Post Hire Change Steps

AFTER 9/1/2015 (hire date)

In order to make your initial benefits elections during your new hire period (1st 30 days for optional benefits and 1st 60 days for medical insurance) you will need to log into ERS at:

www.ers.state.tx.us

Register (if you haven’t already) by clicking on “Sign in” and “ERS Online Login” then follow the prompts entering the information requested:

NOTE: Your address was entered in ERS as the same address you have in PASS.

1. On the ERS Home Page, Click on “Post-Hire Change”
2. Make your benefits elections/changes:

Click “Select” and follow the prompts to make your elections.

3. MOST IMPORTANT: Upon completion of benefits elections, **validate and finalize your elections**

4. Then go back to the Home page and click on “Benefits Summary:”
5. When you click on Benefits Summary it takes you to the summary page. Change the date to when your benefits elections will begin to view that your elections have been recorded:

![Benefits Summary](image)

Contact the HR Service Center (325 McElhinney or 713/743-3988) if you need additional input.