

Benefit Enrollment

Temporary / Seasonal / Student

All employees are required to log in to **THEbenefitsHUB** to enroll or decline benefits. You will have **31 days** from your hire date to complete enrollment.

LOGIN INSTRUCTIONS

1

Go to:

WWW.MYBENEFITSHUB.COM/IRVINGISD

GO

OR SCAN



2

Click Login

LOGIN



3

Enter Username & Password

All login credentials have been RESET to the following defaults:

Username:

The first six (6) characters of your last name, followed by the first letter of your first name, followed by the last four (4) digits of your Social Security Number.

If you have six (6) or less characters in your last name, use your full last name, followed by the first letter of your first name, followed by the last four (4) digits of your Social Security Number.

Default Password:

Last Name (lowercase, excluding punctuation) followed by the last four (4) digits of your Social Security Number.

Declining Benefits:

After entering your personal information and adding your dependents, you can select the option to waive medical coverage. Simply select the circle next to “Employee waives enrollment in all available medical plans” and click “Sign & Continue” to view the declination page. At this point you must select a reason for declining coverage, for example Medicaid. Once you reach the **GREEN** check mark, you are done!

Temporary employees: When your temporary assignment has ended, if you elected medical, you will have the option to continue your coverage through Consolidated Omnibus Budget Reconciliation Act (COBRA). A COBRA package will be mailed to the address on file after your coverage has terminated with Irving ISD.

For questions, please contact the Benefits Office at 972-600-5241.



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Enrolling in Medical:

If you elect coverage, **you will be responsible for the full premium.** If your pay is not sufficient to cover the full premium, you must submit the difference to the district by the 10th of the following month. If you fail to make timely payments, the district will proceed with the coverage cancellation process.

Medical Rates (Bi-Weekly):

Temporary / Seasonal / Student Employees have a 17 pay deduction calendar for medical benefits. The adjusted deduction will assist in continuation of coverage during the summer months while you are not working. The 17 deductions will account for a higher premium amount, however you will not be responsible for premiums during the summer.

Note: If you are hired after the beginning of the school year, you may be required to submit an additional payment upon your enrollment to make up for premiums not collected during the remaining deduction calendar.

Temporary / Seasonal / Student					
17 Pay Medical Rates (Bi-Weekly)					
Tier	ActiveCare Primary	ActiveCare HD	ActiveCare Primary +	ActiveCare 2	Scott & White HMO
Employee Only	\$289.41	\$297.88	\$363.53	\$715.06	\$383.54
Employee + Spouse	\$816.71	\$837.88	\$888.71	\$1,695.53	\$963.47
Employee + Children	\$520.94	\$534.35	\$585.18	\$1,063.76	\$616.64
Employee + Family	\$976.94	\$1,001.65	\$1,118.12	\$2,005.41	\$1,108.93