

Subject: Wellesley College Orientation and Benefits Plan Information

Welcome to Wellesley College. This e-mail contains important information about orientation, benefit programs, perks and resources. Please review it carefully.

Orientation Session

New faculty and staff must attend an orientation meeting. These meetings are held weekly on Tuesdays from 1-3pm in the Human Resources conference room in Green Hall, Room 141. Please RSVP by responding to this e-mail or by calling the main HR office at 781-283-3202.

Benefits Enrollment

As new faculty or staff, you have **30 days from your hire date** to elect your benefit coverages, including medical, dental, and/or vision coverages, participation in our Flexible Spending Accounts and life insurance. You must designate a life insurance beneficiary as well.

The attached Benefits-at-a-Glance Guide provides an overview of our benefit programs. More information will be provided during your orientation and you may visit our [benefits site](#) or contact Human Resources for details.

Once you decide which plan(s) best meet your needs, you'll need to complete the attached Enrollment Form document to make your benefit elections, designate your life insurance beneficiary and begin participating in the 403(b) Retirement Plan. As noted above, you must make your elections within 30 days of your hire date. Additional documentation will be required if you are covering your spouse and/or children.

Key Steps

1. Review the attached Benefits-at-a-Glance Guide (and go to our [benefits site](#))
2. Attend an orientation session
3. Decide on the benefits you want
4. Complete the Enrollment Form document and contact Human Resources to submit documentation for any dependents you are covering (within 30 days of your hire date)
5. Complete the 403(b) Retirement Plan Form if you want to make voluntary contributions

Effective Date. Any benefits you elect will take effect on the 1st of the month coincident with or following your date of hire. Insurance cards will be mailed to your home address within 7-10 business days of your enrollment being processed.

Other Benefits and Perks

The College offers many additional benefits and perks, most of which you do not have to sign up for and can take advantage of immediately. Go to the following websites for details:

- **Athletics:** <http://www.wellesley.edu/athletics/facilitieshours>
- **The Whole You Programs/Events sponsored by HR:** <http://www.wellesley.edu/hr/events>
- **Our Healthy You and Prosperous You Programs**
<http://www.wellesley.edu/hr/benefits/prosperous-you>
- **Work/Life Resources:** http://www.wellesley.edu/hr/worklife_new
- **The Arts at Wellesley:** <http://www.wellesley.edu/events/artevents>

Systems and Work Environment

Here is a list of other services you will find useful:

Library and Technology Services (including accounts, passwords, OneCard, e-mail, calendars, voicemail and technology training): <http://www.wellesley.edu/lts/gettingstarted>

Time Reporting: http://www.wellesley.edu/payroll/time_entry

Paycheck Viewing: http://www.wellesley.edu/payroll/time_entry/paystub

Parking: <http://www.wellesley.edu/police/parking>

Dining on Campus: <http://www.wellesleyfresh.com/index.html>

Campus Map: <http://web.wellesley.edu/map/>