

New Hire Benefits Enrollment Process

To access Pitt Worx, the University's human resources and payroll system, and begin the enrollment process, you will first need to **obtain your University username and password**. You can obtain your username and password from your department administrator or supervisor. Your initial password is randomly generated; please visit accounts.pitt.edu to change your initial password.

Before You Enroll in Your Benefits

You will need the following information and documentation available prior to enrolling:

- If adding a dependent to your coverage, you need your dependent's **full name, date of birth, gender, and social security number** (if available).
- Supporting documentation based on your relationship to the dependent being added:
 - **For a spouse:** Marriage certificate
 - **For a domestic partner:** Approved Affidavit of Domestic Partnership (learn more at hr.pitt.edu/domesticpartner)
 - **For child(ren):** Birth certificate indicating employee as a parent, or adoption verification
 - Review the list of acceptable documentation by visiting hr.pitt.edu/benefits/dependents.
- Depending on the Medical and Dental plan that you select, you may need to have your primary care physician (PCP) and dentist selected. This is only required if you select the Panther Gold HMO medical plan or the United Concordia Plus Managed Care plan. **The initial designation of your PCP and dentist should only be done through the enrollment process.** Future changes to your PCP and dentist must be made by calling UPMC or United Concordia directly.

You must then follow these steps in order to elect your benefits if you are a new hire/rehire. **These steps must be completed before selecting the "Start Enrollment" button from within Pitt Worx.**

1. Log in to Pitt Worx by visiting login.pittworx.pitt.edu (via Pitt Passport)
2. Select **Benefits** from the Me page (homepage)
3. If you are adding dependents: add your dependents in **Before You Enroll** (to do this, select the **Before You Enroll** card)
 - You must complete the following fields to submit your enrollment changes: Last name, first name, relationship, relationship start date, gender, date of birth, and national ID (Social Security number) if available. **When entering a social security number, do not enter dashes.**
 - The relationship start date can only be as early as your hire date. If your marriage, domestic partnership, or birth/adoption of your child occurred prior to your hire date, please **enter your hire date** as the relationship start date.
 - If your marriage, domestic partnership, or birth/adoption of your child occurred after your hire date, please **enter the actual date** of marriage, birth, etc. in the relationship start date field.
4. If you have added dependents in Before You Enroll: add the appropriate **Document Records** (to do this, select the **Document Records** card)
 - Review the list of acceptable documentation by visiting hr.pitt.edu/benefits/dependents.

Enrolling in Your Benefits

1. Log in to Pitt Worx by visiting login.pittworx.pitt.edu (via Pitt Passport)
2. Select **Benefits** from the Me page (homepage)
3. Select the **Start Enrollment** button
 - o **Note:** You must update/add your dependents (if you have them) in **Before You Enroll** and upload any related documentation in **Document Records** prior to starting the enrollment process.
4. Follow the on-screen directions for enrolling in medical coverage, dental coverage, vision coverage, flexible spending/health savings accounts, life insurance coverage, AD&D coverage, dependent life coverage, and short- and long-term disability coverage.
 - o Detailed instructions about enrolling in each of these coverage types can be found on the Pitt Worx hub by visiting pi.tt/pittworx-hub (via Pitt Passport).

Tips and Reminders

- An initial benefit enrollment period for newly hired or rehired employees is 31 days from the date of hire. After the initial benefit enrollment period for plans subject to the plan year, new enrollments, cancellations, and/or changes to coverage may only be made during future open enrollment periods or if you experience a life event (qualified status change).
- If you are covering a spouse/domestic partner and/or child(ren)/other dependent(s), documentation of the relationship is required. Visit hr.pitt.edu/benefits/dependents for a list of acceptable documentation.
 - o Dependents must be listed in the **Before You Enroll** section in Pitt Worx and all documentation must be submitted in the **Document Records** section in Pitt Worx prior to enrolling in your benefits.
 - o If you are covering a spouse and/or dependent that is or has been employed at the University or has been covered by a University health plan, please contact the Benefits Department submitting an inquiry at hr.pitt.edu/contact-ohr.
 - o International documents without an official English translation will not be accepted.
- The effective date of coverage is dependent on your date of hire. Coverage becomes effective the first day of the next month following your hire. If you are hired on the first business day of the month, coverage begins that day.
- The Concordia Plus DHMO plan requires the selection of a network primary dental office (PDO). If one is not selected at enrollment, a dental office will be assigned. Each participant can have their own PDO. Only services provided by the member's PDO will be covered.
- Flexible spending account contributions are deducted on a per pay basis. Employees on a bi-weekly or less-than-annual pay cycles should plan accordingly. Unused funds related to dependent care and commuter expense accounts do not rollover to the next plan year. Federal guidelines permit employers to allow employees to carry over unused amounts of up to \$500 for health care expenses into the next plan year and still contribute up to the maximum for the year.

Questions

If you have difficulties accessing Pitt Worx, enrolling in your benefits, or just have general questions about your benefits options, contact the Benefits Department by submitting an online inquiry at hr.pitt.edu/contact-ohr.