

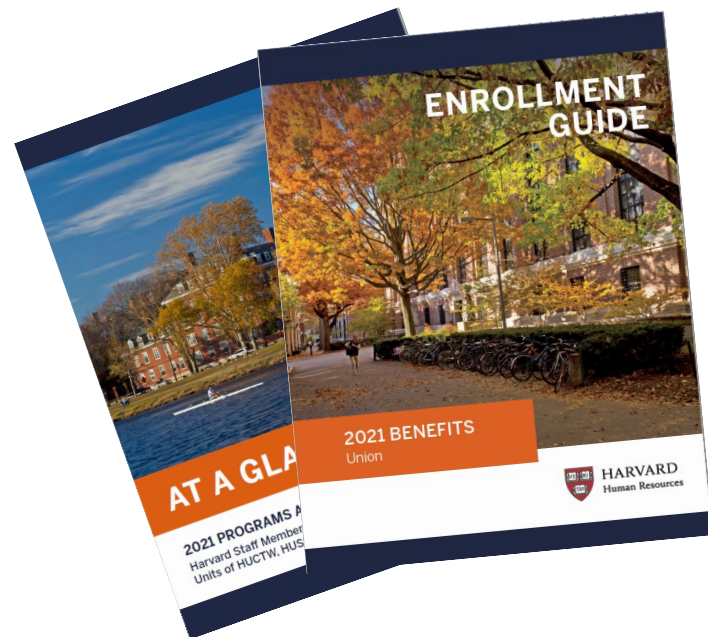
# The Benefits of Working at Harvard

An Introduction to Your Benefits - 2023



# Where to learn about your Benefits

- Review your New Hire Benefits Enrollment Packet
- Visit [hr.harvard.edu/new-employees](https://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

Flexible Spending Accounts

MetLife Legal Plans

Allstate Identity Protection

Long-Term Disability

Supplemental Life Insurance

Dependent Life Insurance

- Designate beneficiaries for your life insurance through the MetLife Portal  
– [mybenefits.metlife.com](https://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.

# PeopleSoft Self Service

The screenshot shows the PeopleSoft Self Service dashboard for Harvard University. The top navigation bar includes the Harvard University logo, the PeopleSoft logo, a 'Self Service' dropdown menu, and a 'Sign Out' button. The dashboard is organized into a grid of tiles:

- Explore Harvard Link:** A red circular icon with the word 'link' inside.
- Announcements:** A megaphone icon and text: 'Open Enrollment for 2021 begins on Tuesday, November 10th'. Below it, it says '2 Unread'.
- Latest Updates:** A graphic with the text 'CORONAVIRUS UPDATES'.
- My Pay:** An icon of a green bill.
- My Time & Absences:** An icon of a document with a clock.
- My Benefits:** An icon showing a person, a house, and a plus sign.
- My Personal Details:** An icon of a person with a pencil.
- My Performance:** An icon of a document with a bar chart.
- Day 1-30 Onboarding:** An icon of three people and text: '18 Steps Remaining'.
- My Preferences & Agreements:** An icon of a document with a gear.

The screenshot shows the 'Harvard Day 1-30 Onboarding for Administrative Professional & Non-Union Employees' page. The top navigation bar includes a 'Back' button, the page title, and a 'Sign Out' button. The page features a progress indicator and a video player.

**Progress Indicator:**

- Welcome - How to Use this Guide: Visited
- Understanding Your Benefits Videos: Visited
- Benefits Enrollment: In Progress
- Update Your Personal Details: Not Started
- Update Your Payroll Data: Not Started
- Harvard Confidentiality Agreement Acknowledgement: Not Started
- CommuterChoice Enrollment: Not Started
- Summary: Not Started

**Video Player:**

The video player is titled 'Introduction to Your Benefits' and shows a 'WELCOME TO HARVARD' message. Below the video is a 'Video Menu' with the following options: Introduction, Medical, Dental, Vision, FSA, HSA, Disability & Life, Legal ID Theft, Reimbursement, Retirement, Tuition Assistance, and Work Life.

Help using PeopleSoft can be found at [trainingportal.harvard.edu](https://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



# Tax Deferred Annuity (TDA) Plan – 403(b)

## 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



# Tuition Assistance Program (TAP) Tuition Reimbursement Program (TRP)

## 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](https://hr.harvard.edu/tuition-assistance)





# HARVie Website

Visit HARVie ([hr.harvard.edu](http://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

# 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](https://hr.harvard.edu)
  - Contact Benefits Office - Email, call, or visit
  - Review FAQs in the back of your Benefits Enrollment Guide

