



MESQUITE ISD BENEFITS

New Hire Memo

Welcome to the Mesquite ISD family!
Congratulations on your employment!

What to do?

Please stop by the Benefits Office to pick up your New Hire Benefits Enrollment Packet as soon as possible. You must go online to IN-ROLL (www.in-roll.com), the BENEFITS ENROLLMENT SYSTEM and enroll in or decline insurance within 31 days of your hire date. If you enroll for coverage within 31 days, your coverage will be effective the first of the month following your actively-at-work date. *The health plan allows you to elect health insurance to be effective on your actively-at-work date (the date you start to work), and if you choose this option, you will pay the full premium amount for the month of your hire date. To exercise this option, please let the Benefits Office know because there is additional paperwork required to set up this option, in addition to enrolling in benefits online (remember, you must enroll within 31 days of your hire date). Please be prepared to pay for the health insurance at time of enrollment or have the premium doubled on your next paycheck.

☞ NOTE: If you enroll in insurance after a payroll cycle has occurred, we will have to double your insurance premium(s) on your next paycheck. It is in your best interest to enroll in insurance as soon as possible so you can have access to your insurance, as it is effective on the 1st day of the month following your hire date.

Where?

The Benefits Office is located in the Administration Annex Building at 105 S Florence St (the white, rock house on the corner of Main and Florence), near Mesquite High School.

When?

The Benefits Office is open Monday-Thursday, 8 a.m. - 4:30 p.m. We are open on Friday from 8 a.m. - 4 p.m. During the summer, the office is open Monday-Thursday 7:30 a.m. - 5 p.m. and closed on Fridays.



Benefits Staff:

Benefits Manager: Lisa Porter, LPorter@mesquiteisd.org, 972-882-7469

Benefits Asst Manager: Vickie Hoffman, VHoffman@mesquiteisd.org, 972-882-7491

Benefits Secretary: Renee Duncan, RDuncan@mesquiteisd.org, 972-882-7359