Benefits Information for New Hires

When are my benefits effective?

Benefits are effective the first day of the month after you start working, or become TRS eligible or ACA eligible. Human Resources can confirm that date for you if needed.

When can I enroll in my benefits?

If you are starting to work for the new school year (i.e. August), you will be able enroll in LATE AUGUST or EARLY SEPTEMBER. For new hires during the year, you should be able to enroll within 7 – 10 days from your starting date. If you have not received information to enroll by e-mail or by text message by the time you receive your first paycheck, please call the Risk Management office.

The benefits you enroll for as a new hire will end on December 31st, 20xx. **You must enroll during our Annual Enrollment period in order to have benefits on January 1, 20xx. No benefits carry over into January of the following year.**

How will I know when to enroll?

You will receive a call from our Benefits Help Line or an e-mail sent to your Katy ISD e-mail account informing you that you are now ready to enroll for benefits, including instructions on how to enroll. When ready to enroll, go to www.katybenefits.org and click on the **enroll in benefits** under the quick links button. If you have questions while enrolling, you may call Benefits Help Line at 1-866-222-5473. They can take your enrollment over the phone.

Why am I not able to enroll the first day I come to work?

All Katy ISD benefits are administered by an outside administrator. Electronic eligibility files are sent twice a week from Katy ISD to our benefits administrator. In order for your information to go on the file, every i has to be dotted and every t has to be crossed. In other words, all your information must be complete before your information will be sent. This includes all payroll information. It typically takes longer in August due to the large volume of employees being hired at the same time.

What happens if I don't enroll in benefits?

You will have only the District provided Basic Life and AD&D coverage and the Employee Assistance Program. If you want any of the benefits available through the District, you must enroll before when eligible.

Do I have to do anything if I don't want the District benefits?

We ask that you complete the enrollment process so that we know have reviewed the available benefits and also to name a beneficiary for the District provided Basic Life and AD&D coverage and indicate your 1095C electronic preference.

Can I make changes to my benefits during the year?

Generally, no. Once you make your elections they are in place for the remainder of the calendar year. However, if you experience a "life event" such as getting married, divorced, having a baby or your spouse changes jobs, then you can call the Benefits Help Line within 31 days of the event and make changes to your elections or you can process a life event under the 'add a life event' tile on your benefits page.

What changes can I make when I have a qualified life event?

Depending on the life event, you can add or drop a coverage, add or drop a dependent, and increase or decrease coverage for some benefits like FSA and life insurance. In most cases however, you are **NOT** allowed to change your plan option (ex: change from the Memorial Hermann ACO plan to the Choice medical plan). So

carefully make your election decisions during your new hire enrollment and annual enrollment.

Is there an annual enrollment period?

Yes – every fall we conduct an annual enrollment for all employees. This is your once a year opportunity to change your benefit elections without a "life event". Please be aware that all employees are required to enroll each year as your benefits DO NOT ROLL OVER from year to year. Even if you are a new hire who has just enrolled in benefits, those benefits **WILL END ON DECEMBER 31 AND , COME JANUARY 1, YOU WILL ONLY HAVE WHATEVER YOU ENROLLED IN DURING ANNUAL ENROLLMENT. IF YOU DID NOT ENROLL DURING ANNUAL ENROLLMENT, YOU WILL HAVE ONLY THE DISTRICT PROVIDED BASIC LIFE AND EMPLOYEE ASSISTANCE PROGRAM. ALL EMPLOYEES MUST ENROLL DURING THE ANNUAL ENROLLMENT PERIOD.**

Where can I learn about Katy ISD benefits?

Please visit our website at www.KatyBenefits.org, or call Benefits Outlook at 866-222-KISD (5473) between 8 am and 5 pm, Monday through Friday.