



## **Benefits Information & Resources**

The Total Rewards Team works hard to provide comprehensive benefits and compensation packages to attract and retain highly engaged and highly cared-for employees.

Please see below for benefit resources to make the best-informed benefits decisions for you and your family.

**\*\*\*Please note that you will not be able to enroll in your benefits until your first day of employment with Penn State Health\*\*\***

1. **Benefits Information:** For an overview of Penn State Health's benefits, please visit our **Virtual Benefits Center** (please use Google Chrome or Safari). Once you have registered, you will be able to access our benefit resources. The Virtual Benefits Center lobby will have multiple sections for you to click on. For instructions on navigating and accessing the Virtual Benefits Center, please reference the guide found by [clicking here](#).
  - a. The **Vendor Hall** provides specific benefits vendor booths from all of our vendors including informational videos, fliers, plan summaries, and helpful tips.
  - b. The **Employee Resource Center** provides additional resources that you will find useful. These resources include our **Total Rewards Guide**, employee premiums, the spousal surcharge form, dependent verification information, and much more!
2. **Benefits Enrollment/Dependent Verification:** On your first day of employment, you will receive an email, to your work email, with instructions on how to enroll in your benefits. You will have 31 days from your date of hire to make your benefit elections.
  - a. If you are enrolling your dependents in either medical, dental, and/or vision, you will need to provide documentation to verify your relationship. A full list of required documentation can be found in the **Virtual Benefits Center** under the **Employee Resource Center**.
  - b. We ask that you email your dependent documentation to [NoReplyBenefits@pennstatehealth.psu.edu](mailto:NoReplyBenefits@pennstatehealth.psu.edu) **before your date of hire**. Once you enroll in your benefits, Human Resources can add your dependent documentation to your enrollment.
3. You will have the opportunity to ask questions to the Benefits Team at the **Virtual Benefits Center**. **The Q&A sessions will take place on the first Wednesday after your date of hire from noon to 2 p.m.** Instructions on how to join the Q&A session will be in the benefits email that you will receive on your first day.
  - a. If you are unable to join the Q&A session, the HR Solution Center is available and can assist with your benefit inquiries. Representatives are available Monday – Friday from 7 a.m. to 5 p.m. at 717-531-8440.