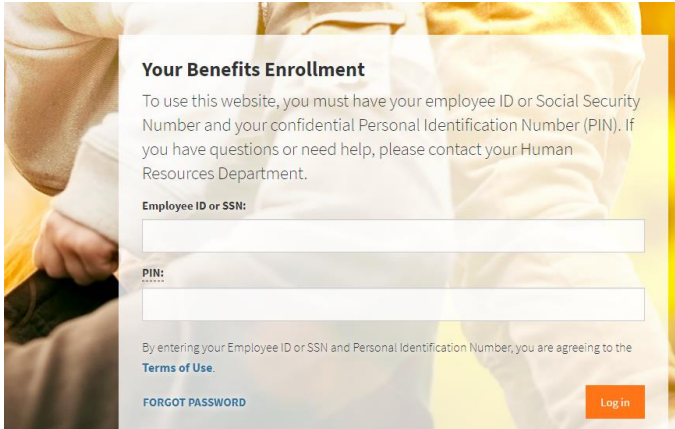


## New Hire Benefit Checklist

**Welcome to ORU. As a reminder the following items are to be completed.**

Enrollment for the following benefits must be completed online at <https://www.benselect.com> within 30 days of contract or date of hire. You must enroll or decline coverage in each area. (Reminder: enrollment login is your Z#. Password/PIN is the last 4 of your SSN and the last 2 of birth year).



**Your Benefits Enrollment**

To use this website, you must have your employee ID or Social Security Number and your confidential Personal Identification Number (PIN). If you have questions or need help, please contact your Human Resources Department.

Employee ID or SSN:

PIN:

By entering your Employee ID or SSN and Personal Identification Number, you are agreeing to the [Terms of Use](#).

[FORGOT PASSWORD](#) [Log In](#)

- Healthcare – 2 plan options: PPO or HDHP
- Flexible Spending Plans (FSA):
  - Health Care Reimbursement Account
  - Dependent Care Reimbursement Account
- Health Savings Account (HSA) – if enrolled in the high deductible health plan
- Dental Insurance
- Vision Plan
- Life, AD&D, Disability Insurance
- Voluntary Coverages – Accident and Critical Care/Cancer Benefits

The following forms must be completed and returned to the Benefits department:

- Enrolled dependents send proof of relationship (marriage license, birth certificates, etc.) to [benefits@oru.edu](mailto:benefits@oru.edu)
- ORU 403(b) Retirement Enrollment Agreement (if you did not complete online w/welcome packet)
- ORU HIPAA Authorization Form (if you want family member to have access to benefit information with HR)
- HSA enrollment requires application completion to BRI; you can request the kit from the Benefits office

Retirement contribution deductions will begin as soon as administratively feasible.

All other benefits are effective:

\*Employee benefits begin first of the month following date of hire

Benefits will be deducted the first two payrolls of each month (24 per year). Therefore it is to your best interest to complete enrollment as soon as possible. If a payroll cycle is missed then the full month premium will be deducted from one paycheck.

Questions are directed to:

Tracy Gillean  
Benefits Specialist  
[tgillean@oru.edu](mailto:tgillean@oru.edu)  
918-495-7561