



School District of Indian River County

6500 57th Street • Vero Beach, Florida, 32967 • Telephone: 772-564-3000 • Fax: 772-564-3054

David K. Moore, Ed.D. - Superintendent

MEMORANDUM

TO: New Hire Employee
FROM: SDIRC Benefits Team
SUBJECT: New Hire Benefits Enrollment Information 2023-2024

Congratulations on your new position with the School District of Indian River County. Welcome to the team! This memorandum will provide you with instructions to enroll in your employee Benefit's package. You must complete the enrollment process within 30 days of your date of hire, even if you chose **not** to elect benefits.

- Enrollment must be completed within 30 days of your date of hire. The elections are effective the first of the month after one full calendar month of employment. For example, if your start date is August 3rd then your benefits become effective October 1st. Payroll will deduct the cost of the benefits you choose from your paycheck. Be sure to check your payroll deductions the month your benefits go into effect to ensure that they are accurate. Inaccuracies must be reported within 30 days.
- To enroll in your benefits, use the online enrollment platform "Explain My Benefits," commonly referred to as 'EMB'. Go on-line to the EMB platform at www.sdirc-benefits.com. Choose/Click, "**Enrollment**" and then drop down to click "**New Hire Enrollment/Life Events**" and then click "**Benefit Guide.**" The Benefit Enrollment Guide will provide you with the information you need to elect health, dental, vision, life, and disability benefits. After reading and reviewing Guide, the click/select "**Self Enroll**" and set up your username and password.

Your username is:

IR + Your Seven Digit SDIRC Employee ID

Example: IR1234567

Your initial temporary password is:

Your Date of Birth (YYYYMMDD).

Example: 05/15/1974 = 19740515

- Next click '**Login**'. You will be prompted to establish a unique password. Select the "**Get Started**" from the middle of the screen next and shop for your insurance benefits. Follow the prompts to choose your Benefit elections.
- Once you have completed your enrollment, be sure to click '**Checkout**' and, if required, complete "Your To Do List" and print your confirmation page when finished.

Should you have any questions, please feel free to contact our Benefits team by email at SDIRCBenefits@indianriverschools.org or by phone at 772-564-3222. Thank you and welcome, once again, to the School District of Indian River County.

Source: Risk/Benefits Dept 12012023ay

Gene A. Posca, M.D. • Jacqueline Rosario • Dr. Peggy Jones • Teri L. Barenborg • Brian M. Barefoot
District 1 District 2 District 3 District 4 District 5

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