New Hire Benefits Enrollment Process

Please follow the steps below to enroll for your benefits on-line through Prism Self Service. The system has standard outages from Saturday 11:00pm through Sunday 8:00am. You may be unable to access the system during that time.

To begin the enrollment process you will first need to obtain your Username and Password to access the on-line Prism Self Service system.

Your Username can be found by:
1. Visiting https://www.hr.pitt.edu/lookup
2. Click on the University of Pittsburgh Directory in blue lettering to lookup Username.
3. Enter your last name and first name and click OK.
4. Your Username will be the first part of your email address. For example, if your email address is jsmith@pitt.edu, your Username is jsmith.
5. Your username will be displayed if it has been generated. If you do not yet have a Username, try checking the Web site the following day. If you do not have one by the following week, please contact your department administrator to determine the status of your paperwork being processed in the Prism system.

Your initial password is randomly generated and will be provided to you by your Responsibility Center Account Administrator. Please visit the http://accounts.pitt.edu/ Web site to change your initial password.

Please record your Username so that you may access on-line Prism Self Service:

My Username:

Now that you have your Username and Password, you are able to enroll for your benefits on-line through Prism Self Service.

1. Visit: http://my.pitt.edu
2. Enter your Username and Password.
3. Select the PRISM community from the My Resources drop down menu.
4. Click the Login button in the PRISM Login portlet.
5. PHR Employee Self Service.
6. Benefits – Benefits Enrollment
Reminders & Tips Before Proceeding Any Further

From the Benefits Department:

- If you will be covering a spouse, domestic partner or children, documentation of the relationship is required. For a spouse, you will need to submit a copy of your marriage certificate, for children, you will need to submit copies of birth certificates. For a domestic partner, please visit hr.pitt.edu/dompartner to obtain a copy of the Affidavit of Domestic Partnership and submit your documentation to the Benefits Department for review along with the completed Affidavit.

ALL SUPPORTING DOCUMENTATION FOR DEPENDENTS MUST BE SUBMITTED WITHIN 31 DAYS OF YOUR HIRE DATE. IF DOCUMENTATION IS NOT RECEIVED, COVERAGE WILL BE TERMINATED.

About the Prism Self Service System:

- If you will be covering a spouse and/or dependent that is or has been employed at the University OR has been covered by a University health plan, you MUST contact the Benefits Department at (412) 624-8160 before proceeding any further. This unique situation will require User intervention by a Benefits Representative.

- 30 minutes of inactivity will cause your session to expire and you may lose any changes that you have made.

- Use the “Back” button in the bottom right hand corner of the screens to move to the previous page: DO NOT use your browser back button.

- When finished, please select “Logout” in the bottom of your screen.

- If you forget your Username or if you need your Password reset, please contact the Technology Help Desk at 412-624-HELP (4357). Your Password will be reset within one business day to the original Password that you derived (first two characters of your Username and last six digits of your SSN).

- If your employee record is not updated, you will not be able to access the PRSIM system.
1. Single click on “Benefits.”

2. **Family Members and Others** - If you will be covering a spouse and/or dependents on your medical, vision, dental and/or dependent life insurance coverage, you must add their information on this screen. You will be able to designate them for benefits coverage on later screens. If you will not be covering any dependents, please on to Step #3.

   - Click on the “Add Another Person” button, which will bring you to the “Family Members and Others Details” screen.

   - Please enter information in the following fields: Relationship, Relationship Start Date, First Name, Last Name, Social Security Number, Date of Birth, Gender and Student Status (Please see “Important Tips & Reminders” below).

   **Important Tips & Reminders:**
   → **Title** – please DO NOT enter any information
   → **Relationship Start Date** – your hire date MUST be entered
     DD-MON-YEEE (ex. 01-SEP-2005)
   → **Social Security Number** - dashes must be included
   → **Date of Birth** - must be entered DD-MON-YYYY (ex. 01-JAN-1975)
   → **Dependents between the ages of 19-25** - must be specified as a Full Time Student in the Student Status drop down menu

   - Once all of the information is entered, click the “Save” button, which will take you back to the “Family Members and Others” screen. Continue this step for each dependent that you need to add. When finished adding dependents, move on to Step #3.

3. Click “Next” to move onto the “Benefits Enrollment” Screen. This screen brings up your current elections and covered dependents (if any) for each plan. As a new employee member, all of your elections are defaulted to “Waive.”

4. Click “Make Updates to Benefits” to take you to the “Benefits Selections” page where you can make changes to your elections.

   - **Benefit Credit** - the election is defaulted to “Benefit Credit Waive.” Please check the box in the “Benefit Credit” row to receive the $50 Benefit Credit. This box MUST be checked if you are waiving or electing medical insurance.

   - **Medical** - the election is defaulted to “Medical Waive.” If you would like to elect a medical plan: Click in the box on the line of the plan (Gold, Premier, Plus, Basic) you wish to elect with the appropriate tier level (Individual, Parent/Child(ren), Two Adults, Family).
- **Vision** - the election is defaulted to “Vision Waive.” If you would like to elect the vision plan: Click in the box on the line with the appropriate tier level (Individual, Individual plus Spouse or Child, Family).

- **Dental** - the election is defaulted to “Dental Waive.” If you would like to elect a dental plan: Click in the box on the line of the plan (Plus, Flex I, Flex II) with the appropriate tier level (Individual, Individual plus Spouse or Child, Family).

- **Health Care Spending** - the election is defaulted to “Health Care Spending Waive.” If you would like to contribute to the Health Care Spending Account: Click in the box in the “Cost” column and then enter an amount between $10 and $208.33 in the box in the “Coverage” column.

- **Dependent Care Spending** - the election is defaulted to “Dependent Care Spending Waive.” If you would like to contribute to the Dependent Care Spending Account: Click in the box in the “Cost” column and then enter an amount between $10 and $416.67 in the box in the “Coverage” column.

- **Parking** - the election is defaulted to “Parking Waive.” If you would like to contribute to the Parking Flexible Spending Account: Click in the box in the “Cost” column and then enter an amount between $25 and $205 in the box in the “Coverage” column.

- **Mass Transit** - the election is defaulted to “Mass Transit Waive.” If you would like to contribute to the Mass Transit Flexible Spending Account: Click in the box in the “Cost” column and then enter an amount between $25 and $105 in the box in the “Coverage” column.

- **Basic Life** - Basic Life is provided to you at one times your annual salary, up to $50,000. This benefit is paid 100% by the University. There is no enrollment action necessary, however you will need to designate beneficiaries. Please click on the link that is provided to designate beneficiaries or complete the paper form from your packet.

- **Optional Life** - the election is defaulted to “Waive.” If you would like to elect Optional Life Insurance: Click in the box in the “Cost” column in the row of the option that you want to elect.

- **Basic AD&D** - Basic AD&D is provided to you at one times your annual salary, up to $50,000. No enrollment action is necessary. Please move to the next bullet.

- **Optional AD&D** - the election is defaulted to “Waive.” If you would like to elect Optional AD&D: Click in the box in the “Cost” column in the row of the option that you would want to elect.

- **Dependent Life** - the election is defaulted to “Waive.” If you would like to elect Dependent Life: Click in the box in the “Cost” column in the row of the option that you want to elect.

- **Long Term Disability (Applies only to Full Time Staff & Faculty, and Part Time Staff who are at least 50% effort)** - The University provides long term disability at no cost to you. No enrollment action is necessary; please move on to the next bullet.
• Short Term Disability (Applies only to Full Time Staff and Part Time Staff who are at least 50% effort) – No enrollment action is necessary, please move on to the next bullet.

• Click “Submit & Proceed”

5. Dependents - If you elected to cover a spouse and/or dependent(s), this screen will permit you to designate these dependents under your plan(s). If you elected individual coverage, no action is necessary, please move on to Step #6.

- Review the dependent(s) you wish to enroll for each plan.
- Place a check mark in the box next to each dependent that you wish to cover by clicking inside the box in the column marked “Cover.” Please note: this process will need to be repeated for each plan.

6. Click “Submit & Proceed” once you are finished.

7. Primary Care Providers - If you elected the Panther Gold medical plan and/or the United Concordia Plus dental plan, you MUST select a Primary Care Physician and/or a Primary Dental Office. If you did not select either one of these plans, please move on to Step #8.

- Medical - Panther Gold, HMO plan only
  a.) Enter the four-digit PCP code, which you found from the “Provider Search” on UPMC Health Plan’s Web site, in the box marked “Provider ID.”
  b.) You do not need to enter any information in the box labeled “Provider Name.”
  c.) Select “Primary Care Physician” from the drop down Specialty box. Note that this process will need to be repeated for each covered dependent.

- Dental - Plus, DHMO plan only
  a.) Enter the six digit PDO code, which you found from the “Find a Dentist” list on United Concordia’s Web site, in the box marked “Provider ID.”
  b.) You do not need to enter any information in the box labeled “Provider Name.”
  c.) Select “Primary Dental Office” from the drop down Specialty box. Note that this process will need to be repeated for each covered dependent.

8. Click “Submit & Proceed” once all provider information is entered.

9. Confirmation - Congratulations! You have made it through Benefits Self Service. Your selections will be electronically sent to the appropriate insurance carriers. Daily files are sent for all medical elections, and weekly files are sent for all other elections.

   The Confirmation page confirms your benefit plans and options, coverage start dates, pre-tax and post-tax costs and covered dependents.

   • Please print the Confirmation page and keep it for your records.
   • After you print, please select “Logout” at the bottom of your screen.
A “Confirmation Statement” from the Benefits Department will be mailed to your home address within the next few days confirming what you selected. You will receive your insurance cards within 7-10 business days.