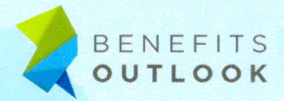


# Benefits summary for new employees

**ALDINEISD**



## Welcome to Aldine ISD

We provide our eligible employees with an expansive benefits program that supports overall health, wellness and financial security. Here's an overview of your options. Please visit the Aldine Benefits Outlook website at [aldinebenefits.org](http://aldinebenefits.org) for more detailed information.

### Health and wellness benefits include:

- Medical, dental and vision plans
- Discount prescription drug programs (if not enrolled in the district medical plan)
- Cancer and specified diseases, hospital indemnity and critical illness plans
- Flexible spending accounts (FSA) to help pay for medical, dental, vision and dependent day care
- Accident plan
- Health club membership program
- Personal legal plan
- Employee assistance program

### Financial benefits include:

- Teachers Retirement System (TRS) of Texas
- 403(b) tax-sheltered annuities and mutual funds
- 457 savings for retirement
- 401(a) matching plan for retirement savings
- 529 savings plan for college/education

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Again, additional information and resources are available at [aldinebenefits.org](http://aldinebenefits.org). You can also call Benefits Outlook at **866-284-AISD (2473)**. English- and Spanish-speaking representatives are available to assist you Monday through Friday, 7 a.m. to 7 p.m. (except holidays) and Saturday, 7 a.m. to 4 p.m.

### A step-by-step guide to benefits enrollment:

- 1 Visit the Aldine Benefits Outlook website at [aldinebenefits.org](http://aldinebenefits.org) to review the specific benefit plans and coverage(s) that are most appropriate for you and your covered dependents. We highly recommend reviewing the "Ben 101 Tour Guide" and the "Benefits Guide" under Enrollment Basics.
- 2 Watch for an Invitation to Enroll email alert at your district email address approximately two weeks after your employment date.
- 3 Enroll online:
  - > Go to [aldinebenefits.org](http://aldinebenefits.org)
  - > Click **Enrollment Basics**
  - > Scroll down and click **Enroll in benefits**
- 4 If you are a First Time User, you will need to register. Click REGISTER NOW and use registration code ALDISD-BenefitsOffice.
- 5 You may also call Benefits Outlook at 866-284-AISD (2473), option 1 to enroll.
- 6 The enrollment deadline is 31 days after your benefits effective date or the print date on your Invitation to Enroll email alert, whichever is later.
- 7 **Deductions for premiums may not be reflected on your first paycheck due to the timing of payroll processing and your actual selection of benefits. This means that there may be multiple deductions from your paycheck after you select your benefits. Please complete your benefits enrollment as soon as possible to lessen the impact of multiple deductions.**
- 8 Benefits are effective the first day of the month following your date of hire. If you were hired on the first day of the month, then that is also your benefits effective date. Elections that require evidence of insurability (EOI) are effective the first day of the month following notification of approval.