

Welcome New Employees

Your 2026-2027 Benefits

Alvin ISD Insurance, Benefit, & Open Enrollment Information

Alvin ISD Insurance Website

https://www.alvinisd.net/o/aisd/page/employee-insurance-benefits

Questions and Assistance Email

insuranceopenenrollment@alvinisd.net



Open Enrollment

- We will use the **BenefitFocus** enrollment platform

  http://www.alvinisdbenefits.hrintouch.com/
- Open enrollment dates – **July 14 through August 7**
- New Employees have 30 days from their hire date to complete enrollment
- Effective date for elections – September 1, 2026
- First payroll deduction is the September 15 paycheck

New Teacher Enrollment Instructions

- **New employees & Returning employees:** Click on "Employee/Member" on the log in page to get started.
- Click "Register Now"
- Let the enrollment system guide you through the enrollment process. It is designed to make the process easy and provides all the information you will need to understand each benefit. Please email insuranceopenenrollment@alvinisd.net for assistance or with any questions.

Welcome to Alvin Independent School District

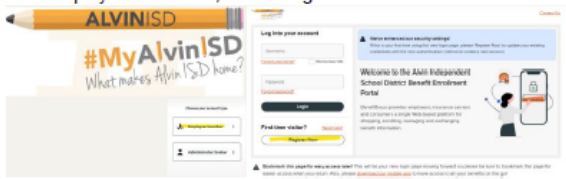
Open enrollment begins July 14, 2026, through August 07, 2026

Benefit Enrollment & Registration Instructions

Step 1
Go to http://www.alvinisd.net Alvin Independent School District home page. To review AISD Benefits Click on "Careers Tab" (Center), "Benefits".

Step 2 ****Returning Employees must re-register within the portal****

To enroll in your benefits, click "Benefit Enrollment Link" this will take you to "Alvin ISD Enrollment Portal". Click "Employee/Member" , Click "Register Now".



To start the registration process, you will need to provide your identification information including Social Security Number, Date of Birth, First and Last name. Upon successful entry of the identifying information, the employee will receive a code sent to their e-mail (work and/or personal) or mobile phone.

The employee then should fill in their desired username and password, as well as the required contact information. Both mobile and email values are required to continue.

Step 3
In the enrollment system benefits are broken down in sections, you must ***save*** each section to complete enrollment. After completing all your selected benefits and wish to print them click "employee benefit summary".

What else do I need to know? It could take up to one week from your date of hire for you to be able to create an account in the enrollment system. If you are still not able to get into the enrollment system after a week, please contact the Insurance Department.

- Benefit enrollment must be completed within 30 days from your date of hire.

  Example: Employees start date of 08/01/2026 you have until 09/01/2026 to enroll for AISD Benefits. If you miss your 30-day window, you will be forfeiting benefits until next year's open enrollment.
  Example: Hire date 8/01/2026 - Benefits start 9/01/2026 - 1st payroll deduction 9/15/2026

Insurance Department Contacts

Kaitlin Aycock	Cathy Wynn	Ana Huffman	Donnie Marek
Risk Management/Benefits Specialist	Benefit Deduction Specialist	Leaves and Absences Specialist	Executive Director of Risk Mgmt.
kaycock@alvinisd.net	sxwynn@alvinisd.net	ahuffman@alvinisd.net	dbmarek@alvinisd.net
281-245-2251	281-245-2495	281-245-2800	281-245-2488

Additional Benefits

- Employee Assistance Program (EAP) through Lincoln Financial Group
  - EAP Link

- Alvin ISD's APPLE Matching Program - Attendance Incentive, Recruitment and Retention Plan
  - District will *match up to 2% of* your employee contributions to the District's 457 Plan or a 403(b) Plan
  - Three levels of match based on Employee Attendance
    - *100% Match for Perfect Attendance*
    - *75% Match for Excellent Attendance* (Miss 3 or fewer days in a year)
    - *50% Match if no Attendance Award is met*
  - Enroll year round – email dbmarek@alvinisd.net to get started

Insurance and Benefits Department Contacts

- Donnie Marek, Executive Director of Risk Management 281-245-2488, dbmarek@alvinisd.net
- Kaitlin Aycock, Risk Management & Benefits Specialist, 281-245-2251, kaycock@alvinisd.net
- Cathy Wynn, Benefit and Deduction Specialist, 281-245-2495, sxwynn@alvinisd.net
- Ana Huffman, Leaves and Absences Specialist, 281-245-2800, ahuffman@alvinisd.net