



# VILLANOVA UNIVERSITY

## Office of Human Resources

You have 31 days from your date of hire to enroll in benefits.

The Villanova University Benefits Program is a key component of the NOVArewards! total compensation strategy. Designed to meet the needs of faculty and staff, it promotes a culture of health and wellness at the University and helps Villanova remain an employer of choice.

- **Benefits Orientation.** Upon your date of hire, you will be enrolled in the online benefits orientation. Visit <https://villanova.bridgeapp.com> to view the orientation. **Make sure you do this first!**
- **Find information online.** Visit [villanova.edu/villanova/hr/benefits](http://villanova.edu/villanova/hr/benefits) for benefits information, including Pathways, your Benefits Enrollment Guide, and annual notices.
- **Choose carefully!** The benefits you choose will be effective until May 31. You cannot make changes during the year unless you have a qualified life status change, such as a marriage or the birth/adoption of a child.
- Questions? Having difficulty accessing the system? Email [benefitssupport@villanova.edu](mailto:benefitssupport@villanova.edu)

### HOW TO ENROLL

After you have completed the benefits orientation, please enroll in your benefits following the instructions below.

#### Medical/Dental/Vision/FSA/Childcare Subsidy/Life Insurance/Voluntary benefits

- Go to the Villanova benefits website at [villanova.edu/villanova/hr/benefits](http://villanova.edu/villanova/hr/benefits) and select the "Benefits Enrollment" link.
- You will be directed to the welcome page. Once on the home page, select "Enroll Now." Click on Step By Step. This will walk you through the enrollment process.
- After you enroll, view your electronic confirmation statement to make sure everything is correct. You can print it or email it to yourself.
- If you have any questions, please email [benefitssupport@villanova.edu](mailto:benefitssupport@villanova.edu) and a member of the benefit team will get back to you.

#### NOVAfit!

- Approximately 2 weeks after you enroll in benefits, you will receive an email from Aduro, our wellness vendor, inviting you to participate in Villanova's wellness program, NOVAFit! If 2 weeks have passed and you still have not received this email, please contact Rose Clinton at [rose.clinton@villanova.edu](mailto:rose.clinton@villanova.edu).
- Enroll in NOVAfit! This portal provides access to the wellness programming. More information to come on the annual health assessments.

#### Retirement Benefits

- You can enroll in the retirement benefits at any time through the TIAA CREF/Villanova Microsite. This link can be found on the benefits home page at [villanova.edu/villanova/hr/benefits](http://villanova.edu/villanova/hr/benefits) or directly at [www.tiaa-cref.org/villanova](http://www.tiaa-cref.org/villanova).

\*\*All of the benefits portals can be found at the lower right-hand corner of the benefits homepage.