

Your Benefits at Pitt

Staff Orientation Checklist

Health and Wellness Benefits

Health

(Medical, Dental, Vision, Flexible Spending Accounts, Health Savings Account, and Life Insurance)

- Enrollment Platform:** [Pitt Worx](#)
 - **Enrollment Period:** New enrollment is **due 31 days from your date of hire**. Changes are only allowed during future open enrollment periods or for [qualified status changes](#).
 - **Enrollment Guide:** [Pitt Worx Hub - Benefit Enrollment Process](#)
 - **If Enrolling in UPMC Health Plan, Choose your Primary Care Physician (PCP)**
 - *When you choose a UPMC PCP, they can help you stay healthy through each stage of your life. Select your PCP by visiting:
<https://www.hr.pitt.edu/current-employees/benefits/notices/patient-pr>

Wellness (for those enrolled in a University sponsored medical plan with UPMC)

- Complete your MyHealth Questionnaire** (*Optional*)
 1. Log in to your [UPMC MyHealth Online](#) account (via Pitt Passport)
 2. Select the menu (three lines) on the top left corner
 3. Select **Better Health and Wellness**, then select **MyHealth Questionnaire**
 4. Read and agree to the terms and conditions
 5. Select the **Begin assessment** button to get started
 - * The questionnaire takes about 15 minutes to complete.
After you complete the questions, you will see a personalized list of recommendations to improve your health.
- Learn about our wellness program - *Wellness for Life***
 - * As part of your benefits through UPMC Health Plan and the University, you are eligible to earn wellness Health Incentive Reward Dollars for completing activities. To learn more and see a list of activities, visit the [HR website](#).
 - For all other *Wellness for Life* inquiries, contact Bewell@pitt.edu

Retirement

[\(Defined Contribution plan with University match\)](#)

- Enrollment Platform:** [TIAA](#)
 - **Enrollment Period:** Enrollment in the University retirement plan must take place no later **than the last working day of the month prior to your *effective date*** to ensure you do not lose vesting time in the plan; your eligibility date is different than your enrollment period.
 - **Enrollment Guide:** [Enroll In or Manage Your Retirement Savings](#)

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Post Orientation Checklist (cont.)

Voluntary Benefits (PittPerks)

Enrollment Platform: [PittPerks](#)

- **Enrollment period:** Varies by offering
 - **Enrollment available year-round**
 - Group Home & Automobile Insurance
 - Pet Insurance
 - Identity Theft Protection
 - **Benefits subject to a Plan Year** (during New Hire & Open Enrollment only)
 - Supplemental Medical Coverage
 - MetLife Legal Services

Contact Us

The fastest way to receive assistance if you have a benefits-related inquiry is to call Benefits Customer Support at **833-852-2210**. They are available Monday through Friday from 8:30 a.m. through 5 p.m.

Services available on these calls include real-time guided enrollment assistance and translation services for approximately 28 different languages.

If you prefer to communicate via email, you can submit an online inquiry at hr.pitt.edu/contact-ohr. Please select Benefits as the "Service Area," to ensure your inquiry is sent to our Benefits Representatives.

Important benefits information is sent to employees via their Pitt email address, but you may forward these emails to your personal account if you prefer. For information on email forwarding please visit the "[Email: Set Preferences](#)" section of the Information Technology website.