Benefits Enrollment

All enrollment is based on meeting eligibility criteria for each plan. For more information on benefit plans, visit hr.osu.edu/benefits/benefitseligibility.aspx.

Benefits timeline

You are automatically enrolled in:
- Group Term Life Insurance – you must designate a beneficiary
- Long-Term Disability
- Retirement – Ohio Public Employees Retirement System (OPERS) for staff or State Teachers Retirement System (STRS) for faculty. Eligible employees with at least a 75% appointment may enroll in an alternative retirement program; see “120 day” information below.

You have 31 days from your eligibility date to enroll in:
- Medical, dental, and/or vision coverage for you and your eligible dependents
- FSA for dependent care and/or health care
- Short-Term Disability
- Dependent Group Life Insurance for your eligible dependents
- Voluntary Group Term Life Insurance for additional coverage for yourself and/or coverage for your eligible dependents

You have 120 days from your date of eligible appointment to:
- Elect the Alternative Retirement Plan (ARP). If you hold a 75% or greater appointment and are eligible for the ARP, a separate packet will be mailed to your home address. To elect participation in the ARP instead of OPERS or STRS, complete and return the Retirement Program Election Form included in that packet to Human Resources.

You have 180 days from your date of eligible appointment to:
- Elect plan options within OPERS/STRS. OPERS or STRS will send you a retirement packet describing their plan options. You may select your choice of the three plan options on the election form included in that packet. If no selection is made within 180 days, you will default to the OPERS Traditional Pension plan (staff) or the STRS Defined Benefit Plan (faculty).

At any time, you may:
- Change Group Term Life Insurance beneficiary(ies)
- Enroll in 403(b) and/or 457(b) supplemental retirement accounts (SRAs)
- Apply for dependent tuition assistance for your eligible dependents (term deadlines apply)
- Complete the Your Plan for Health Personal Health Assessment. Visit YourPlanForHealth.com to learn more about the various programs.
- View your Benefits Summary

Human Resources Customer Service Center
service@hr.osu.edu • (814) 292-1050 or 1-800-678-6010
hr.osu.edu/benefits

For additional information
- Benefits Overview for Faculty and Staff
  Provided in this packet, or visit hr.osu.edu/hrpubs/#overview

Retirement Notice
Watch for a retirement packet from OPERS or STRS! If you hold a 75% or greater appointment, you will also receive a packet from Human Resources that details your retirement choices.

ENROLL ONLINE NOW

The Ohio State University | Human Resources
First steps – learn about available benefits
- Read the Benefits Overview book in this packet
- Visit hr.osu.edu/benefits

Before you log in, make sure you have the following information for all dependents to be enrolled
- Social Security numbers
- Birthdates (be sure to use the correct year of birth)
- Mailing address for any dependents who do not live with you

What you can do in eBenefits
- Enroll in benefits
- Review current enrollment
- Make changes to your benefit elections due to life events (birth, adoption, marriage, divorce, etc.). Visit hr.osu.edu/events for information.
- Make and change supplemental retirement account elections
- Enroll eligible dependents in dependent tuition assistance program
- Designate your life insurance beneficiary(ies)

Getting started

Your enrollment is not complete until you click Authorize & Submit

eBenefits for university faculty and staff
Follow these simple steps to view and make changes to your benefit elections online:
1. Visit Employee Self Service at eProfile.osu.edu. You will need your Ohio State username (lastname.#) and password to log in. For help with password or login issues, go to my.osu.edu or contact the IT Service Desk at 8-HELP or (614) 688-4357.
2. Click eBenefits, where you’ll have access to tools and resources to help you choose your benefits.
3. To review your options and to enroll, click Benefits Enrollment.
4. Remember to click Authorize & Submit to finalize your benefits elections. You can print your confirmation statement immediately after making your changes.

If you choose not to enroll in any benefits, the only action required is designating your life insurance beneficiary(ies).

eBenefits for Medical Center faculty and staff only
Follow these simple steps to view and make changes to your benefit elections online:
1. Visit OneSource at onesource.osumc.edu. You will need your Medical Center username and password if logging in from outside the Medical Center. For help obtaining or resetting your Medical Center username or password, contact the Help Desk at (614) 293-3861.
2. Click Employee Self Service. Log in with your Medical Center username and password.
3. Click eBenefits, where you’ll have access to tools and resources to help you choose your benefits.
4. To review your options and to enroll, click Benefits Enrollment. Remember to click Authorize & Submit to finalize your benefits elections. You can print your confirmation statement immediately after making your changes.

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