

New Employee Benefit Enrollment

Welcome aboard! As a new hire, you have a 31-day window from your hire date to enroll in your university benefits. This is your chance to select the coverage that best fits your needs—health, dental, vision, and more. Don't miss out! Be sure to review your options and submit your selections before the deadline to ensure you're covered from the start.

I am a new employee. How do I enroll in benefits?

As a new employee, you will receive an email from the Human Resources office with your user ID and password to enroll online.

[Benefits Enrollment Site](#)

Can I enroll my dependents in an insurance plan?

Absolutely! If you want to cover your dependents on the ASU medical plan, you will need to provide your marriage license or last year's tax return to cover your spouse, and a birth certificate, adoption decree, or legal guardianship papers to cover your children.

I am a new employee. What kind of benefits does A-State offer?

Please visit the [ASU System Benefits Web Page](#) to view all of the benefits that we have to offer!

Questions about your New Employee Benefit Enrollment? Contact the [Human Resources Department](#) for assistance!

Revision #8

Created 2025-05-29 16:51:57 UTC by Kristin Helms

Updated 2026-02-02 21:56:17 UTC by Kristin Carson