

Address and/or Name Change

Benefit Plan	Action Employee Should Take to Change Address	Action Employee Should Take to Change Name
Universities of Wisconsin	Employee updates their address in Workday.* Home Contact Change (KB 144891) outlines how an employee can initiate an address change.	Employee updates their name in Workday. Legal Name Change (KB 144831) outlines how employee can initiate a name change. Supporting documentation of change required. Employee should reach out to institution Human Resources Contact to coordinate providing documentation.
Benefits Enrollment System (My Insurance Benefits)	No additional action needed to change address and/or name. Universities of Wisconsin sends a daily file feed with updates from Workday to benefits enrollment system (My Insurance Benefits).	
State Group Health Insurance	No additional action needed to change address and/or name. Daily the benefits enrollment system sends file feeds to update insurance carriers. <i>Employee has 30 days from move (change of address) to change health plans. Coverage is effective first of the month on or following update. For additional information review the Department of Employee Trust Funds (ETF) Life Event Guide for You Move From Your Health Plan's Service Area (County) for at Least Three Months.</i> Note: If changing health insurance plan carrier and/or changing health plan designs (for example, health plan to high deductible health plan (HDHP) design) due to a move, all accumulators (deductible, benefit maximums and out-of-pocket limits) will reset. Pharmacy benefit accumulators and Uniform Dental accumulators will not reset.	
Preventive Dental Insurance Supplemental Dental Insurance Vision Insurance	No additional action needed to change address and/or name. Daily the benefits enrollment system sends file feeds to update insurance carriers.	
State Group Life Insurance Individual & Family Life Insurance Accidental Death & Dismemberment Insurance	No additional action needed to change address and/or name. If a claim is made, Universities of Wisconsin will provide current information.	

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Accident Insurance	No additional action needed to change address and/or name. Daily the benefits enrollment system sends a file feed to update insurance carrier.	
Income Continuation Insurance	No additional action needed to change address and/or name. If a claim is made, Universities of Wisconsin provides current information.	
Flexible Spending Account (FSA) / Health Savings Account (HSA)	No additional action needed to change address and/or name. To update email address employee must contact plan administrator. <i>Employee has 30 days from move to change their Dependent Care FSA annual election if the address change resulted in a change in the cost or coverage of their dependent care provider; employee must make changes in the benefits enrollment system. If enrolling for the first time in Dependent Day Care FSA due to address change, coverage is effective the first of the month on or following the event date.</i>	
UW 403(b) Supplemental Retirement Program (SRP)	If the employee is currently contributing to the program, their address and name will be sent with the contribution file. If the employee is not currently contributing, the employee will need to contact their recordkeeper(s) directly (see Contact Information on the UW 403(b) Supplemental Retirement Program web page).	
Wisconsin Deferred Compensation (WDC) 457 Program	If the employee is currently contributing to the program, their address and name will be sent with the contribution file. If the employee is not currently contributing, the employee will need to contact the recordkeeper directly (see the WDC web page for more details).	
Wisconsin Retirement System (WRS)	No additional action needed to change address and/or name. Universities of Wisconsin sends a file feed to ETF.	

*Employee must update address and/or name with Universities of Wisconsin. Only addresses marked as *Primary* in Workday are sent on the file feed. If an employee has multiple addresses indicated as *Primary* their Home Address will be sent.

NOTE: This chart is only representative of active Universities of Wisconsin employees. Continuant and Annuitants must update their address and name directly with vendor and not with the Universities of Wisconsin. The Universities of Wisconsin does not keep Continuant or Annuitant information up to date or on file.