



Benefits Enrollment Information

Congratulations on your new position with Texas Tech!

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 first opportunity to enroll into 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
- Vision Insurance
- Optional insurance coverage such as Life and Disability Insurance
- TexFlex- allows you to save money on health and daycare expenses

60 Days

During your first 60 days of employment or promotion into a benefits eligible position is your opportunity to:

- Enroll or waive health coverage
- Enroll eligible dependents in health coverage
- Complete dependent certification and verification
- Certify tobacco-use status for yourself and your dependents

*Full-time employees are automatically enrolled in HealthSelect of Texas (Employee Only coverage) that starts the 1st day of the month after your 60th day of employment. All benefits eligible employees and their dependents, with elected health coverage, MUST complete the Tobacco Certification via ERS whether they use tobacco or not. Failure to do so will result in a \$30 surcharge for every month there is no certification.

Opportunities to learn more about your Benefits and Enroll

1. Attend the New Employee Orientation (NEO) and Benefits Orientation

- The NEO and Benefits Orientation are two separate orientations
- If you have a current eRaider ID, log into the registration system provided by following this link to enroll: <https://webapps.tosm.ttu.edu/itts/SumTotalSystems>
- If you do not have a current eRaider ID, you may enroll by emailing the Employee Services Center at hrs.employee.services@ttu.edu.

2. Review Summaries of Benefits and Coverage (SBC)

- Each SBC provides an overview of the benefits and services the health plan covers and what members can expect to pay for such services.
- SBCs are available in English and Spanish on the HR webpage at www.depts.ttu.edu/hr/. Click on the "Employee Benefits" dropdown and then "Insurance/New Employee".

3. Enroll in Benefits Online at www.ers.state.tx.us

- If you need assistance with this website, please contact ERS at 1-877-275-4377 or Human Resources at 806-742-3851.

It is important to us that you understand your benefits and your enrollment opportunities! As a full-time benefits eligible employee, your signature below indicates that you understand if you do not enter your benefit elections into the ERS Online System during the time periods listed above, you will be automatically enrolled in HealthSelect of Texas for Employee Only coverage, with all Optional Insurance Coverage, 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.

_____ Printed Employee Name	_____ Employee ID or SSN
_____ Date of Hire or Promotion	_____ Position Title / Department
_____ Employee Signature	_____ Date

We're Here to Help!
Stop by or Call

HR Employee Services Center
Doak Conference Center, Rm. 161
Texas Tech Campus- 15th & University
(806)742-3851