



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

Congratulations on your new job with the School District of Indian River County. Welcome to our team! This memorandum will provide you with instructions to enroll in your employee Benefit's package. You must complete the enrollment process, even if you chose **not** to elect your benefits. Enrollment must be **completed within 30 days of your date of hire**. Benefit choices are available on-line for your convenience.

1. Go to www.sdirc-benefits.com and choose, "**View your Benefit Guide**". The Benefit Enrollment Guide will provide you with all the information that you need to elect health, dental, vision, life, and disability benefits. Each benefit is described, and their cost identified.
2. **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 6th then your benefits become effective October 1st.
3. Payroll will deduct the cost of the benefits you choose from your paycheck. Be sure to check your payroll deductions to ensure that they are accurate.
4. To enroll in your benefits, use the online enrollment platform "Explain My Benefits", commonly referred to as 'EMB'. After reviewing the Benefits Guide, go on-line to the EMB platform at www.sdirc-benefits.com. Scroll and click to choose, "**Log into Your Benefit System**".
5. Next, choose and click the "**Create New Account**" side of the log in screen. Enter your initial username (SSN) and password (4 digit birth year). This will allow you to set up your personal account to complete the process.
6. Once in the EMB (Explain My Benefits) system, simply select "**New Hire Enrollment**" and follow the prompts to choose your Benefit elections. Be sure to print your confirmation page when finished. If the confirmation page does not print, the enrollment is not complete.

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

Dr. Mara Schiff • 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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