

2025-2026 GRADUATE STAFF BENEFITS ENROLLMENT RESOURCES

This document is meant to be a quick reference overview.

The best resource for information is Human Resources' new [Graduate Staff Open Enrollment website](#), which will include a 2025-2026 Graduate Staff Benefits Overview presentation.

KEY INFORMATION

Open enrollment dates

Begins July 1 and ends September 2 at 5 p.m. ET

Coverage period

Elections made during the annual open enrollment period for the 2025-2026 academic year will be in effect from August 1, 2025, through July 31, 2026.*

For newly eligible graduate staff, medical, prescription and dental elections will be in effect from the first of the month in which they are eligible/hired and voluntary benefit elections will be in effect beginning with their hire date.

*Benefits are only in effect while the student is eligible; therefore, if that eligibility is lost (e.g., loss of funding or full-time student status), medical, prescription and dental benefits will end on the last day of the month in which they were eligible. Graduate staff voluntary benefits will end on the last date they were eligible.

Eligibility - Who does this apply to?

- Graduate students employed in a graduate staff position(s) which carries a minimum of 0.50 FTE/half time/20 hours per week or more
- Graduate students with a fellowship administered as an assistantship (employed and given a salary).
 - True fellows, or students with fellowships who are not employed but are given a stipend, are not eligible for graduate staff benefits and instead may enroll in the student plan.

File timing

SuccessFactors sends eligibility data daily to the following:

- Academic HealthPlans (AHP) - Medical and dental plan enrollment portal
- Benefitfocus - Voluntary benefits enrollment portal

Enrollment process

Two steps, two enrollment portals

1. Medical and Dental – Academic HealthPlans (AHP) Enrollment Portal

- Active enrollment: Must enroll every year to have coverage
- Enrollment in medical plan comes with automatic enrollment in vision plan
- New users register with their PUID and Purdue email address.
- SSN not required to enroll
- [AHP Enrollment Guide](#)

2. Voluntary Benefits - Benefitfocus Enrollment Portal

- Passive enrollment: Once enrolled, elections roll over each year until a change is made
- Valid SSN must be on file to access the portal
- [Benefit Enrollment Guide](#)

What if they don't enroll?

Graduate staff may not enroll in any graduate staff benefits until the next annual graduate staff benefits enrollment period (July) without a Qualifying Life Event (i.e., loss of coverage).

Domestic graduate staff are not required to enroll and do not have to opt out if they don't want coverage. Their next opportunity to enroll will be in December for Spring 2026 coverage on the **student plan**.

International graduate staff are required by Purdue to participate in a University-sponsored medical insurance plan or to receive an approved waiver by the deadline. They will have a hold placed on their academic record, which affects their ability to register for classes, obtain transcripts or graduate. To remove the hold, they must contact the Student Insurance office in PUSH (see Contacts) to pay a \$200 late fee and enroll in the **student plan**.

RESOURCES

- [Frequently Asked Questions](#)
- [Medical/Rx Cost & Coverage](#)
- [Dental](#)
- [Vision](#)
- [Leaves](#)
- [Graduate Staff and Student Benefits Comparison](#) – Graduate staff covering a dependent(s) may choose to enroll in the student medical plan, which provides more affordable family coverage options.
- [Waiver Criteria and Application](#) (International students)
- [Newsroom](#) – List of all Graduate Staff Open Enrollment-related communications
- [Graduate Staff Employment Manual](#)

COMMON BENEFITFOCUS ENROLLMENT ISSUES

- Person not showing in EC of SuccessFactors:
 - » Could be waiting on business office to send employment info to Payroll Appointment Specialists
 - » Could be waiting on PA Specs to enter data into SuccessFactors
- Person showing in EC of SuccessFactors
 - » Benefitfocus requires a valid SSN to be on file
 - » Could be waiting on Success Factors to send data to Benefitfocus (goes daily)

CONTACTS – Where to send graduate staff for help

▪ [Academic HealthPlans \(AHP\)](#)

Registration at AHP portal, payment of premiums and enrollment in the graduate staff medical insurance plan.
(855) 566-7278, support@ahpcare.com

▪ [Student Insurance Office \(in PUSH\)](#)

International student requirements and waiver process.
(765) 496-3998, student-insurance@purdue.edu

▪ [Human Resources - Benefits](#)

Eligibility, Benefitfocus enrollment issues, benefits-related payroll deductions, as well as information on the graduate staff medical insurance plan, graduate staff vision plan, voluntary retirement savings plans and dental and voluntary benefits.

(765) 494-2222, hr@purdue.edu

▪ [UnitedHealthcare \(UHC\)](#)

Coverage, claims questions and issues around the Anthem medical and prescription plan
800-767-0700

▪ [Delta Dental](#)

Coverage, claims questions and issues around the dental plan
(800) 524-0149