Benefits

Employer Benefits

• During the Open Enrollment Period, all eligible employees must complete their enrollment by November 19, 2013.

• Employees must enroll online to make a change in your current benefits, add/drop plans and dependents or to enroll in a Flexible Spending Account.

• Your 2013 elections will be recorded for 2014 with the exception of Flexible Spending Accounts (FSA) if you do not enroll online.

• To enroll in or continue a 2014 FSA, you are required to make an online election every year.

• For certain elections, you may need to provide additional documentation to complete your enrollment. For life insurance levels not available online, you will need to submit Evidence of Insurability. For new dependents, you will need to provide proof of age and relationship.

• If required documentation is needed and not provided by your enrollment deadline, your elections will not be processed.

• If you do not have your Campus Key or Password, log into https://pulse.jefferson.edu. Under Links click on “Campus Key Lookup” or “Change/Reset Password” and follow the instructions.

If you have any questions about the enrollment process, e-mail HR at HRquestions@jefferson.edu or contact the Human Resources Service Center; 215-503-HRSC

Jefferson uses PeopleSoft, a flexible employee information system, to help us administer our employee benefit plans. With PeopleSoft, you can make your benefit elections online – and have them processed directly into the system so we can set up your payroll deductions and notify the plan administrators.

You may currently use Employee Self Service to:

• Complete Open Enrollment
• Review your current Benefit Elections
• View your paycheck
• Report address changes

Keep Your Information Secure!

There is a “time-out” feature that will automatically end your enrollment session after 20 minutes of inactivity. This is to ensure that your personal information is private should you leave your computer.

If you have any difficulty logging into Employee Self Service, please contact the Help Desk, 215-955-7975 or 215-503-7975.

You must confirm and print your Benefit Summary in Employee Self Service during the verification period from November 25, 2013 through November 29, 2013 and keep in a safe place as proof of coverage selections.
Enroll From Home or Work

Go to www.jeffersonhr.org. Click on Employee Self Service and then Go to Employee Self Service. Enter your Campus Key and Password and follow the Enrollment Instructions.

Enrollment Instructions

It's easy to enroll online—just follow these simple steps:

1. Start by logging in using your Campus Key and Password.

2. Once you have logged in, click on the Self Service link on the left hand side of the page. Click on the Benefits link and then Benefits Enrollment.

3. To begin the enrollment process, click on Select. This will take you to the Enrollment Summary.

4. If you currently have benefits through Jefferson, your current coverage will appear in the “Current” row. To make an initial election, or to change an existing election, click on the Edit button found next to each plan.

5. You may enroll any eligible dependent for Medical, Dental, Dependent Life Insurance and Dependent AD&D plans. To enroll your dependents, click on the Enroll box next to that dependent’s name (a check mark will appear in the box). To remove a dependent from coverage, click in the box to remove the check.

6. You can review the Cost of your new elections at the bottom of the Enrollment page.

7. If you cannot complete your enrollment in one session, you may store your elections and return at a later time. Simply click on Continue at the bottom of the page, then click OK to store your choices. Click on the Sign-Out link at the upper right hand side of the page to leave the enrollment site. You must return to the system at any time during the enrollment period to submit and complete your enrollment.

8. When you are ready to finalize your enrollment, click on the Submit button at the bottom of the Enrollment Summary page. You will be taken to the “Submit Benefit Choices” page. Click the Submit button under “Authorize Election”. You will then be on a Submit Confirmation Page; select OK. All eligible employees must complete their enrollment by their election deadline.

9. To ensure you have the benefits for 2014 that you selected, you must confirm and print your Benefit Summary in Employee Self Service during the verification period from November 25, 2013 through November 29, 2013 and keep in a safe place as proof of coverage selections.

10. All newly eligible employees must complete their enrollment within 30 days of hire, otherwise, no benefits will be received.

Your enrollment is now complete. Congratulations!