The Benefits of Working at Harvard

An Introduction to Your Benefits - 2022
Where to learn about your Benefits

- Review your New Hire Benefits Enrollment Packet
- Visit hr.harvard.edu/new-employees
  - View informational videos about your benefits options
Your First 30 Days

- Complete your benefits enrollment via PeopleSoft Self-Service
  - Medical
  - Dental
  - Vision
  - Long-Term Disability
  - Supplemental Life Insurance
  - Flexible Spending Accounts
  - Dependent Life Insurance
  - MetLife Legal Plans
  - Allstate Identity Protection

- Designate beneficiaries for your life insurance through the MetLife Portal – mybenefits.metlife.com
Coverage Levels – Medical, Dental, & Vision

**Individual Coverage** – Employee only

**Employee + Spouse/Registered Domestic Partner **

**Employee + Child(ren)**
- Children under age 26
- Disabled children age 26 and older

**Family Coverage**
- Employee
- Spouse or registered domestic partner
- Children under age 26
- Disabled children age 26 and older

* If electing one of these levels, supporting documentation must be submitted in 30 days (i.e. copy of marriage certificate, birth or adoption certificate).

† These levels are available to exempt employees and employees in certain unions. When registering, only your eligible options will be displayed in PeopleSoft.
Help using PeopleSoft can be found at 
trainingportal.harvard.edu
Benefit Changes

Qualified Life Events (QLE) Include
- Marriage or registering a domestic partnership
- Divorce
- Birth or adoption of a child
- Dependent’s change in employer coverage
- Employee or Dependent gaining or losing coverage elsewhere

Changes must be made within 30 days of the QLE and must be consistent with the event

Annual Open Enrollment Period
- Fall of each year
- Changes effective January 1st
Employee-funded retirement program

- You will receive TDA plan information from the Harvard University Retirement Center (HURC) within two weeks of your hire date
- Traditional (pre-tax contributions) and Roth (after-tax)*
- Eligible to rollover prior employer plan or IRA**
- 100% vested
- Faculty and nonunion staff auto-enrolled after 60 days
Eligibility & Wait Periods
- Based on employee classification and hours worked

Programs
- TAP – helps pay the cost of tuition for courses taken at participating Harvard Schools
- TRP – helps pay the cost of tuition for qualifying courses taken at other accredited institutions

Program Details
- Review the TAP/TRP Booklet - hr.harvard.edu/tuition-assistance
Visit HARVie (hr.harvard.edu) for:

- More benefits information
- HR Events Calendar
- Office of Work/Life Program Calendar
- Monthly Wellness Newsletter
- Financial Education Calendar
- Link to schedule one-on-one meetings with TIAA investment advisors
Health Insurance is complicated. We’re not.

EXCLUSIVE TO THE HARVARD COMMUNITY

More than just a health plan:
- A plan that puts you front and center
- Choose a plan to meet your needs

GET CARE ON CAMPUS OR CLOSER TO HOME

Primary Care Physician locations include:
- Three on-campus clinics
- Harvard Vanguard
- Dedham Medical
- Granite Medical
- Plymouth Medical Group

PERSONALIZED CUSTOMER SERVICE

HUGHP Member Services is centrally located on campus:
- Walk-in
- Call
- Email

LOWER PREMIUMS, EXCLUSIVE SAVINGS AND DISCOUNTS

Start saving today:
- Lower premiums
- Discounts at Harvard Center for Wellness
- Fitness and weight loss rebates

hughp.harvard.edu
What’s Next for Benefits…

- Watch the New Employee benefits videos
- Complete the online enrollment & submit dependent documentation within 30 days
- Complete life insurance beneficiary designation
- Receive health plan ID cards within 2-3 weeks of enrolling
- Receive TDA plan information within 2 weeks of hire date
- Additional Questions
  - Visit HARVie – hr.harvard.edu
  - Contact Benefits Office - Email, call, or visit
  - Review FAQs in the back of your Benefits Enrollment Guide