

Benefit Enrollment Information

Congratulations on your new position with Texas Tech University Health Sciences Center!

The Texas Employees Group Benefits Program offers excellent benefits! This program is managed by Employees Retirement System of Texas (ERS). For a limited time while you are a newly eligible employee, you can sign up for certain valuable benefits with no questions asked!

It's important to know:

By signing up for benefits when they first become available, you won't have to provide proof of good health.

- If you miss your opportunity to enroll in benefits, your next opportunity will be during the Annual Enrollment period. Your options may be limited and proof of good health may be required.
- You can only sign up during the year if you have a qualifying life event, such as getting married or having a baby. Even then, proof of good health may be required.

31 days

During your first 31 days of employment or promotion into a benefits eligible position is your opportunity to enroll in:

- Dental coverage
- Optional insurance coverage such as Life and Disability Insurance
- TexFlex – allows you to save money on health and daycare expenses

90 days

During your first 90 days of employment or promotion into a benefits eligible position is your opportunity to enroll:

- Your family in Health Insurance
- Full-time employees are automatically enrolled in health coverage that starts the 1st day of the month after your 90th day of employment.

Opportunities to learn more about your Benefits and Enroll

1. Attend New Employee Orientation
 - If you have a current eRaider ID – log into the registration system provided by following this link to enroll: <http://www.ttuhscc.edu/hr/sforms/registration.aspx>
 - If you do not have a current eRaider – call the HR Training and Staff Development Office at 806-743-4750 ext. 247
2. Establish your account online once your enrollment has been completed at www.ers.state.tx.us
 - If you need assistance with this website, please call Human Resources at 806-743-2865

It is important to us that you understand your benefits and your enrollment opportunities! As a full-time benefit eligible employee, your signature below indicates that you understand that if you do not complete the enrollment process during the times listed above, you will be automatically enrolled in HealthSelect for Employee Only coverage, with all Optional Insurance, Dependent Insurance Coverage and TexFlex waived. If you are a benefits eligible part-time employee or Graduate Student (GA, RA, TA, GPTI) working 50% time or more, you understand that your coverage for all benefit elections, including health insurance, will be waived.

Print Employee Name

Banner ID# or SSN

We're here to help!
Call or stop by

Date of Hire or Promotion

Position Title/Department

HR Benefits Office, 1B211
TTUHSC Campus
3601 4th Street, Stop 8100

Employee Signature

Date

806-743-2865
HSCBenefits@ttuhsc.edu