



## New Employee Benefits Enrollment Information

**You have 30 days** from your actively at work date (hire date) to complete the enrollment process.

**You will receive a welcome email** around your hire date. Receiving this email means you are in THEbenefitsHUB (enrollment system) and may begin your enrollment.


**Medical is** effective the first of the month following your hire date. However, TRS also allows you to elect medical insurance to be effective on your hire date. If you choose the hire date option, the full monthly premium will be due. If you exercise this option, you must contact the Benefits Office x5782, or by email at susan.dippolito@birdvilleschools.net.

**ALL other** benefit elections will be effective the first day of the month following 30 days employment.

**Premiums are deducted** on a current month basis, not in advance. If you enroll after we are able to include your elections in the applicable payroll, the district will double deduct the missed premiums on your next check.

Be sure to **review your paycheck** and notify the Benefits Office of any discrepancies ASAP.

### Getting Started:

- Review the District's New Hire Benefits website to access the enrollment guide, view information about all of the benefits offered, and access THEbenefitsHUB: <https://www.birdvilleschools.net/Page/65820>
- Access the Benefits HUB to begin benefit elections. Go to [www.mybenefitshub.com/birdvilleisd](http://www.mybenefitshub.com/birdvilleisd), then click THEbenefitsHUB under the picture or Login in the right top corner. For enrollment or password assistance, please contact The Benefits CareLine (English and Spanish) at 833-453-1680, the Benefits Office at 817-547-5782, or email susan.dippolito@birdvilleschools.net.
- **Make sure you enter your eligible spouse and dependent information.** Even if you do not plan to enroll them in voluntary benefits, they are still eligible for district paid benefits at no cost to you, but must be in the system to be enrolled (this includes EAP and Telehealth benefits).
- Continue until you reach the  CONGRATULATIONS! Upon completion of your enrollment process, print a copy of the Consolidated Enrollment page. Keep this for reference and to verify your payroll deductions.
- It is important to always view your paycheck. Immediately contact the Benefits Office if there is a discrepancy.

### Plan Information:

There are a number of resources the District provides to access information about benefits: The District's Benefit website, Employee Benefits HUB (or portal) and the BISD Employee Benefits Guide.

- The Employee Benefits Guide provides a one-stop reference guide for all District benefit offerings and costs: <http://www.mybenefitshub.com/birdvilleisd> then click in the middle of the page under Benefits Guide.
- The Employee Benefits Portal provides detailed information for all District benefit plan summaries, costs, and phone numbers: <http://www.mybenefitshub.com/birdvilleisd/2022-2023/Home>
- The District's Benefit website offers information to New Hires, as well as information throughout the year, and included helpful videos and advice.
- For a detailed explanation of the Active Care HD, Active Care Primary and Primary+, and Active Care 2 medical plans view this informative video: <https://www.youtube.com/watch?v=q55hQIXuq74>
- For a detailed explanation of the Scott and White HMO medical plan and view informative videos in English and Spanish, go to: <https://trs.swhp.org/>