



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 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

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 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 and a member of the benefit team will get back to you.

NOVAfit!

- Welcome to NOVAfit! the Villanova employee wellness program. As a part of NOVAfit! you will have access to our wellness platform Wellbeats. All full-time benefit eligible employees will receive a welcome email from Wellbeats by the end of their hire month. If you do not receive a welcome email please email Patrick Valentine at patrick.valentine@villanova.edu
- Wellbeats provides access to 1,000+ classes covering physical fitness, mental health, nutrition education, recipes, and more!
- Complete the [Physician Affidavit Form](#) to receive a discount on your medical insurance premium.

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 or directly at www.tiaa-cref.org/villanova.

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