

Enrolling in Benefits



HOBART AND WILLIAM SMITH COLLEGES

Website— <https://hwsportal.hws.edu>

Under Benefits, select “[click here](#)” to link to your AleraEdge Benefits site, using your HWS Username and Password.

PEOPLESOFT PORTAL LANDING

With the latest refresh of our PeopleSoft environment, completed on June 1, 2019, in an effort to simplify your experience, you will no longer have to log into the PeopleSoft Portal.

Simply select from the list of PeopleSoft environments below and log in using your HWS credentials.

CAMPUS SOLUTIONS	HUMAN RESOURCES	FINANCIALS
<p>Use the link above to access the following information:</p> <p>STUDENTS</p> <ul style="list-style-type: none">• View Class Schedule• View Student Record• View Grades• View/Pay Your Bill via Nelnet <p>FACULTY</p> <ul style="list-style-type: none">• View Class Rosters• View Advisee Information• Submit Grades• Submit Mid-Term Progress Reports	<p>Use the link above to access the following information:</p> <p>EMPLOYEES/STUDENT EMPLOYEES</p> <ul style="list-style-type: none">• Review Employee Data• View Paycheck Information• View W2 Information• Enter/Approve Timesheet Information <p>Benefits: To enroll in benefits or to make changes to your benefit elections, click here to be directed to AleraEdge</p>	<p>Use the link above to access the following information:</p> <p>EMPLOYEES</p> <ul style="list-style-type: none">• View Your Budget Information• Enter/Approve Purchase Requests

Life-Changing Event?

30-days—Documentation must be submitted for:

Marriage /Divorce

Change in job status for you or an enrolled dependent

Birth or adoption of a child

Death of a Spouse/Domestic Partner

CONSENT TO RECEIVE ELECTRONIC NOTICES:

The following documents and notices are provided to you electronically containing important information regarding eligibility, coverage, benefits and rights.

Once you login AleraEdge, these documents are available in the Reference Center.

- Summary Plan Descriptions
- Summary of Material Modifications
- Summary Annual Reports
- Summary of Benefits and Coverage & Uniform Glossary of Terms
- Special Enrollment Rights Notice
- Premium Assistance under Medicare & Children’s Health Insurance Program (CHIP)
- Newborn’s Act Notice
- Women’s Health & Cancer Rights Act Notices
- Patient Protection Disclosure
- HIPAA Notice of Privacy Practices

You are entitled to request and obtain a paper copy of any electronically furnished document free of charge or to revoke your consent at any time by calling Human Resources.

In order to access information provided electronically, you must have:

- A computer/electronic device with internet access
- An email account that allows you to send and receive emails
- Microsoft Word 95 (or higher)
- Adobe Acrobat Reader 5.0 (or higher)

Start Here to Begin your Enrollment

Relph Benefit Advisors

Home Message Center Benefits Assistant Chat Help Reference Center Jennifer

Open Enrollment Open Enrollment Ends **Congratulations!** You have officially logged in. Let's get started.

14 Days Left Start Here

Home Key Contacts

Hello Jennifer

Enrollment
Click 'Start Here' and follow the instructions to enroll in your benefits or waive coverage.

Benefit Summary

Personal Documents

Change My Benefits

MyChoice Mobile App
Get Access Code

Questions?
Use the 'Reference Center' or call Customer Support at **1-800-836-0026** (Mon-Fri, 8-4:30).

Benefit Resource Library

Medical, Dental & Vision Plans

Easy to follow Steps

Make Your Elections—Review your options as you walk through the enrollment process.

Click 'Select' to choose plans.

Track your choices and total cost, on the enrollment bar.

Review Your Elections

Review and edit your elections—then **Approve**.

Confirm Your Choices

Your enrollment is not complete until you **CONFIRM** your benefit elections.

Print—Your election information and confirmation number for future reference.

Review Your Current Plan Anytime

In the **Benefits** tab, Click **Benefits Summary**

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Relph Benefit Advisors

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