Villanova University Benefits

Dear Colleague,

We are pleased to announce that again this year, we will be utilizing Mercer EasyEnroll to select your benefits for the upcoming year. Mercer EasyEnroll gives you instant access to all of your benefit plan information in one convenient place. This easy-to-navigate, self-serve system, available 24/7, makes looking up benefit information and enrolling online incredibly simple.

This year's annual enrollment begins on April 22nd, and runs through May 5th. During this time, you can review and make changes to your new plan year elections. After annual enrollment, you can only change your benefits when you experience a qualified life event, such as marriage, divorce, birth, adoption, or a change in your or your spouse’s employment status that affects your benefits eligibility.

If you experience any difficulties during the enrollment process, need help, or have any questions, please contact your human resources department.

Sincerely,

Raymond D. Duffy, SPHR, CBP
Director, Benefits & Wellness

Enrollment website and instructions

To begin, go to the Human Resources website. On the left hand side under Quick Links, click the link called Employee Benefits On-line Enrollment System. You will need to log in using your Villanova user name and password. Next, you will select the Open Enrollment link from the Villanova Benefit Resources page.

At this time, you will have the opportunity to review your benefit plan information for the upcoming plan year. After you have reviewed your plan options, click “Select Benefits” to enroll. You will be guided through several screens where you will elect the benefits you wish to be enrolled in for the 2013-2014 plan year. Your elections will not be recorded and saved until you confirm. Don’t forget to write down your confirmation number to keep for your records.

For Assistance:

You may contact the Human Resources Department at 610-519-7900, for questions regarding your benefits or enrollment.