

Important Information for New Employees

New 10-month Employees: Remember to Enroll in the Benefits Plan

New 10-month Montgomery County Public Schools (MCPS) employees who work at least 20 hours per week may enroll in the Employee Benefits Plan within 30 days of date of hire. You can learn more about your benefit options on the [Employee and Retiree Service Center \(ERSC\) website](#). To enroll in benefits—

1. Log in to [MCPS Hub+](#) with your MCPS username and password.
2. Select the **Me** tab, followed by the **Benefits** tile.
3. Click on the **Make Changes** button.
4. Click **Add** to add dependents.
5. Follow detailed instructions in the Hub+ [Benefits Employee User Guide](#).

You will need to submit any required supporting documents by returning to the **Benefits** tile screen and selecting the **Document Record** tile. If you choose not to enroll in benefits, you still must log in to the system to indicate your decision to decline insurance coverage or participation in flexible spending accounts.

Don't miss your deadline!

- If you enroll by September 20, coverage will begin October 1.
- If you enroll by October 20, coverage will begin November 1.

You also may enroll in or make changes to your benefits each fall during Employee Benefits Open Enrollment, with coverage effective January 1 of the following year. Open Enrollment—to be held this year from October 6–October 31, 2025—is held online. Details and instructions for enrolling during Open Enrollment will be available in early October.

Enroll in or Change Your Direct Deposit—Mandatory for All Employees

Direct deposit offers you the convenience of having your net pay (pay after taxes and deductions) deposited directly into your checking or savings account. **Direct deposit is required for all employees.** To enroll in or change your direct deposit account, log in to [Hub+](#) and follow these [detailed instructions](#).

Planning a Move? Be Sure to Keep Your Address Up to Date

Please keep your address up to date with ERSC so you do not miss important notifications. To update your address and telephone number on record with ERSC, log in to [Hub+](#) and follow [these instructions](#).

Get to Know ERSC

ERSC is a one-stop shop for all your employee-related needs. This includes benefits,

leave, pay, retirement, and the employee wellness program. Be sure to check out the following helpful resources from ERSC:

- The [ERSC website](#) is full of important information for employees and is updated regularly. Check back often for important and timely information and forms.
- On [Hub+](#), you will find links for accessing your personal details, as well as your benefits, pay, leave, and retirement information. Need to view and print your W-2 or check on your current benefits? [Hub+](#) is the place to start.
- From [Hub+](#), you will find a link to your **Pay Statement**. Pay Statements keep employees informed of essential information such as the net pay deposited to your bank account, hours worked, deductions, and leave balances. You will receive an informative email reminder when your Pay Statement is ready, including a link to [Hub+](#). This usually takes place each Monday before payday unless the Monday falls on a holiday. If it does, you will receive your Pay Statement the next day.
- [PenPoint](#), an online self-service retirement system for MCPS employees, provides access to your yearly retirement benefit statement and let you estimate your MCPS core and supplemental retirement benefit amounts based on different scenarios. You also can get to PenPoint from [Hub+](#).
- Watch for an email in early October announcing the fall issue of [For Your Benefit](#), an online newsletter to keep you informed about essential employee benefits including Open Enrollment, Wellness Initiatives, leave, pay, and retirement information.
- Be sure to read *The Bulletin* every Wednesday during the school year to learn about health and wellness programs offered by Well Aware, the MCPS wellness program.

Despite our best efforts, you may find you have a concern or question that is not addressed online. ERSC staff are available to answer your questions by telephone at 240-740-8100, via [email](#), and through [ERSC Connect](#).