



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 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 in the top box 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)		

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
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)		

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
- 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

Click directly on the Retirement 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:
Retirement Plans 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.



RETIREMENT BENEFITS

On this page, the options that are available to you are shown as links. If you are currently a participant in the basic pension plan, your current pension investment company is the only option shown as an active link. During open enrollment, you ARE NOT required to make a change to your current selection. However, if you do wish to change investment companies, click the link shown for your current selection and on the next screen, click the Stop Benefit button. You will be returned to this page where you will be able to select a new pension investment company for your basic contribution.

If you currently participate in the voluntary pension plan, your current pension investment company is shown as an active link. During open enrollment, you ARE NOT required to make a change to your current selection. However, if you wish to change investment companies, click the link shown for your current selection and on the next screen, click the Stop Benefit button. You will be returned to this page where you will be able to select a new pension investment company for your voluntary contribution.

During open enrollment you can also change the amount of your contribution to the voluntary plan. Click the link for your current selection and follow the instructions on the next screen to enter a new contribution amount.

Retirement Group

Basic:Fidelity 403b This benefit deduction cannot be selected as you have selected the following:

Basic:TIAA-CREF 403b

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

Basic:Vanguard 403b This benefit deduction cannot be selected as you have selected the following:

Basic:TIAA-CREF 403b

Voluntary:Fidelity TDA This benefit deduction cannot be selected as you have selected the following:

Voluntary:TIAA-CREF SRA

Voluntary:TIAA-CREF SRA is your current election.

TIAA-CREF SRA	Total Annual Amt Cannot Exceed
200.00	16,500.00

Voluntary:TIAA-CREF TDA You have not selected this benefit deduction.

Voluntary:Vanguard TDA \$ This benefit deduction cannot be selected as you have selected the following:

Voluntary:TIAA-CREF SRA

Restart

[Return to Open Enrollment Summary](#)

To change your Basic investment company or to add, change or end a Voluntary pension contribution, click on the link for the pension plan.

Make a selection and then choose from the appropriate button.

RETIREMENT BENEFITS

If you wish to change the investment company for your basic pension contribution, click the Stop Benefit button and you will be returned to the previous screen. There you will see active links for the other basic pension plan investment companies.

If you wish to change the investment company for your voluntary pension contribution, click the Stop Benefit button and you will be returned to the previous screen. There you will see active links for the other voluntary pension plan investment companies.

If you wish to change the amount of your current contribution to the voluntary pension plan, enter the PER PAY PERIOD amount you wish to contribute to your account at this pension investment company. This amount will be in addition to the salary reduction amount under the Irrevocable One-Time Agreement for Salary Reduction (Mandatory Contribution). Contributions cannot exceed the limitations of Section 415 of the IRC, or the limitations of Section 402(g) of the IRC, whichever is less.

If you are currently age 50 or older, OR will turn age 50 in the next calendar year, you are eligible for additional catch-up contributions. This amount must not exceed the statutory limit under IRC 414(v). Please refer to the table below which will assist you in making the correct entry.

CURRENT AGE OR AGE IN NEXT CALENDAR YEAR	MAXIMUM ANNUAL CONTRIBUTION	MAXIMUM SEMI-MONTHLY CONTRIBUTION	MAXIMUM WEEKLY CONTRIBUTION
Less than age 50	\$ 16,500	\$ 687.50	\$ 317.30
Age 50 or turning 50 next year	\$ 22,000	\$ 916.67	\$ 423.08

Keep in mind that the amounts shown above are annual maximums. You may choose an amount that is less than the maximum.

NOTE: If you enter a semi-monthly (or weekly) amount that is greater than \$ 916.67 (or \$423.08) you will reach your maximum contribution prior to the end of the year. For example, if you enter a semi-monthly contribution of \$1,000.00, your last contribution will occur in the November 30 pay period.

* - indicates a required field.

Basic:TIAA-CREF 403b

Deduction Effective as of: Jan 01, 20XX

Stop Benefit

Once you have selected the new Basic investment plan, Click Add Choice to elect the new plan.

To change your Basic pension, click Stop Benefit and you will be able to select a new Basic investment plan.

Make a selection and then choose from the appropriate button.

RETIREMENT BENEFITS

If you wish to change the investment company for your basic pension contribution, click the Stop Benefit button and you will be returned to the previous screen. There you will see active links for the other basic pension plan investment companies.

If you wish to change the investment company for your voluntary pension contribution, click the Stop Benefit button and you will be returned to the previous screen. There you will see active links for the other voluntary pension plan investment companies.

If you wish to change the amount of your current contribution to the voluntary pension plan, enter the PER PAY PERIOD amount you wish to contribute to your account at this pension investment company. This amount will be in addition to the salary reduction amount under the Irrevocable One-Time Agreement for Salary Reduction (Mandatory Contribution). Contributions cannot exceed the limitations of Section 415 of the IRC, or the limitations of Section 402(g) of the IRC, whichever is less.

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CURRENT AGE OR AGE IN NEXT CALENDAR YEAR	MAXIMUM ANNUAL CONTRIBUTION	MAXIMUM SEMI-MONTHLY CONTRIBUTION	MAXIMUM WEEKLY CONTRIBUTION
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Keep in mind that the amounts shown above are annual maximums. You may choose an amount that is less than the maximum.

NOTE: If you enter a semi-monthly (or weekly) amount that is greater than \$ 916.67 (or \$423.08) you will reach your maximum contribution prior to the end of the year. For example, if you enter a semi-monthly contribution of \$1,000.00, your last contribution will occur in the November 30 pay period.

* - indicates a required field.

Basic:Fidelity 403b

Deduction Effective as of: Jan 01, 20XX

Add Choice

Open Enrollment Group

To change your Voluntary pension contribution, enter the Per Pay Contribution and click Submit

Make a selection and then choose from the appropriate button.

RETIREMENT BENEFITS

If you wish to change the investment company for your basic pension contribution, click the Stop Benefit button and you will be returned to the previous screen. There you will see active links for the other basic pension plan investment companies.

If you wish to change the investment company for your voluntary pension contribution, click the Stop Benefit button and you will be returned to the previous screen. There you will see active links for the other voluntary pension plan investment companies.

If you wish to change the amount of your current contribution to the voluntary pension plan, enter the PER PAY PERIOD amount you wish to contribute to your account at this pension investment company. This amount will be in addition to the salary reduction amount under the Irrevocable One-Time Agreement for Salary Reduction (Mandatory Contribution). Contributions cannot exceed the limitations of Section 415 of the IRC, or the limitations of Section 402(g) of the IRC, whichever is less.

If you are currently age 50 or older, OR will turn age 50 in the next calendar year, you are eligible for additional catch-up contributions. This amount must not exceed the statutory limit under IRC 414(v). Please refer to the table below which will assist you in making the correct entry.

CURRENT AGE OR AGE IN NEXT CALENDAR YEAR	MAXIMUM ANNUAL CONTRIBUTION	MAXIMUM SEMI-MONTHLY CONTRIBUTION	MAXIMUM WEEKLY CONTRIBUTION
Less than age 50	\$ 16,500	\$ 687.50	\$ 317.30
Age 50 or turning 50 next year	\$ 22,000	\$ 916.67	\$ 423.08

Keep in mind that the amounts shown above are annual maximums. You may choose an amount that is less than the maximum.

NOTE: If you enter a semi-monthly (or weekly) amount that is greater than \$ 916.67 (or \$423.08) you will reach your maximum contribution prior to the end of the year. For example, if you enter a semi-monthly contribution of \$1,000.00, your last contribution will occur in the November 30 pay period.

* - Indicates a required field.
Voluntary: TIAA-CREF SRA
 Deduction Effective as of: Jan 01, 20XX
 Per Pay Contribution: *
 Total Annual Amt Cannot Exceed: 16500.00
 Number of Pays per Year: 24

[Open Enrollment Group](#)

Make a selection and then choose from the appropriate button.

RETIREMENT BENEFITS

If you wish to change the investment company for your basic pension contribution, click the Stop Benefit button and you will be returned to the previous screen. There you will see active links for the other basic pension plan investment companies.

If you wish to change the investment company for your voluntary pension contribution, click the Stop Benefit button and you will be returned to the previous screen. There you will see active links for the other voluntary pension plan investment companies.

If you wish to change the amount of your current contribution to the voluntary pension plan, enter the PER PAY PERIOD amount you wish to contribute to your account at this pension investment company. This amount will be in addition to the salary reduction amount under the Irrevocable One-Time Agreement for Salary Reduction (Mandatory Contribution). Contributions cannot exceed the limitations of Section 415 of the IRC, or the limitations of Section 402(g) of the IRC, whichever is less.

If you are currently age 50 or older, OR will turn age 50 in the next calendar year, you are eligible for additional catch-up contributions. This amount must not exceed the statutory limit under IRC 414(v). Please refer to the table below which will assist you in making the correct entry.

CURRENT AGE OR AGE IN NEXT CALENDAR YEAR	MAXIMUM ANNUAL CONTRIBUTION	MAXIMUM SEMI-MONTHLY CONTRIBUTION	MAXIMUM WEEKLY CONTRIBUTION
Less than age 50	\$ 16,500	\$ 687.50	\$ 317.30
Age 50 or turning 50 next year	\$ 22,000	\$ 916.67	\$ 423.08

Keep in mind that the amounts shown above are annual maximums. You may choose an amount that is less than the maximum.

NOTE: If you enter a semi-monthly (or weekly) amount that is greater than \$ 916.67 (or \$423.08) you will reach your maximum contribution prior to the end of the year. For example, if you enter a semi-monthly contribution of \$1,000.00, your last contribution will occur in the November 30 pay period.

* - Indicates a required field.
Voluntary: TIAA-CREF TDA
 Deduction Effective as of: Jan 01, 20XX
 Per Pay Contribution: *
 Total Annual Amt Cannot Exceed: 16500.00
 Number of Pays per Year: 24

[Open Enrollment Group](#)

To change your Voluntary pension plan or to stop participating, click Stop Benefit.

If you have selected a new voluntary investment plan, enter the Per Pay Contribution and Click Add Choice to elect the new plan.



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.



RETIREMENT BENEFITS

On this page, the options that are available to you are shown as links. If you are currently a participant in the basic pension plan, your current pension investment company is the only option shown as an active link. During open enrollment, you ARE NOT required to make a change to your current selection. However, if you do wish to change investment companies, click the link shown for your current selection and on the next screen, click the Stop Benefit button. You will be returned to this page where you will be able to select a new pension investment company for your basic contribution.

If you currently participate in the voluntary pension plan, your current pension investment company is shown as an active link. During open enrollment, you ARE NOT required to make a change to your current selection. However, if you wish to change investment companies, click the link shown for your current selection and on the next screen, click the Stop Benefit button. You will be returned to this page where you will be able to select a new pension investment company for your voluntary contribution.

During open enrollment you can also change the amount of your contribution to the voluntary plan. Click the link for your current selection and follow the instructions on the next screen to enter a new contribution amount.

Retirement Group

[Basic:Fidelity 403b](#) You have asked to start this benefit in the new year.

[Basic:TIAA-CREF 403b](#) You have asked to terminate this benefit in the new year. This benefit deduction cannot be selected as you have selected the following:
[Basic:Fidelity 403b](#)

[Basic:Vanguard 403b](#) This benefit deduction cannot be selected as you have selected the following:
[Basic:Fidelity 403b](#)

[Voluntary:Fidelity TDA](#) This benefit deduction cannot be selected as you have selected the following:
[Voluntary:TIAA-CREF SRA](#)

[Voluntary:TIAA-CREF SRA](#) is your current election.

[Voluntary:TIAA-CREF TDA](#) You have not selected this benefit deduction.

[Voluntary:Vanguard TDA \\$](#) This benefit deduction cannot be selected as you have selected the following:
[Voluntary:TIAA-CREF SRA](#)

Restart

[Return to Open Enrollment Summary](#)

New coverage displays

- start
- terminate
- change (current election)

Per Pay Contribution	Total Annual Amt Cannot Exceed
250.00	16,500.00

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)
- 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

If you are making Flex Spending or Health 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.

Confirm Elections **Restart** **Cancel**

Once all changes are made, you must click “Confirm Elections*” to submit your changes. If you do not, the transactions will not 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)
- 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	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.

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