

# Benefits Enrollment Instructions

## Temporary SEIU Employees

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### Enrolling In Your Benefits

As a new hire, you must enroll in benefits coverage within 30 days of your start date. Enrollment takes place in Pitt Worx, the University's human resources and payroll system. The steps that follow can also be found on the Benefits Enrollment Process page (<https://www.hr.pitt.edu/current-employees/benefits/benefits-enrollment-process>).

As a reminder, you can make changes to your elections as often as needed throughout the first 30 days from your start date. Outside of this period, you can only make changes to your benefits elections during the annual Open Enrollment period, held in the spring of each year, or if you experience a life event (qualified status change) (<https://www.hr.pitt.edu/benefits/qualified>). The University's plan year runs from July 1 through June 30.

### 1. Log In to Pitt Worx via Pitt Passport and Access the Benefits Section

1. Login to Pitt Worx by visiting [login.pittworx.pitt.edu](http://login.pittworx.pitt.edu) and logging in with your University account credentials via Pitt Passport.
2. On the Me page (the Pitt Worx homepage), select **Benefits**.
3. **If you need to add new dependents**, navigate to **Before You Enroll** and follow the steps on this page in section "**2. Add Information for Your Dependents/Beneficiaries**."
  - o **Note:** If you are adding new dependents, you will also need to upload the appropriate documentation in **Document Records** prior to making your benefits elections.
4. **If you do not need to add new dependents**, select the "**Start Enrollment**" button and follow the steps on this page in section "**Enroll in Your Benefits Elections**".

*The Panther Gold plan and the Panther Advocate plan meet the J1 Visa status requirements.*

**Note: If you are adding dependents, you must add them in Before You Enroll and upload the appropriate documentation in Document Records prior to making your benefits elections.** You will not be able to submit changes to your benefits elections (if you wish to enroll them in coverage) if dependents are not added and documentation has not been uploaded.

Need assistance logging in to Pitt Worx? If you have forgotten your University username or password, or if you need to reset your password, learn how on Pitt IT's website:

<https://www.technology.pitt.edu/security/pitt-passport-your-trusted-single-sign-on-experience>

## 2. Add Information for Your Dependents/Beneficiaries

If you are adding dependents, you must add them in **Before You Enroll** and upload the appropriate documentation in **Document Records** prior to making your benefits elections. You will not be able to submit changes to your benefits elections (if you wish to enroll them in coverage) if dependents are not added and documentation has not been uploaded.

If you do not need to add new dependents, please follow the steps on this page in section "**3. Enroll in Your Benefits Elections.**"

### Adding a New Dependent and Required Documentation

After selecting **Before You Enroll** in the Benefits section of Pitt Worx:

1. Select the **+ Add** button.
2. Enter your dependent's information.
3. After entering and reviewing the information, select the **Submit** button.
  - The dependent will now be listed in the People section.
4. Repeat steps 1-3, as necessary, for additional dependents.

**After adding your new dependent(s), the appropriate documentation must be uploaded prior to enrolling them in benefits. To add documentation:**

1. From the Benefits section of Pitt Worx, select **Document Records** (alternatively: navigate to the Pitt Worx homepage, select **Benefits** from the Me page, and then select **Document Records**).
2. On the Document Records page, select the **+ Add** button.
3. Select the appropriate document type from the **Document Type** dropdown menu.
  - Find a list of required documentation for dependents: <http://www.hr.pitt.edu/current-employees/benefits/documentation-requirements-dependents>
4. Enter the name of the dependent in the **Name** field and upload the documentation in the **Attachments** section. Leave the **Context Value** field blank.
5. Select the **Submit** button.
6. Repeat steps 1-5, as necessary, for each added dependent.

**Please note: Certain required documentation must be submitted when adding a dependent.**

Find a list of required documentation for dependents: <https://www.hr.pitt.edu/current-employees/benefits/documentation-requirements-dependents>

### Updating or Removing a Dependent

In **Before You Enroll** in the Benefits section of Pitt Worx:

- If a person needs to be updated, select the dependent's name in the People section, then select the **pencil icon** to edit the dependent's information.
- If a person needs to be removed, contact the Benefits Department for assistance by submitting an online request: <http://www.hr.pitt.edu/contact-ohr>

### 3. Enroll in Your Benefits Elections

If you have added your new dependents and their required documentation, or if you did not need to add new dependents, you are now ready to enroll in your benefits elections!

**Please note:** Enrollment in the University's retirement savings plan, the MetLife Legal Services benefit, or other PittPerks (voluntary) benefits **takes place outside of Pitt Worx**. The University's retirement savings plan is managed through TIAA. Learn more about the retirement savings plan online at <https://www.hr.pitt.edu/current-employees/benefits/retirement-savings-plan/defined-contribution>.

If you wish to enroll in the MetLife Legal Services benefit or in other voluntary services or benefits, you must make these elections directly through PittPerks. Learn more about MetLife Legal Services online at <https://www.hr.pitt.edu/metlife-legal-services>. Visit [universityofpittsburgh.corestream.com](http://universityofpittsburgh.corestream.com) to get started.

**If you DO want to make changes to your benefits elections:**

1. In the Benefits section of Pitt Worx ([login.pittworx.pitt.edu](http://login.pittworx.pitt.edu)), select the **"Start Enrollment"** button.
  - If you are on the homepage of Pitt Worx, select **Benefits** from the Me page and then select the **"Make Changes"** button.
2. Review your dependents listed under Before You Enroll.
  - If you just added new dependents and their required documentation, they will be listed in the People section.
  - If you do not have any dependents, this section will be blank.
  - **If you need to add new dependents, they must be added in Before You Enroll and their required documentation must be uploaded in Document Records prior to enrolling.**
3. After reviewing your dependents, select the **Continue** button.
4. On the Start Enrollment page, review the authorization text, then select the **Accept** button.
5. Follow the on-screen directions/prompts to proceed through the enrollment process. **For detailed instructions about each election type, please refer to the Benefits Enrollment Process guide on the Pitt Worx Hub (via Pitt Passport):** [https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Benefits/Benefits Enrollment Process.aspx](https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Benefits/Benefits%20Enrollment%20Process.aspx)
6. When you are finished making elections, select the **Continue** button.
7. Review your elections and then select the **Submit** button.
8. You can then review, print, and/or save the confirmation page with your elections.