



New Hire Enrollment Information

How to Enroll Using PeopleSoft

- Log in to the HARVie website, www.harvie.harvard.edu. (If you do not have internet access, please contact Benefits at (617) 496-4001 so that enrollment arrangements can be made for you.)
- Select **PeopleSoft** in the Go To box in the upper right of the **HARVie homepage** then click the arrow next to it. (you may need to re-enter your HUID and PIN*.)
- Once in PeopleSoft, click on the **Self Service** link in the menu on the left side of the screen
- Next click on the **Benefits** link, either in the menu on the left side of the screen or on the center of the page.
- Click on the **Benefits Enrollment** link on the center of the page. This will bring you to your personal Benefits Enrollment page. Click the **Select** button and your benefits information will come up momentarily.

The screen will show your elections as of your date of hire. Follow the instructions on each page to make your elections. **If you do not click “Submit” on the Submit Benefits Choices page before your 60 day enrollment period ends, your elections will not be processed.**

Please note the online enrollment system is not compatible with Safari browser version 2.0.4 or newer. For best results, please use Internet Explorer or Firefox browsers when accessing Self Service.

Enrollment Deadline

- **You will have 60 days from your date of hire to make your benefits elections**
- You may save elections in the online enrollment system and return to make changes, but your elections will not be processed if you do not click “Submit” on the Submit Benefits Choices page before your 60 day enrollment period ends.
- Once you have submitted elections in the online enrollment system, those elections cannot be changed until the next annual Open Enrollment period unless you experience a change in family or employment status.
- A confirmation of your elections will be sent within one week of your election submittal. Please contact Benefits if you have not received confirmation within 10 days of submittal.

Dependent Certification

- Benefits must receive appropriate dependent documentation for any dependents you add to medical and/or dental coverage within your 60 day enrollment window. **If documentation is not received in that time, any undocumented dependents will be removed from plans retroactive to your date of hire.**
- Please send all dependent documentation with the Dependent Certification Cover Sheet included in your enrollment packet to Benefits by fax (617-496-3000) or in the envelope provided.

* If you do not have a personal identification number (PIN) to log on to HARVie Call 617-496-9001; send an e-mail message to PIN_Help@Harvard.edu; or follow the instructions at <http://www.pin.harvard.edu>. **Please note you will not be able to log onto Harvie until your actual hire date.**