

# HEALTH INSURANCE INFORMATION



## ENROLLMENT WINDOW FOR HEALTH INSURANCE AND PAY OF BENEFITS

SOU health insurance plans are administered by and through the State of Oregon's Public Employees Benefits Board (PEBB).

**Newly benefits eligible employees have a 30-day window from their start date or eligibly date (for existing employees) to make health insurance enrollments. Benefits take effect the first of the following month after enrollments are made** (may also change any benefits elections within 30-day window).

Employees pay for health insurance a month in advance. Therefore, if enrollments are submitted after the month's payroll cutoff (payroll cutoff is usually the 15<sup>th</sup> of the month) and health insurance is intended to begin the first of the following month, the employee will pay for two months of premiums in the following month's payroll. For an example, if an employee makes elections on January 30, benefit take effect February 1, and the employee will pay for January and February coverage in the month of February (since January payroll had already passed).

## HOW TO ENROLL IN HEALTH INSURANCE ONLINE

The PEBB online enrollment portal can be found at: [PEBBenroll.com](https://pebbenroll.com)

- Employees will need their University ID (941-XXX-XXX) and work email to create a profile. (*This information can be found by going to your profile in Workday and navigating to the 'job' tab or 'personal' tab*).
- If unable to enroll online, employees may submit paper enrollment forms to Human Resources. To digitally submit forms to Human Resources, upload them to the [HR Secure Inbox](#). Health insurance enrollment forms can be found on the [PEBB Forms webpage](#) (separate form available for enrollment in flexible spending accounts and long-term care).
- To change enrollments within the 30-day enrollment window, employees must submit the paper enrollment form to Human Resources by uploading to the [HR Secure Inbox](#).
- Once enrollments are in the PEBB system, employees can then login to [PEBBenroll.com](#) at any time to view elections, update address information, or change beneficiaries.
- Medical and Dental cards will arrive within a few weeks, though members can [log into insurance member portals](#) to print off paper ID cards to use in the meantime (no ID cards given for Willamette Dental or VSP vision).

## USEFUL LINKS FOR NEW HIRES

### LINKS TO SOU BENEFIT INFORMATION:

- SOU Benefits website: [hrs.sou.edu/benefits-and-leaves/health-benefits/sou-health-insurance/](https://hrs.sou.edu/benefits-and-leaves/health-benefits/sou-health-insurance/)
- SOU Total Compensation Calculator: [hrs.sou.edu/working-at-sou/search-jobs/total-compensation-calculator/](https://hrs.sou.edu/working-at-sou/search-jobs/total-compensation-calculator/)
- SOU Retirement Information: <https://hrs.sou.edu/benefits-and-leaves/retirement/>

### LINKS TO PEBB BENEFIT INFORMATION:

- PEBB main website: [PEBBinfo.com](https://pebbinfo.com)
- PEBB 2026 Benefits Information: <https://www.oregon.gov/oha/PEBB/Pages/Enrollment.aspx>
- PEBB Online Enrollment: [PEBBenroll.com](https://pebbenroll.com)
- PEBB Payroll Deduction Estimator: [pebbpremiumestimator.com/](https://pebbpremiumestimator.com/)
- PEBB Forms: <https://www.oregon.gov/oha/PEBB/Pages/Forms.aspx>
- PEBB Provider Contacts: [oregon.gov/oha/PEBB/Pages/Contact\\_Us.aspx](https://www.oregon.gov/oha/PEBB/Pages/Contact_Us.aspx)