



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 shows a web portal interface. At the top, there are navigation tabs for 'Home', 'My Portal', and 'Employee'. Below this is a banner with the word 'HOME' in large yellow letters. On the left side, there is a 'Bookmarks' section with a list of links: '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 and two main categories: 'Employee Services' and 'Personal Services'. Under 'Employee Services', there is a list of links: 'Benefits and Deductions', 'Pay Information', 'Tax Forms', 'Leave Balances', 'Conflict of Interest', and 'Salary Planner'. Under 'Personal Services', there is a list of links: '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'. A black arrow points from the text box above to the 'Benefits and Deductions' link.

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)		
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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.

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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
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 - Library
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- 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.

[Start Open Enrollment](#)

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.

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

Click directly on the Health link to view the information.

Group	Benefits Status
Retirement	Basic:TIAA-CREF 403b is your current election. Voluntary:TIAA-CREF SRA is your current election.
Health	Optional Dental is your current election. Health Plan Waiver is your current election.
Flex Spending	No choices made in this group.

Confirm Elections*

Restart

Cancel

Note:
Health Benefits automatically rollover and will continue with current status unless changes are made.



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.



HEALTH BENEFITS

This page displays your current health plan election along with the other choices that are available to you. If you wish to continue with your current health plan and your current coverage level, i.e. individual or family, you can leave this page without making changes by clicking the Return to Open Enrollment Summary link at the bottom of the page. To enroll in a plan that is different from your current election, or to change your coverage level, begin by clicking the link for your current plan and on the next screen click the STOP BENEFIT button, or if you have reopened open enrollment, the CANCEL CHOICE button. To begin enrollment in a new plan select the link of the plan from the list displayed and follow the instructions on the next screen. To view a plan summary, click [here](#).

Health Group

[EPO-In Network with pharmacy, dental and vision](#) is your current election.

Plan	Employee Amount
Individual	32.15

HIP HMO This benefit deduction cannot be selected as you have selected the following:
[EPO-In Network with pharmacy, dental and vision](#)

HIP POS This benefit deduction cannot be selected as you have selected the following:
[EPO-In Network with pharmacy, dental and vision](#)

Health Plan Waiver This benefit deduction cannot be selected as you have selected the following:
[EPO-In Network with pharmacy, dental and vision](#)

Optional Dental This benefit deduction cannot be selected as you have selected the following:
[EPO-In Network with pharmacy, dental and vision](#)

Oxford HMO This benefit deduction cannot be selected as you have selected the following:
[EPO-In Network with pharmacy, dental and vision](#)

POS-Out-of-Network with pharmacy and vision This benefit deduction cannot be selected as you have selected the following:
[EPO-In Network with pharmacy, dental and vision](#)

Restart

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

 Make a selection and then choose from the appropriate button.

HEALTH BENEFITS

This page displays your current health plan election along your level of coverage – individual or family. If you wish to continue with your current health plan and your current coverage level, you can leave this page without making changes by clicking the Open Enrollment Group link at the bottom of the page. If you are changing your coverage level from individual to family, you may only add your spouse and dependent children under age 26. Select the radio button for family coverage below and click [here](#) to download enrollment form. Forward the completed form to Human Resources.

If you stopped your medical benefits and elected to [waive coverage](#), you must present evidence to Human Resources that you have medical coverage through some other organization.

* - indicates a required field.

POS-Out-of-Network with pharmacy and vision

Deduction Effective as of:

To add the plan
Choose the plan type by clicking the radio button and
click Add Choice

Plan	Employee Amount	My Choice
Family	286.50	<input type="radio"/>
Individual	123.63	<input type="radio"/>
SS Domestic Partner Family	286.50	<input type="radio"/>
SS Domestic Partner Individual	123.63	<input type="radio"/>

NOTE: Domestic Partner coverage is for same sex domestic partners only. Supporting documentation is required. Please contact Human resources for more information.



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.



HEALTH BENEFITS

This page displays your current health plan election along with the other choices that are available to you. If you wish to continue with your current health plan and your current coverage level, i.e. individual or family, you can leave this page without making changes by clicking the Return to Open Enrollment Summary link at the bottom of the page. To enroll in a plan that is different from your current election, or to change your coverage level, begin by clicking the link for your current plan and on the next screen click the STOP BENEFIT button, or if you have reopened open enrollment, the CANCEL CHOICE button. To begin enrollment in a new plan select the link of the plan from the list displayed and follow the instructions on the next screen. To view a plan summary, click [here](#).

Health Group

EPO-In Network with pharmacy, dental and vision This benefit deduction cannot be selected as you have selected the following:

Optional Dental

POS-Out-of-Network with pharmacy and vision

HIP HMO This benefit deduction cannot be selected as you have selected the following:

POS-Out-of-Network with pharmacy and vision

HIP POS This benefit deduction cannot be selected as you have selected the following:

POS-Out-of-Network with pharmacy and vision

Health Plan Waiver You have asked to terminate this benefit in the new year. This benefit deduction cannot be selected as you have selected the following:

POS-Out-of-Network with pharmacy and vision

Optional Dental is your current election.

Plan	Employee Amount
Individual	5.08

Oxford HMO This benefit deduction cannot be selected as you have selected the following:

POS-Out-of-Network with pharmacy and vision

[POS-Out-of-Network with pharmacy and vision](#) You have asked to start this benefit in the new year.

Plan	Employee Amount
Family	286.50

Restart

[Return to Open Enrollment Summary](#)

New coverage has been requested to start in the new year.



Make a selection and then choose from the appropriate button.

HEALTH BENEFITS

This page displays your current health plan election along your level of coverage – individual or family. If you wish to continue with your current health plan and your current coverage level, you can leave this page without making changes by clicking the Open Enrollment Group link at the bottom of the page. If you are changing your coverage level from individual to family, you may only add your spouse and dependent children under age 26. Select the radio button for family coverage below and click [here](#) to download enrollment form. Forward the completed form to Human Resources.

If you stopped your medical benefits and elected to waive coverage, you must present evidence to Human Resources that you have medical coverage through some other organization.

* - indicates a required field.

POS-Out-of-Network with pharmacy and vision

Deduction Effective as of: Jan 01, 20XX

Current Plan	Plan	Employee Amount	My Choice
My Current Plan	Family	286.50	<input checked="" type="radio"/>
	Individual	123.63	<input type="radio"/>
	SS Domestic Partner Family	286.50	<input type="radio"/>
	SS Domestic Partner Individual	123.63	<input type="radio"/>

Click Submit to change the current coverage.
Click Stop Benefit to end the current coverage.

Submit Stop Benefit

NOTE: If you have reopened open enrollment, you will see a Cancel Choice instead of the Stop Benefit button.



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.

HEALTH BENEFITS

This page displays your current health plan election along with the other choices that are available to you. If you wish to continue with your current health plan and your current coverage level, i.e. individual or family, you can leave this page without making changes by clicking the [Return to Open Enrollment Summary](#) link at the bottom of the page. To enroll in a plan that is different from your current election, or to change your coverage level, begin by clicking the link for your current plan and on the next screen click the STOP BENEFIT button, or if you have reopened open enrollment, the CANCEL CHOICE button. To begin enrollment in a new plan select the link of the plan from the list displayed and follow the instructions on the next screen. To view a plan summary, click [here](#).

Health Group

[EPO-In Network with pharmacy, dental and vision](#) This benefit deduction cannot be selected as you have selected the following:
[Optional Dental](#)

[HIP HMO](#) You have not selected this benefit deduction.

[HIP POS](#) You have not selected this benefit deduction.

[Health Plan Waiver](#) You have asked to terminate this benefit in the new year.

[Optional Dental](#) is your current election.

[Oxford HMO](#) You have not selected this benefit deduction.

[POS-Out-of-Network with pharmacy and vision](#) You have asked to terminate this benefit in the new year.

Plan
Health Waiver/ With Benefits

Plan	Employee Amount
Individual	5.08

Plan	Employee Amount
Family	286.50

Restart

New coverage has been requested to terminate in the new year.

[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:

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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.

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Open Enrollment Start Date: Oct XX, 20XX

Open Enrollment End Date: Nov XX, 20XX

Benefits Effective Date: Jan 01, 20XX

If you are making Flex Spending or Retirement changes, please do so before clicking “Confirm Elections*”.

Group	Benefits Status
Retirement	Basic:TIAA-CREF 403b is your current election. Voluntary:TIAA-CREF SRA is your current election.
Health	Optional Dental is your current election. POS-Out-of-Network with pharmacy and vision will be started in the new year. Health Plan Waiver will be terminated.
Flex Spending	No choices made in this group.

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



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Flex Spending	No choices made in this group.

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

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