

# HOW DO I ENROLL FOR BENEFITS?

All employees who elect Health and Welfare benefits coverage or make changes for the 2020-2021 plan year will do so via our PeopleSoft Self-Service module.

You will need your PeopleSoft User ID and Password. If you don't know your User ID and/or Password, call the Help Desk at 713-566-HELP (4357) for assistance. For PeopleSoft Navigation Instructions:

1. Go to the intranet homepage
2. Click on Human Resources from the drop down box in the top center of the page
3. Click on Employee Benefits
4. Click on Enrollment Materials.
5. See PeopleSoft Enrollment Instructions.

Remember to make new elections for the Flexible Spending Account(s) if you want to participate. You must make a new election each year.

Required proof of dependent eligibility must be submitted to the Employee Benefits Department at time of enrollment.

## How to Enroll: Annual Enrollment

Log in to PeopleSoft and:

1. **Review your elections and print your confirmation statement.** Go to **Employee Self-Service/Benefits/Benefits Enrollment/Annual Enrollment**.
2. **Review and update your personal information.** Maintaining this information is critical to you as this is how Harris Health System reaches out to you via phone, email, and by mail. For assistance refer to the PeopleSoft Tools section of our [guidebook](#). Be sure to update the following:
  - Phone numbers
  - Email addresses
  - Home and mailing address
  - Emergency contact information
3. **Confirm current information for each dependent:**
  - Name spelled as printed on your Social Security card?
  - Social Security number correct?
  - Date of birth correct?
  - Please ensure we have your dependent's correct Social Security number. If incorrect, contact the Employee Benefits Department in writing at [benefitsdepartment@harrishealth.org](mailto:benefitsdepartment@harrishealth.org).
  - Verify benefit plans that you have this dependent enrolled in.

## How to Enroll: New Hires

Log in to PeopleSoft and:

1. **Go to Employee Self-Service/Benefits/Benefits Enrollment.**
2. **Add in your personal information.** This information is critical to you as this is how Harris Health System reaches out to you via phone, email, and by mail. For assistance refer to the PeopleSoft Tools section of our [guidebook](#). Be sure to include the following:
  - Phone numbers
  - Email addresses
  - Home and mailing address
3. **Add in each dependent you want to enroll, including:**
  - Name as printed on your Social Security card
  - Social Security number
  - Date of birth
4. **Make your benefit elections!**
  - Don't forget to enroll your dependents for each benefit plan that you want to enroll them in.
  - Print a confirmation statement when you are done, for your records.