



Welcome to Alvin Independent School District

2022 / 2023

Open enrollment begins July 14, 2022 and ends August 09, 2022

Benefit Enrollment Instructions

Step 1

Go to <http://www.alvinisd.net> Alvin Independent School District home page. To review AISD Benefits Click on “Careers Tab” (Center), “Benefits”. Listed are your benefit options.

Step 2 To enroll in your benefits click “Benefit Enrollment Link” this will take you to “HR InTouch”. “Create and account” (example below).

Welcome to HR InTouch!

Once you log in, you will find a powerful website with interactive tools and videos to help you learn more about the company, your benefits and other topics of interest. Using HR InTouch, we hope that you will find everything you need to make better healthcare and benefit decisions.

To create an account answer these questions on next page: Last Name, Date of Birth, Last four digits of SS#, enter a check mark in the “Security check”.

***returning employees will use your last year’s BenefitFocus username and your password has been reset to your SS# (no dashes).

Step 3

In the enrollment system benefits are broken down in sections, you must **save** each section to complete enrollment. After completing all your selected benefits and wish to print them click “employee detail report”.

What else do I need to know?

It could take up to one week from your date of hire for you to be able to create an account in the enrollment system. If you are still not able to get into the enrollment system after a week please contact us in Insurance dept... see below for contact info email is preferred.

- Benefit enrollment must be completed within 30 days from your date of hire. Example: for Teachers starting date of 08/08/2022 you have until 09/08/2022 to enroll for AISD Benefits. If you miss your 30 day window, you will be forfeiting benefits until next year’s open enrollment.
- Benefits begin the first of the month following your hire date.
Example: Hire date 8/08/2022 - Benefits start 09/01/2022 - 1st payroll deduction 9/15/2022

For questions or concerns, contact one of the following:

Kaitlin Aycock
Insurance Assistant
kaycock@alvinisd.net
281-245-2251

Deborah Middlebrooks
Benefit Deduction Specialist
dmiddlebrooks@alvinisd.net
281-245-2495

Erin Seymour
Leaves and Absences Specialist
eseymour@alvinisd.net
281-245-2331

Donnie Marek
Executive Director of Risk Mgmt.
dbmarek@alvinisd.net
281-245-2488