

# Welcome to your Employee Portal



Welcome,  
come on in!

[Forgot your password?](#)



Powered by UKI

Your resource for

- Your personal profile
- Benefits information
- Pay statements
- PTO requests
- And more...

Navigate here for instructions, FAQs and portal link

<https://www.hood.edu/offices-services/human-resources/resources-employees-supervisors/employee-portal>

# How to Enroll/Waive Benefits Coverage in the Portal

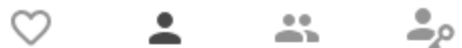
Enrollment must be completed within 30 days of your eligibility date (hire or change of status date)

- Login to the Employee Portal (Hood.edu/ Faculty & Staff/Employee Portal)
  - Your employee data will not be moved into the Portal until after you have completed the New Hire Onboarding process. This could take up to 3 to 5 days after your hire date

**Employee Portal username:** Hood email address

**Default Password:** date of birth and last four digits of SSN (MMDDYYYYSSSS)

- Once you are in the portal, navigate to Menu/Myself/Life Events. Use the following slides as a guide.
- You must make an election (decline or elect) for each benefit type and identify which dependents you are covering
- After reviewing your elections, press Submit to send your elections to the Benefits Manager for review and approval
  - Remember to send your completed Life Insurance Beneficiary Form and Agreement for 403(b) Salary Reduction Form to [aharris@hood.edu](mailto:aharris@hood.edu).
- Once your enrollment is complete, the Benefits Manager will report your elections to the applicable vendors
  - UMR (medical/FSA) will send you a welcome letter and your ID Card within 7 -10 days after they receive your enrollment data
  - UHC Dental and Vision will not send a card. You must go to [uhcdental.com](http://uhcdental.com) and [myuhcvision.com](http://myuhcvision.com) to set up your account and access your electronic ID cards.
- If you elect an H.S.A. Account, you must open your account at Optum Bank in order for us to be able to deposit your contributions - there will be a link to complete this action in the online enrollment process
- You can create your TIAA-CREF account after you have received your first pay check. If you try before that, TIAA-CREF won't recognize you as an active employee.



## Myself



Personal



My Company



Jobs



Career & Education



Career Development



Pay



Benefits



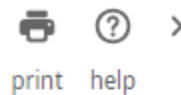
Open Enrollment

Life Events




Life Events

## Life Events



### About Life Events

Life Events are changes that happen to you or your family affecting your benefits. Below is a list of events that you are eligible to complete. Begin by selecting an event that most closely describes your circumstances.

Description	Message	Status	
<a href="#">I am a new (or rehired) employee</a>	This is for newly hired (or rehired) benefit eligible employees (.5 or greater FTE).  Benefits for new (or rehired) employees begin on the first of the month following or concurrent with the date of hire/rehire.	In Progress	
<a href="#">I had a qualified change in my dependent</a>	This life event is for any employee who experiences a qualified life event for a dependent:  This includes: Adding a dependent through birth, adoption or marriage Losing a dependent through death, divorce or a dependent's attainment of age 26	Not Started	

# Life Events

I am a new (or rehired) employee

Dipper Pines - 073090

## About This Life Event

Verify Beneficiary And Dependent Information

Medical

Health Savings Account

Dental

Vision

*Flexible Spending Acct*

DEPENDENT CARE REIMBURSEMENT ACCNT

HEALTH REIMBURSEMENT ACCNT

LIMITED PURPOSE REIMBURSEMENT ACCNT

## About This Life Event

Life Event Effective Date 03/21/2023

What was the reason? Hire/rehire ▾

As a new (or rehired) .5 or greater FTE employee you are eligible to enroll in Hood's employee benefits, including health, life and other supplemental benefits plans. Detailed information about these plans was (or will be) provided to you during the benefits orientation. You must make your benefit elections for yourself and your eligible dependents, if applicable, within 30 days of your hire/rehire date. If you fail to make an election in this 30 day period, or if you waive coverage, you will not have an opportunity to enroll again until or next open enrollment period or if you experience a qualified life event change.

← back | **→ next** | ✓ submit | 📄 draft | ↻ reset | ✕ cancel | 🖨️ print | ? help

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ACCNT

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REIMBURSEMENT ACCNT

 |   |  |    |    
add | back next | submit draft reset cancel | print help

## Verify Beneficiary and Dependent Information

**READ THIS**

Retirement Plan purposes. Life insurance beneficiary assignments must be made in writing on RSLI's Beneficiary Form (available from HR) and retirement beneficiary assignments must be made via your online account at [tiaa.org](https://www.tiaa.org). Proper beneficiary assignment is an important part of estate planning and is vital to ensuring your wishes are carried out. If you need more information, please contact the Benefits Manager.

**Dependent:** This individual is a potential dependent under each separate plan. You will designate dependents as you elect coverage for each plan. If you do not check this box for the individual on this Beneficiary and Dependent page, that individual will not be included as a potential dependent on each plan page. Dependents must be under age 26 to be eligible for coverage under health plans. Life Insurance plans limit dependents to age 19, unless they are full-time students.

**Emergency Contact:** Please ensure contact information for this individual is current.

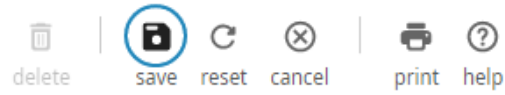
If you do not see the appropriate dependent listed on this page, you will need to add him/her. To do this, you will need his/her name, date of birth, gender, and social security number. You also will need to designate him/her as dependent.

Find by

Name ↑	Relationship	Designation	
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No records found

## Add/Change Contact



Contact is active

### Personal

First

Middle

Last

Former last

Suffix

SSN

Date of birth

Sex

Date of marriage

SSN, Date of Birth and Sex are mandatory fields in order to successfully add as dependent to coverage.

Date of divorce

Deceased

Employer

Occupation

### Designation

Select at least one designation for this contact. **Note:** Identifying this record as a **Dependent** or **Beneficiary** only makes them eligible for consideration, it does not automatically add them to any benefit plans.

Relationship  Designation  Dependent  
 Beneficiary  
 Emergency contact

### Address

Address is different from employee

Country

Address

Address 2

City

State/Province

Zip/Postal code

County

# Medical

page summary of the three medical plans by clicking here: [Medical plan comparison 2022-2023](#). Please visit [UMR.com](#) for plan details and provider networks.

Anyone enrolled in the one of these medical plans also has access to Health Advocate. For program details, please click here: [Your Lifeline for Healthcare Help.pdf](#)

If you currently have this type of coverage, you can click on the Current Plan box (upper

[Read more](#)

**I decline Medical plans.**

EPO

### Options

- EMPLOYEE \$63.30
- EMPLOYEE/CHILD(REN) \$154.66
- EMPLOYEE/FAMILY \$226.04
- EMPLOYEE/SPOUSE \$191.97

**I decline Medical plans.**

Decline reason

Covered by spouse

New hires are eligible for “Wellness” rates under the medical plan during the first plan year in which they are eligible.

New hires will be responsible for completing the wellness tasks for the new plan year in order to earn the new wellness rates for the upcoming plan year.

# Retirement Elections

Confirm your portal elections match the Agreement for Salary Reduction Form

*Deferred Comp-RA & GSRA*

Pre-tax deduction	A) 403b RA EMPLOYEE CONTRIBUTION	} Qualifies for Hood contribution
After-tax deduction	B) 403b RA ROTH EMPLOYEE CONTRIBUTION	
Pre-tax deduction	C) 403b GSRA EMPLOYEE CONTRIBUTION	} Does not qualify for Hood contribution
After-tax deduction	D) 403b GSRA ROTH EMPLOYEE CONTRIBUTION	

Confirm Your Elections Or Changes

**(B) Indicate how the Employee contribution percentage should be deducted from your salary. Either pre-tax, Roth or a combination of the two.**

Traditional pre-tax	Roth 403(b) after-tax
<b>A.</b> %	<b>B.</b> %
_____ %	_____ %
_____ %	_____ %
_____ %	_____ %
_____ %	_____ %
_____ %	_____ %
_____ %	_____ %

**2. GSRA Contract**

The percentage circled above *plus*

**C.** \$\_\_\_\_\_ (per pay) as traditional pre-tax contribution and/or

**D.** \$\_\_\_\_\_ (per pay) as Roth 403(b) after-tax contribution



## Voluntary Benefits

### Select a Plan

Use the options below to choose or decline a plan.

If you wish to decline this coverage, select "I decline the voluntary benefits"

Our Accident and Critical Illness coverage is provided through Reliance Standard. In addition, we are offering a voluntary Short Term Disability plan through them.

Plan details

- o Accident [Hood Accident Insurance Highlights.pdf](#)
- o Critical Illness [Hood CI Highlights.pdf](#)
- o Short Term Disability [Hood STD Highlights.pdf](#)

[Read more](#)

I decline the Short Term Disability Voluntary plan.

Short Term Disability Voluntary

\$8.44 Biweekly\*

**Benefit Amount**

**Benefit percent**

Weekly

pay \* Percent

**Benefit amount**

\$281.25 Per week

The maximum benefit amount value is \$1,500.00

**Coverage start date\*:** 03/21/2023

\*Estimated values

### Current Plan

as of 03/20/2023

No current plans for this type.

### Short Term Disability Voluntary Plan Information

Short Term Disability is a voluntary, employee paid benefit which pays in the event of a qualifying short term illness or injury.

Coverage is contingent upon medical underwriting. Follow this link to apply for coverage with Reliance Standard. [DocuSign](#) Your benefit and deductions will begin first of the month following approval.

[Read more](#)

Short Term Disability, Critical Illness, and Voluntary Life amounts over the guaranteed issue amounts require an evidence of insurability questionnaire.

**Short Term Disability Pre-Existing Condition Limitation** - A pre-existing condition is any sickness or injury, whether specifically diagnosed or not, for which you received medical treatment, consultation, care, or services, including diagnostic procedures, or for which you took prescription drugs or medicines during the look back period (3 months) before the individual effective date of coverage (or the effective date of an increase in coverage). Benefits (or an increased benefit) would not be payable due to a pre-existing condition unless the Total Disability occurs after (12 months) from the effective date of coverage (or effective date of an increase).