Action Needed -- New Employees:

How to Enroll in UA’s Benefit Programs


2. Review your UA Choice health plan options and select the health plan that best meets your needs and budget. The UA Choice Enrollment Guide can help you make your decision. The current enrollment guide can be found online at http://www.alaska.edu/benefits/health-plan/. Following your initial enrollment selections, your next opportunity to change your selections will be during the next Open Enrollment period or if you have a life event (more information about life events is located at http://www.alaska.edu/benefits/health-plan/changing-your-benefits/). Open Enrollment is traditionally from mid April to mid May. If you are selecting dependent health coverage, the university will need to see one of the following:
   - marriage certificate or license
   - birth certificate
   - tax return showing who you are claiming as a dependent
   - divorce decree
   - verification of birth
   - final adoption certificate
   - adoption agency paper work or placement documents
   - Qualified Medical Child Support Order
   - court-appointed guardianship papers
   - DNA results

3. Complete the UA Choice health plan enrollment form(s) included in the orientation presentation and return them to your campus Human Resources office; the address for each campus Human Resources office is listed below. To opt out of the UA Choice health plan, complete an Opt Out form, available online at http://www.alaska.edu/hr/forms/hr_benefits/. If you opt out you will not have any payroll deductions related to health care coverage. Opting out must be selected once and rolls forward each year unless the employee selects coverage during a future open enrollment or life event.

4. Review the supplemental benefits offered by UA -- Flexible Spending Accounts, Supplemental Life, and Accidental Death and Dismemberment. Select the plans that best meet your needs and budget. For supplemental life insurance amounts over $200,000, you will also need to complete the Evidence of Insurability form and submit it to your campus Human Resources office along with the supplemental benefits election form.

5. Complete the life insurance beneficiary designation form provided in the orientation presentation.

6. Your retirement plan selection is irrevocable, so it is important that you fully review the retirement plan options available to you. Your options may be limited based on prior employment. You will have the opportunity to review the retirement plan options available as well as ask questions at a New Employee Orientation presentation that will be scheduled for you. An explanation of the plans and information to help you make your choice can be

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7. Submit your forms to your campus Human Resources office before your first day of employment. If you need more time, you have 30 days from your hire date (first day of active work) to make your elections. See the information below on requirements for your health plan coverage effective date.

*Health Plan Coverage Effective Date*

All newly hired, benefits-eligible University of Alaska employees have 30 days in which to select the health care plans of their choice as well as to enroll eligible dependents.

As a new employee, you will have a waiting period from your date of hire into a benefits-eligible position before your coverage will be in force. The waiting period is determined as follows:

If you submit your completed and signed enrollment form, showing plan election and eligible dependents to be enrolled, on or before the 25th of the month during your 30-day election period, your coverage will be effective the same day as your date of hire in the following month. For example, if you were hired on January 13, and submitted your signed enrollment forms to your regional Human Resources office by January 25th, your coverage would be effective on February 13.

If you submit your enrollment form after the 25th of the month, but within your 30-day election period, your coverage will be effective the first of the month following your 30-day election period. For example, if you were hired on January 13, and submitted your signed enrollment forms to HR on February 5, your coverage will be effective on March 1.

If you do not submit an enrollment form and/or if you do not opt out (waive coverage) within your 30-day election period, you will automatically be enrolled in the Standard Plan with employee-only coverage, effective the first of the month following the end of your election period.

Employees rehired after a break in service of less than 10 working days from a benefits-eligible position will be covered as of the date of rehire into a benefits-eligible position, with no additional waiting period.

Enrollments based on a life event are effective on the day of the life event, as long as the enrollment form is turned in within the appropriate time frame.

If you have any questions, please contact the appropriate Human Resources office. Campus Human Resources contact information can be found at http://www.alaska.edu/files/hr/contact_us.pdf.

Thank you,

University of Alaska Human Resources

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