

Benefits Information for New Hires

When are my benefits effective?

Benefits are effective the first day of the month after you start working, or become TRS eligible. Human Resources can confirm that date for you if needed.

When can I enroll in my benefits?

If you are starting to work for the new school year (i.e. August), you will be able to enroll in LATE AUGUST. For new hires during the year, you should be able to enroll within 7 – 10 days from your starting date. If you have not received information by e-mail or at your home address by the time you receive your first paycheck, please call the Risk Management office.

How will I know when to enroll?

You will receive an e-mail sent to your KatyISD e-mail account, or at home if you are paid bi-weekly when it is time to enroll, including the instructions on how to enroll. You will also receive a reminder e-mail to enroll before the deadline.

What is the deadline to enroll in benefits?

You have 31 days from your eligibility date to enroll in benefits. For example – if your benefits will be effective 9/1, then you have until 10/1 to enroll. However, this does NOT change the effective date and you are responsible for the premiums back to your eligibility date.

What happens if I don't enroll in benefits before the deadline?

You will have only the District provided Basic Life and AD&D coverage and the Employee Assistance Program. If you want any of the benefits available through the District, you must enroll before the deadline.

Do I have to do anything if I don't want the District benefits?

We ask that you complete the enrollment process so that we know have reviewed the available benefits and also to name a beneficiary for the District provided Basic Life and AD&D coverage.

Can I make changes to my benefits during the year?

Generally, no. Once you make your elections they are in place for the remainder of the calendar year. However, if you experience a "life event" such as getting married, divorced, having a baby or your spouse changes jobs, then you can call Benefits Outlook within 31 days of the event and make changes to your elections.

Is there an annual enrollment period?

Yes – every fall we conduct an annual enrollment for all employees. This is your once a year opportunity to change your benefit elections without a "life event". Please be aware that all employees are required to enroll each year as your benefits DO NOT ROLL OVER from year to year.

Where can I learn about Katy ISD benefits?

Please visit our website at www.KatyBenefits.org, or call Benefits Outlook at 866-222-KISD (5473) between 7 am and 7 pm, Monday through Friday.