

Introduction

My Benefit Statement is a self service application that allows Holy Cross faculty and staff the ability to view online the components that make up their compensation and benefits and the costs of those benefits that both the College and the employee pay for.

My Benefit Statement

To view your benefit statement you need to log into your self service account in the PeopleSoft Human Resources system.

1. Enter in your network id and network password and click Sign In



COLLEGE OF THE
HOLY CROSS

HUMAN
RESOURCES

User ID:

Password:

Sign In

2. Click Main Menu
3. Click My Self Service
4. Click Benefits
5. Click Benefits Information
6. Click My Benefit Statement
7. You will then be presented with a screen that shows you the components that make up your benefit statement
8. The top portion of the screen shows you the benefit statement year, your name, employee number, your work schedule, your company service date and the date that the benefit

statement was generated

View Benefit Statement

Print Page



*Year:


Name:


Std Hrs:

Service Date::

Data As Of:

9. If you have more than one benefit statement available then you will be able to view previous ones by clicking the to the right of the displayed year. This will give you a drop down list of available years. Click the one you want to view and the data will reload. If the is missing, then you only have the one benefit statement
10. The benefit statement is broken out into six (6) sections. They are **“About This Statement”**, **“Benefit Cost”**, **“Summary of Paid Time Off/Leisure Time”**, **“Total Value of Compensation Package”**, **“Survivor Benefits”**, and **“Retirement”**
 - a. **About This Statement:**This section gives you a brief description of what the benefit statement is about
 - b. **Benefit Cost:**This section lists out a breakdown of your benefits and the costs to both the College and to you
 - c. **Summary of Paid Time Off/Leisure Time:**For administrators and hourly employees, this section is labeled “Summary of Paid Time Off” and shows you the days or hours and the amount of your accruals. These accruals assume a full year of employment. For faculty, this section is labeled “Leisure Time” and shows the benefits you receive.
 - d. **Total Value of Compensation Package:**This section summarizes the total amount of your compensation from the College, salary and benefits
 - e. **Survivor Benefits:**All full time employees are enrolled in the College’s group Life and Accidental Death & Dismemberment insurance plans the first of the month following hire date. The benefit amount is based on your age and decreases as you get older. The amount that your beneficiaries could receive, based on your current age and rate of pay, is listed on the statement
 - f. **Retirement:**Faculty and administrators are enrolled in the College’s non-voluntary 403(b) retirement plan after one year of full-time service. Hourly employees are enrolled in the College’s pension plan after one year of service of at least 1000 hours. All employees are eligible to participate in the voluntary SRA and Roth IRA retirement options as of the first month after date of hire
11. Each of the six (6) sections has additional information available on screen. By default, this information is not displayed but can be by clicking the in each of the sections. By clicking the

 the right pointing arrow will change to  and the box will expand showing the information specific for that section

12. You may print the benefit statement by clicking the print button at the top of the page. If you wish to have a complete printed copy, click the  button at the bottom of the page. The request hard copy button will notify Human Resources to print a full color benefit statement with full information on the back side
13. When you are done viewing your benefit statement you can access additional self service items or click “sign out” in the upper right to log off of Human Resources