

## New Hires

New employees have 30 days from their date of hire to visit the Employee Self Service Portal (ESS) to select Health Plans, Life Insurance, and/or enroll in a Healthcare Flexible Spending Account. If not, the employee will have to wait until the next available open enrollment period or experience a loss of health coverage. New Hires are effective the 1<sup>st</sup> or 16<sup>th</sup> of the month following their 30<sup>th</sup> day of employment. Please refer to the **2021-2022 Employee Benefits Guide** for more information.

### 1. Steps in Employee Self Service to make benefits elections:

1. Select “My Benefits”
2. Click “Anytime Changes” then select “New Hire Benefits”
3. Review the pop-up “Terms and Conditions” then select “Accept” to proceed
4. Follow the prompts “Health Benefits,” “Insurance,” and “Flexible Spending Accounts” to complete the benefits election process
5. Select “Save and Submit” once you have completed your benefits elections

***\*While logged into ESS, any corrections are made by clicking on the “Edit Pen.”***

### 2. Dependents and Life Insurance Beneficiaries must be added to the “Personal Profile” screen in ESS. **Click on “Benefits,” then “My Self” then under “Family Members/Dependents” click the “Add” button. Add the dependent or life beneficiary’s name, date of birth, Social Security Number (SSN) (it is not necessary to add SSN for life beneficiaries), and gender.**

### 3. **ATTENTION:** If you are adding dependents, submit the attached **New Hire Processing Form** along with required supporting documentation (marriage certificate, birth certificate, etc.) to the **Human Resources Benefits Division via one of the methods below:**

- Benefits Secure Documents Portal:

[http://www.houstontx.gov/hr/benefits/sdsubmission\\_form.html](http://www.houstontx.gov/hr/benefits/sdsubmission_form.html)

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- Walk-in (Secured Drop-off box): 611 Walker, 4<sup>th</sup> Floor, Houston, Texas 77002; Attn: HR Benefits

4. A member of the Benefits team will verify documentation and notify you by email upon verification of your documentation.
5. Upon verification, return to ESS and enroll your dependents to relevant health plans (medical, vision, dental).

**Once your enrollment is complete, print a confirmation for your personal records.** You will receive ID cards from the health carriers within 10-14 business days of your effective date. Please verify the data listed on your cards is accurate. In addition, verify your **mailing address** is correct in ESS. Please use "Address Line 2" in the Mailing Address section to update your apartment or unit number, if applicable.

In addition, please complete the following Death Termination Pay form [https://www.houstontx.gov/hr/hrfiles/benefits/form\\_death\\_term\\_pay.pdf](https://www.houstontx.gov/hr/hrfiles/benefits/form_death_term_pay.pdf) and submit using one of the methods listed. This form must be notarized.

If you have any questions or concerns, please feel free to reach out to us via email at [benefits@houstontx.gov](mailto:benefits@houstontx.gov) or call (832) 393-6000.