

Complete online your enrollment for health, life, short-term disability, spending and/or savings account plans and submit required supporting documentation **within 30 calendar days** from your hire/eligibility date or status change effective date.

**Faculty and academic personnel:** Your 30-calendar-day enrollment period might start before your contract date; refer to your offer letter or see your hiring manager for your enrollment deadline.

## How to prepare to enroll online

This checklist is designed to help you prepare in advance for the online enrollment process. Review your options with your family to ensure that your elections will meet your and your dependents' needs for the remainder of the calendar year.

### Important:

You have one opportunity to complete the online enrollment process and submit any required supporting documentation during your 30-calendar-day enrollment period.

After your enrollment period ends, your next opportunity to enroll or make changes will be during the next annual [benefits open enrollment](#) period, unless a [qualified life event](#) occurs.

- Verify that your home address is current and if applicable, update through My ASU > Profile. ID cards and other relevant information will be sent to your home address.
- Gather required dependent information and documentation (if enrolling eligible dependents in medical, dental and/or vision).
- Refer to eligibility and enrollment of the [Benefits Guide | Enrollment and Administration](#) for dependent eligibility, Social Security number and documentation requirements.
- Compare medical plans and choose one or waive.
- Compare dental plans and choose one or waive.
- Compare vision plans and choose one or waive.
- Review the health care flexible spending account and estimate your calendar year election or waive.
- Review Health Fund health savings account available to HDHP with HSA plan participants only and estimate your calendar year election or waive.
- Review the limited health care flexible spending account available to HDHP with HSA plan participants only and estimate your calendar year election or waive.
- Review the child or adult day care flexible spending account and estimate your calendar year election or waive.
- Compare short-term disability plans and choose one or waive.
- Compare employee supplemental life insurance plans, choose coverage amounts or waive, and if applicable, designate beneficiaries.
- Compare dependent life insurance plans and choose coverage amounts or waive.

## How to enroll online

Follow this navigation path:

- Sign in to My ASU.
- Click on the PeopleSoft. You may have to view more from the drop down menu.
- Click on PeopleSoft HR link. If you click on the CS link, you will not have the option to click on Benefits from the self-service menu.
- Sign in to PeopleSoft and click Classic Home icon.
- Click **Self Service > Benefits > Benefits Enrollment**.
- Read information and follow screen prompts to edit elections.
- Complete edits, review your elections and click Next.
- Print and/or email your Health and Welfare Benefits Enrollment Summary. A copy is required to report any discrepancies.
- Click Submit to authorize elections and submit your choices.

Incomplete election edits may not be saved, and you may be required to resubmit all edits and dependent data if you are within your 30-calendar-day enrollment period.

If you do not have a New Hire event, call the HR Employee Service Center immediately at 855-278-5081 or email [HRESC@asu.edu](mailto:HRESC@asu.edu).

Designate [beneficiaries](#) for basic life insurance through My ASU.

If you find any discrepancies after completing online enrollment and your 30-calendar-day enrollment period has not ended, send an email immediately to [HRESC@asu.edu](mailto:HRESC@asu.edu). Describe the discrepancy and attach a copy of your Health and Welfare Benefits Enrollment Summary (required).

## Resources

[Benefits Guides](#)

<p><b>Enrollment and Administration</b></p> <ul style="list-style-type: none"> <li>• Benefits eligibility and enrollment.</li> <li>• Benefits and mandatory retirement effective dates.</li> <li>• Affordable Care Act benefits.</li> <li>• COBRA coverage.</li> <li>• Glossary.</li> <li>• HIPAA notice.</li> <li>• Legislation.</li> <li>• Plan contacts.</li> <li>• Pre-collected benefits deductions.</li> <li>• Qualified life events.</li> </ul>	<p><b>Employee healthcare</b></p> <ul style="list-style-type: none"> <li>• Medical plans.</li> <li>• Pharmacy plan.</li> <li>• Mayo Clinic partnership.</li> <li>• Dental plans.</li> <li>• Vision plans.</li> <li>• Health care accounts.</li> <li>• Employee wellness.</li> </ul>
<p><b>Retirement</b></p> <ul style="list-style-type: none"> <li>• Mandatory retirement program. <ul style="list-style-type: none"> <li>• Arizona State Retirement System.</li> <li>• Optional Retirement Plan.</li> <li>• Public Safety Personnel Retirement System.</li> </ul> </li> <li>• Voluntary retirement program. <ul style="list-style-type: none"> <li>• Voluntary 403(b) Plan.</li> <li>• Deferred Compensation 457(b) Plan.</li> </ul> </li> </ul>	<p><b>Financial Security</b></p> <ul style="list-style-type: none"> <li>• Child and adult day care FSA.</li> <li>• Disability insurance program</li> <li>• Life insurance program</li> <li>• Voluntary benefits plan</li> </ul>

**Questions?** Ask [HR](#)