



Welcome to Alvin Independent School District

2018 / 2019

Open enrollment begins July 17, 2018 and ends August 9, 2018

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.

Log in to your account

Username*

Password*

Can't access your account? [Create an account](#)

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. Once you have made all of your benefit selections click on "employee detail report" and right click to print for your records.

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 system. Please contact our office if you are unable to do so on day 8 or later.

- Benefit enrollment must be completed within 30 days from your date of hire. Example: for Teachers starting date of 08/06/2018 you have until 09/06/2018 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 8/06/2018 - Benefits start 09/01/18 - 1st payroll deduction 9/14/2018

For questions or concerns, contact one of the following:

Kaitlin Aycock Insurance Assistant kaycock@alvinisd.net 281-245-2251	Debbie Middlebrooks Insurance Assistant dmiddlebrooks@alvinisd.net 281-245-2495	Erin Seymour Leaves & Absents Specialist eseymour@alvinisd.net 281-245-2331	Donnie Marek Director of Risk Management dbmarek@alvinisd.net 281-245-2488
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