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# Benefits enrolment open — March

March 4, 2020

U of T Human Resources and Equity

During the month of March, U of T employees will be able to make changes to extended health, dental, vision and semi-private hospital benefits coverage. Changes may include the addition or removal of dependants, or opting in / out of plans, where applicable.

To review your existing coverage, login to Employee Self-Service (ESS), select “Pay and Benefits Information”, then “Benefits Participation Overview.”

Outside of the open enrolment period in March, you may modify your coverage during other times of the year if you experience a life event (e.g. marriage, divorce, birth of child, etc.), or if your spouse / partner loses or gains equivalent coverage.

Some benefits may be employee group specific; refer to “What Benefits am I eligible for?” article in the Benefits section of the HR Service Centre Knowledge Base to determine your eligibility. Please note that you must be logged in to the HR Service Centre in order to view the benefits articles that detail what you are eligible for.

To make changes to your benefits coverage, contact your HR Divisional Office to request the “benefits enrolment form”. Once completed this form must be submitted before March 13, 2020.

If changes are made, applicable deductions will appear starting with your March pay. Your revised coverage will take effect April 1, 2020.

Contact your HR Divisional Office if you have further questions.

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