Benefits

Employer Benefits

• Open enrollment is from October 14-31, 2014. Due to the changes to the medical plan offering, all employees must enroll in a medical plan. Current medical plan elections will not rollover. If you do not elect a medical plan, you and your family will not have medical coverage effective January 1, 2015.

• 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 or Medical Insurance.

To enroll in or continue a 2015 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.
Enroll From Work
Go to www.jeffersonhr.org Click on Employee Self-Service on the left, then click on Employee Self-Service on the right. Enter your Campus Key and Password and follow the Enrollment Instructions.

Enroll From Home
Go to https://connect.tjuh.org Enter your Campus Key and Password. Click on Employee Self-Service and enter your Campus Key and Password again. 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 Main Menu link on top of the page. Click on Self-Service link, then 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.

   You must enter the social security number for any dependent you are enrolling in medical insurance. This is a required field mandated by the federal government.

   To add new dependents you must submit proof of relationship (i.e. birth certificate or marriage certificate) to the Human Resources Service Center or the Human Resources Office at Methodist Hospital.

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 Save and Continue at the bottom of the page, then 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 Save and Continue 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 2015 that you selected during Open Enrollment, look for the Confirmation Statement in the mail at your home address in the second week of November 2014. You may also view your selections in Benefit Summary in Employee Self-Service by typing in 01/01/2015 in the date box.

10. All newly eligible employees must complete their enrollment within 30 days of hire, otherwise, no benefits will be received. New hires and 2015 life event elections can be confirmed by viewing them in Benefits Summary in Employee Self-Service.

Your enrollment is now complete. Congratulations!