

# Benefit Focus

## Website

[hr.appstate.edu/hr-services/benefits](http://hr.appstate.edu/hr-services/benefits)

## Summary

Employees use the BenefitFocus system to enroll in benefit elections. It is also used to store historical benefit data.

## Who can use this service?

All permanent, full-time, and three-quarter-time employees (employed for the full academic year) at Appalachian State University are eligible to participate in the benefit program. To view your Benefits package, log into your [Employee Self-Service](#) account.

## How do I request this service?

All medical enrollment must be completed within 30 days of your hire date. All retirement forms must be completed and returned to the Benefits Office within 60 days of your hire date.

## Who do I contact for problems or issues?

Contact Human Resources at [human-resources@appstate.edu](mailto:human-resources@appstate.edu) or alternatively, call the Help Desk at 828-262-6266, Monday through Friday, 8 a.m. to 5 p. m., or enter a support request at [support.appstate.edu](http://support.appstate.edu).

*Internal Data (Requires Login)*

Status: Active

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