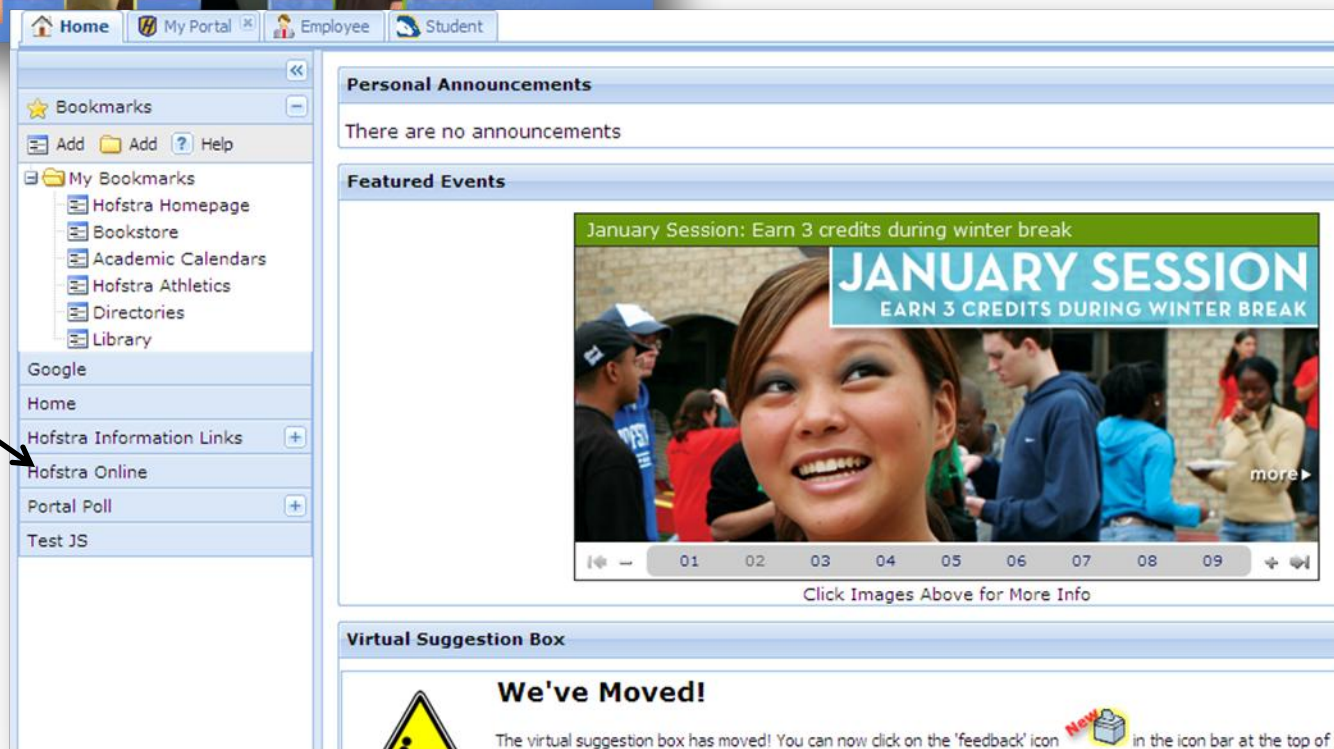


To begin, go to the Hofstra University Portal <https://my.hofstra.edu>

Enter your username and password and click on the login button.

In the navigation, menu click on Hofstra Online.



Navigate to the Employee Services Menu and click on  
Benefits and Deductions

The screenshot displays a web portal interface. At the top, there are navigation tabs for 'Home', 'My Portal', and 'Employee'. Below these is a banner with the word 'HOME' in large yellow letters. On the left side, there is a 'Bookmarks' section with a list of 'My Bookmarks' including Hofstra Homepage, Bookstore, Academic Calendars, Hofstra Athletics, Directories, and Library. Below the bookmarks are sections for 'Home', 'Hofstra Online', and 'Information Links'. The main content area on the right features a 'Show Details' button at the top. Below it, the 'Employee Services' section is highlighted, with an arrow pointing to the 'Benefits and Deductions' link. Other links in this section include Pay Information, Tax Forms, Leave Balances, Conflict of Interest, and Salary Planner. The 'Personal Services' section is also visible, containing links for View Address(es) and Phone(s), Update Address(es) and Phone(s), View E-mail Address(es), Update E-mail Address(es), and Name Change Information.

You may be presented with the Campus Alert Notification Network (CANN) screen. Fill in any missing information, or confirm information you previously entered and scroll to the bottom to Confirm and Submit.

My Hofstra - Microsoft Internet Explorer

F: Edit View Favorites Tools Help

HOFSTRA UNIVERSITY My.Hofstra.edu PORTAL

Back to Home Tab my account blackboard groupwise my email my files my apps calendar groups

### Campus Alert Notification Network

Welcome to the Campus Alert Notification Network (CANN) web page. You have been re-directed to this web page for the purpose of entering or updating your personal contact information in order to alert you during an emergency. CANN is Hofstra's system of communicating information during an emergency. CANN will be activated during weather emergencies, cancellation of campus activities or crisis situations. Click [here](#) for further information.

**Official Hofstra Email record**

The email account listed above is the primary email address used by Hofstra University to contact you. If you would like to be reached at an alternate email address, please forward your Hofstra email account to that address. Students click [here](#) for instructions. Employees click [here](#) for instructions.

We do not have your personal telephone contact information. Please enter your cell phone number or whatever number is the best way to reach you.

Use primary telephone to receive a VOICE message. We recommend that this be your cell phone number, if you carry one.

Your emergency contact information - Indicates a required field : \*

Telephone (Enter Numbers only)	Area Code	Number
Cell or Primary *		

If you would like to receive a TEXT message in addition to a voice message, please enter the area code and cell phone number below.

Send text message to:	Cell Phone Area Code	Number
Cell Phone (Enter Numbers only)		

By clicking the button below, I am confirming that my personal Emergency Contact Information listed above is correct.

Confirm and Submit

You will receive a confirmation and can continue by clicking on the Employee tab.

My Hofstra - Microsoft Internet Explorer

File Edit View Favorites Tools Help

HOFSTRA UNIVERSITY My.Hofstra.edu PORTAL

Back to Home Tab my account blackboard groupwise my email my files my apps calendar groups

### Welcome to HOFSTRA ONLINE INFORMATION SYSTEM

Personal Information Employee

### Campus Alert Notification Network

Your personal contact information has been saved.

**You may now proceed by clicking on the tabs above.**

**Official Hofstra Email record**

The email account listed above is the primary email address used by Hofstra University to contact you. If you would like to be reached at an alternate email address, please forward your Hofstra email account to that address. Students click [here](#) for instructions. Employees click [here](#) for instructions.

Your emergency contact information - Indicates a required field : \*

Telephone (Enter Numbers only)	Area Code	Number
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If you would like to receive a TEXT message in addition to a voice message, please enter the area code and cell phone number below.

Send text message to:	Cell Phone Area Code	Number
Cell Phone (Enter Numbers only)		

# HOME

Bookmarks

- My Bookmarks
  - Hofstra Homepage
  - Bookstore
  - Academic Calendars
  - Hofstra Athletics
  - Directories
  - Library
- Home
- Hofstra Online
- Information Links

Home > Employee Services > Benefits and Deductions

Student Services | Financial Aid Services | **Employee Services** | Personal Services

**Benefits and Deductions** | Pay Information | Tax Forms | Leave Balance

- Dependent Information
- Benefit Summary
- Benefits Enrollment**

Conflict of Interest | Salary Planner

Click on Benefits Enrollment

Click on Open Enrollment

My Portal Employee Student

# HOME

Bookmarks

- My Bookmarks
  - Hofstra Homepage
  - Bookstore
  - Academic Calendars
  - Hofstra Athletics
  - Directories
  - Library
- Home
- Hofstra Online
- Information Links

Student Services | Financial Aid Services | **Employee Services** | Personal Services


## Benefits Enrollment

Home > Employee Services > Benefits and Deductions > **Benefits Enrollment**

Click the Open Enrollment link to begin the annual open enrollment process. You may click on Retirement Plan, Health Benefits or Flexible Spending Accounts to see a summary of your elections for the current year.

- [Retirement Plan](#)
- [Health Benefits](#)
- [Flexible Spending Accounts](#)
- [Open Enrollment](#)

PRINT

 This page begins the online open enrollment process. If applicable, from here you will be able to make the following changes to your benefits:

- Change medical plans
- Change coverage level (individual to family or family to individual)
- Enroll in health care flexible spending
- Enroll in dependent care flexible spending
- Enroll or change your elections for the commuter transit benefit
- Change pension investment companies for your basic or voluntary plan
- Change your contribution to the voluntary pension plan

Once you begin open enrollment you will see your current elections in the Retirement, Health and Flexible Spending groups. Remember that you are not required to make a new medical, transit or pension plan election as these will automatically rollover to the next plan year. However, if you wish to participate in health care flexible spending or dependent care flexible spending, you **MUST** make a new election for the upcoming plan year.

To begin, click the Start Open Enrollment button, or if you previously started the open enrollment process and wish to make further changes, click the Restart Open Enrollment button.

**When you have completed your elections, you MUST come back to this page and click “Confirm Elections” to submit your changes. If you do not click “Confirm Elections” the transaction will not be saved. You will receive a confirmation email if your elections were properly submitted. Failure to receive a confirmation email will indicate that you did not “Confirm Elections”. To correct this, come back to this page and click “Confirm Elections”.**

Please click [here](#) to visit the Open Enrollment Web Page for additional information including step-by-step instructions for making your online benefit elections. Click [here](#) to email your questions regarding open enrollment.

Select the benefit group you wish to change – Retirement, Health or Flexible Spending. On the next page you will see the plan options that are available to you in that group.

*\*I understand that my confirmation of elections on this form authorizes Hofstra University to make any necessary deductions from my pay through payroll deduction.*

**Open Enrollment Start Date:** Oct XX, 20XX


**Open Enrollment End Date:** Nov XX, 20XX

**Benefits Effective Date:** Jan 01, 20XX

Group	Benefits Status
Retirement	No choices made in this group.
Health	No choices made in this group.
Flex Spending	No choices made in this group.

Click the Start Open Enrollment button to begin the process. Note: You will only see the “Start Open Enrollment” button when you first start the process.

**Start Open Enrollment**

 This page begins the online open enrollment process. If applicable, from here you will be able to make the following changes to your benefits:

- Change medical plans
- Change coverage level (individual to family or family to individual)
- Enroll in health care flexible spending
- Enroll in dependent care flexible spending
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**Open Enrollment Start Date:** Oct XX, 20XX

**Open Enrollment End Date:** Nov XX, 20XX

**Benefits Effective Date:** Jan 01, 20XX

Group	Benefits Status
<a href="#">Retirement</a>	Basic:TIAA-CREF 403b is your current election. Voluntary:TIAA-CREF SRA is your current election.
<a href="#">Health</a>	Optional Dental is your current election. Health Plan waiver is your current election.
<a href="#">Flex Spending</a>	No choices made in this group.

Click directly on the Flex Spending link to view the information.

**Confirm Elections\***

**Restart**

**Cancel**



The RESTART button will reset your changes back to current values.

You must click the [Return to Open Enrollment Summary](#) link at the bottom of this page and then click Confirm Elections\* for your transactions to be saved.



#### FLEX SPENDING AND TRANSIT

If you currently participate in flex medical and/or dependent care and wish to participate in the coming year, YOU MUST RE-ELECT the plan by clicking on the link for each and entering the **ANNUAL AMOUNT** of your contribution. Follow the additional instructions on the next screen.

Transit and parking do rollover to the next year, so you should click the plan link **ONLY** if you wish to change the amount of your contribution or to begin participation in a plan. To end participation in a transit or parking plan, click on the link for the plan and follow the instructions on the next screen.

To view an updated list of commonly accepted flex medical expenses, click [here](#).

#### Flex Spending Group

[Flex Dependent](#) You have not selected this benefit deduction.

[Flex Medical](#) You have not selected this benefit deduction.

[Transit Benefit Pre Tax](#) You have not selected this benefit deduction.

[Parking Benefit Pre-Tax](#) You have not selected this benefit deduction.

[Return to Open Enrollment Summary](#)

To add, change or end a coverage, click on the link for the title of coverage.

#### Note:

Flex Medical and Flex Dependent Care do not rollover and must be reelected  
Transit elections automatically rollover and will continue with current status unless changes are made.

## Flex Medical and Flex Dependent

Enter only the annual amount up to the maximum amount allowed for each flex spending plan you would like to participate in. The amount per pay contribution will be automatically calculated.

\* - indicates a required field.

**Flex Medical**

Deduction Effective as of: Jan 01, 20XX

Per Pay Contribution:

Annual Limit \$12,000:\*

Add Choice

\* - indicates a required field.

**Flex Dependent**

Deduction Effective as of: Jan 01, 20XX

Per Pay Contribution:

Annual Limit \$5,000:\*

Add Choice

Click Add choice and you will see the per pay contribution.

## Transit Benefits

Enter only the annual amount up to the maximum amount allowed for each transit plan you would like to participate in. The amount per pay contribution will be automatically calculated.

\* - indicates a required field.

### Transit Benefit Pre Tax

Deduction Effective as of: Jan 01, 20XX

Per Pay Contribution:

Annual Max Contribution \$2,760:\*

Add Choice

\* - indicates a required field.

### Parking Benefit Pre-Tax

Deduction Effective as of: Jan 01, 20XX

Per Pay Contribution:

Annual Max Contribution \$2,760:\*

Add Choice

If this is the first time you are enrolling in this benefit, click the **Add Choice** and you will see the per pay contribution.

If you already contribute and would like to change your contribution, enter the new annual amount and click the **Submit button**. The new amount per pay will automatically be calculated. You will only see this button if you currently have the benefit.

If you already contribute and would like to end your benefit, click the **Stop Benefit** button. You will only see this button if you currently have the benefit.



The RESTART button will reset your changes back to current values.

You must click the [Return to Open Enrollment Summary](#) link at the bottom of this page and then click Confirm Elections\* for your transactions to be saved.

### FLEX SPENDING AND TRANSIT

If you currently participate in flex medical and/or dependent care and wish to participate in the coming year, YOU MUST RE-ELECT the plan by clicking on the link for each and entering the ANNUAL AMOUNT of your contribution. Follow the additional instructions on the next screen.

Transit and parking do rollover to the next year, so you should click the plan link ONLY if you wish to change the amount of your contribution or to begin participation in a plan. To end participation in a transit or parking plan, click on the link for the plan and follow the instructions on the next screen.

To view an updated list of commonly accepted flex medical expenses, click [here](#).

### Flex Spending Group

<a href="#">Flex Dependent</a> You have asked to start this benefit in the new year.	<b>Per Pay Contribution</b> 208.33	<b>Annual Limit</b> \$5,000
<a href="#">Flex Medical</a> You have asked to start this benefit in the new year.	<b>Per Pay Contribution</b> 104.17	<b>Annual Limit</b> \$12,000
<a href="#">Transit Benefit Pre Tax</a> is your current election.	<b>Per Pay Contribution</b> 70.00	<b>Annual Max Contribution</b> \$2,760
<a href="#">Parking Benefit Pre-Tax</a> You have asked to terminate this benefit in the new year.	<b>Per Pay Contribution</b> 41.87	<b>Annual Max Contribution</b> \$2,760

New coverage displays

- start
- change (current election)
- terminate

Restart

[Return to Open Enrollment Summary](#)

You must click the Open Enrollment Summary and then click "Confirm Elections\*" for your transactions to be saved.



This page begins the online open enrollment process. If applicable, from here you will be able to make the following changes to your benefits:

- Change medical plans
- Change coverage level (individual to family or family to individual)
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- Enroll in dependent care flexible spending
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- Change pension investment companies for your basic or voluntary plan
- Change your contribution to the voluntary pension plan

Once you begin open enrollment you will see your current elections in the Retirement, Health and Flexible Spending groups. Remember that you are not required to make a new medical, transit or pension plan election as these will automatically rollover to the next plan year. However, if you wish to participate in health care flexible spending or dependent care flexible spending, you **MUST** make a new election for the upcoming plan year.

To begin, click the Start Open Enrollment button, or if you previously started the open enrollment process and wish to make further changes, click the Restart Open Enrollment button.

**When you have completed your elections, you MUST come back to this page and click "Confirm Elections\*" to submit your changes. If you do not click "Confirm Elections" the transaction will not be saved. You will receive a confirmation email if your elections were properly submitted. Failure to receive a confirmation email will indicate that you did not "Confirm Elections". To correct this, come back to this page and click "Confirm Elections".**

Please click [here](#) to visit the Open Enrollment Web Page for additional information including step-by-step instructions for making your online benefit elections. Click [here](#) to email your questions regarding open enrollment.

Select the benefit group you wish to change – Retirement, Health or Flexible Spending. On the next page you will see the plan options that are available to you in that group.

*\*I understand that my confirmation of elections on this form authorizes Hofstra University to make any necessary deductions from my pay through payroll deduction.*

**Open Enrollment Start Date:** Oct XX, 20XX  
**Open Enrollment End Date:** Nov XX, 20XX  
**Benefits Effective Date:** Jan 01, 20XX

**If you are making Health or Retirement changes, please do so before clicking "Confirm Elections\*".**

- Retirement** Basic:TIAA-CREF 403b is your current election.  
Voluntary:TIAA-CREF TDA is your current election.
- Health** EPO-In Network with pharmacy, dental and vision is your current election.
- Flex Spending** Flex Medical will be started in the new year.  
Flex Dependent will be started in the new year.  
Transit Benefit Pre Tax is your current election.  
Parking Benefit Pre-Tax will be terminated.

**Once all changes are made, you must click "Confirm Elections\*" to submit your changes. If you do not, the transactions will not be saved.**

Confirm Elections\* ← Restart Cancel



This page begins the online open enrollment process. If applicable, from here you will be able to make the following changes to your benefits:

- Change medical plans
- Change coverage level (individual to family or family to individual)
- Enroll in health care flexible spending
- Enroll in dependent care flexible spending
- Enroll or change your elections for the commuter transit benefit
- Change pension investment companies for your basic or voluntary plan
- Change your contribution to the voluntary pension plan

Once you begin open enrollment you will see your current elections in the Retirement, Health and Flexible Spending groups. Remember that you are not required to make a new medical, transit or pension plan election as these will automatically rollover to the next plan year. However, if you wish to participate in health care flexible spending or dependent care flexible spending, you **MUST** make a new election for the upcoming plan year.

To begin, click the Start Open Enrollment button, or if you previously started the open enrollment process and wish to make further changes, click the Restart Open Enrollment button.

**When you have completed your elections, you MUST come back to this page and click "Confirm Elections" to submit your changes. If you do not click "Confirm Elections" the transaction will not be saved. You will receive a confirmation email if your elections were properly submitted. Failure to receive a confirmation email will indicate that you did not "Confirm Elections". To correct this, come back to this page and click "Confirm Elections".**

Please click [here](#) to visit the Open Enrollment Web Page for additional information including step-by-step instructions for making your online benefit elections. Click [here](#) to email your questions regarding open enrollment.

Select the benefit group you wish to change – Retirement, Health or Flexible Spending. On the next page you will see the plan options that are available to you in that group.

*"I understand that my confirmation of elections on this form authorizes Hofstra University to make any necessary deductions from my pay through payroll deduction."*

**Open Enrollment Start Date:** Oct XX, 20XX

**Open Enrollment End Date:** Nov XX, 20XX

**Benefits Effective Date:** Jan 01, 20XX

Retirement Basic:TIAA-CREF 403b is your current election.  
Voluntary:TIAA-CREF TDA is your current election.

Health EPO-In Network with pharmacy, dental and vision is your current election.

Flex Spending Flex Medical will be started in the new year.  
Flex Dependent will be started in the new year.  
Transit Benefit Pre Tax is your current election.  
Parking Benefit Pre-Tax will be terminated.

Reopen Open Enrollment

**Congratulations! You have just completed Online Open Enrollment and will receive a confirmation email. You may make changes until the Open Enrollment end date by clicking on Reopen Open Enrollment.**

## Getting Help

If you have any questions, you can contact us via e-mail at

[OpenEnrollment@hofstra.edu](mailto:OpenEnrollment@hofstra.edu)

If you cannot confirm elections and receive one of the errors below, perform the associated action

**Error: Correct the problems listed in the Benefits Status column before continuing**

**Action:** You will see a Restart Button

If you have already confirmed elections, you do not need to do anything

If you have not yet confirmed elections, you must restart the affected group and reenter your elections

**Error: You cannot confirm elections if you didn't choose basic health plan or health waiver.**

**Action:** You cannot confirm elections if you didn't choose basic health plan or health waiver. You must click on the Health Group and elect a Health Plan or Health Waiver

**Error: You cannot confirm elections if you didn't choose basic retirement plan**

**Action:** You must click on the Retirement Group and elect a Basic: Retirement Plan