Enrollment

Additional resources

HarvardKey Help

reference.iam.harvard.edu

ithelp@harvard.edu

phone: 617-495-7777

Harvard Human Resources Website

hr.harvard.edu

New Employee Resources

hr.harvard.edu

Compensation and Benefits Information

hr.harvard.edu

Benefits

benefits@harvard.edu

phone: 617-496-4001

fax: 617-496-3000

Harvard University Personnel Manuals

Administrative/Professional Staff and Non-Bargaining
Unit Support Staff and Union Contracts

hr.harvard.edu

