

WELCOME TO PURDUE UNIVERSITY FORT WAYNE!

Working at Purdue University FW comes with great benefits. This packet provides an overview of the core benefits. We use a web-based system, BenefitFocus, that will walk you through the enrollment process. Details about the available benefits, including voluntary benefits, pricing, links to vendor websites and other valuable resources are all found online.

Benefits begin on your first day of employment began and will be applied retroactively to that date once you have elected your benefits. **You have 30 days from your date of hire to elect benefits.** Detailed information on each of our plan offerings can be found on Purdue's benefits website:

<http://www.purdue.edu/hr/Benefits/>

Again, you have **30 days from your start date to complete your enrollment**. If you do not enroll or decline medical benefits, you will automatically be enrolled in the Limited CDHP at the "Employee Only" coverage level with a tobacco surcharge added as well.

Before you can complete your benefits enrollment, you will need to get logged into your Purdue Career Account.

- * Go, in person with government issued ID, to the IT Services Help Desk on the 2nd floor in Kettler Hall, room 206.
- * OR – You can find your Purdue Career Account user ID on the "Employee" tab in goPFW and send an email request for your password to the Help Desk for assistance.

After you've accessed your Purdue Career Account, you will be able to log into the system to complete your benefits enrollment. To sign into to Benefit Focus, visit <https://one.purdue.edu> and click the "Benefits Enrollment – Active" tile. Click to "Enroll, Make a Change and View Your Benefits" located at the top right of your screen, click "Get Started" and follow the prompts to enroll in your benefits selections.

Benefit questions may be directed to Amy Jagger at (260) 481-6096 or jaggera@pfw.edu or Benefits at Purdue West Lafayette at (765) 494-2222 or hr@purdue.edu.