

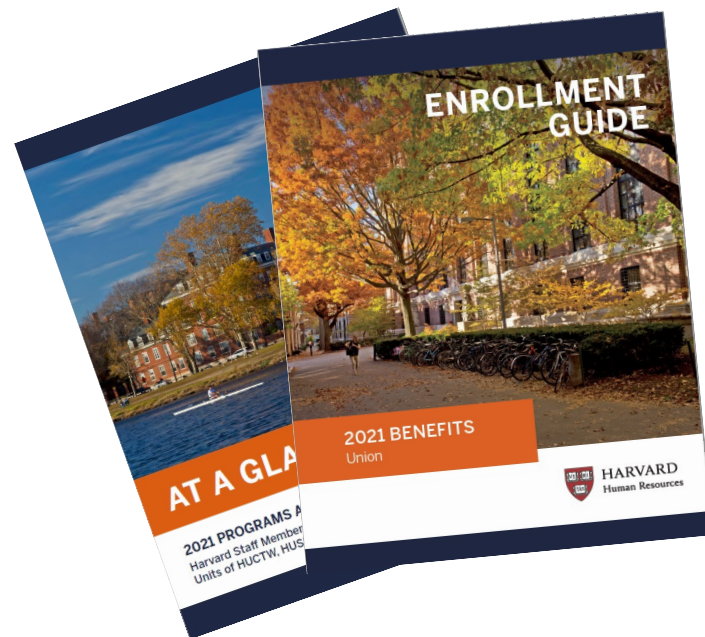
The Benefits of Working at Harvard

An Introduction to Your Benefits - 2024



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

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



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 Harvard PeopleSoft Self Service dashboard. The top navigation bar includes the Harvard University logo, the PeopleSoft logo, a 'Self Service' dropdown menu, and links for 'Sign Out', home, search, and user profile. The main content area is a grid of tiles: 'Explore Harvard Link' with a red 'link' icon; 'Announcements' with a megaphone icon and text about 2021 enrollment; 'Latest Updates' with a 'CORONAVIRUS UPDATES' graphic; 'My Pay' with a wallet icon; 'My Time & Absences' with a clock icon; 'My Benefits' with a family icon; 'My Personal Details' with a person icon; 'My Performance' with a chart icon; 'Day 1-30 Onboarding' with a group icon and '18 Steps Remaining'; and 'My Preferences & Agreements' with a gear icon. A '2 Unread' badge is visible on the Announcements tile.

The screenshot shows the 'Harvard Day 1-30 Onboarding for Administrative Professional & Non-Union Employees' guide. The top bar includes a 'Back' button, the title, and 'Sign Out' and navigation buttons. A 'Mark Task Complete' button and 'Previous/Next' navigation are also present. The left sidebar lists tasks: '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), and 'Summary' (Not Started). The main content area features a video player titled 'Introduction to Your Benefits' with a 'WELCOME TO HARVARD' overlay. Below the video is a 'Video Menu' with buttons for various topics: 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

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



HARVie Website

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

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

