

Birth, Adoption, or Placement for Adoption

Benefit Plan	Action Employee May Take	Comments	Coverage Effective Date/ADM Event Date
State Group Health Insurance	Within 60 days: <ul style="list-style-type: none"> Enroll Add new dependent(s) to existing coverage. <ul style="list-style-type: none"> May add all eligible dependents. 	Add dependents in HRS prior to changing health insurance coverage level. Effective date of adding the dependents should be the date of birth/adoption/placement.	Date of birth/adoption/placement.
	Within 30 days: <ul style="list-style-type: none"> Change health insurance plan carrier or health plan design. 	If changing health insurance plan carrier, all accumulators (deductible, benefit maximums and out-of-pocket limits) will reset. Pharmacy benefits accumulators and Uniform Dental benefit accumulators will not reset.	1 st of month on or following date application is received.
Preventive Dental Insurance (Delta Dental)	Within 60 days: <ul style="list-style-type: none"> Enroll Add new dependent(s) to existing coverage. <ul style="list-style-type: none"> May add all eligible dependents. 		Date of birth/adoption/placement.
Supplemental Dental Insurance (Delta Dental)			
Vision Insurance (VSP)			
State Group Life Insurance	Within 30 days: <ul style="list-style-type: none"> Enroll in Basic coverage or add one level of Employee coverage* (may not exceed maximum of 5 units). Enroll in one or two units of Spouse/Dependent coverage. If currently enrolled in spouse/dependent coverage, new children are automatically covered once eligible. 	Remind employee to review/update beneficiary designation. Reminder – beneficiary designation applies to both State Group Life Insurance and WRS unless otherwise specified. *One level of Employee coverage may be added for <i>each</i> dependent (in cases of multiple births/adoptions).	1 st of month on or following 30 days from date of birth/adoption/placement.
Individual & Family (I&F) Life Insurance	Within 30 days: <ul style="list-style-type: none"> Enroll in Child coverage. If currently enrolled in Child coverage, new children are automatically covered once eligible. 	Can only add Child coverage if this is the first time the Employee has an <u>eligible child</u> to cover. Child is covered when he/she is 15 days old but must be enrolled within 30 days of the date of birth/adoption/placement. Remind employee to review/update beneficiary designation.	1 st of month on or following 30 days from date of birth/adoption/placement.

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UW Employees, Inc. Life Insurance	<ul style="list-style-type: none"> No action allowed. 	Remind employee to review/update beneficiary designation.	N/A
University Insurance Association (UIA) Life Insurance	<ul style="list-style-type: none"> No action allowed. 	Remind employee to review/update beneficiary designation.	N/A
Accidental Death & Dismemberment (AD&D) Insurance	<ul style="list-style-type: none"> May add/change/cancel coverage at any time. If currently enrolled in Family coverage, new children are automatically covered. 	Remind employee to review/update beneficiary designation.	1 st of month on or following date application is received.
Accident Insurance	Within 60 days: <ul style="list-style-type: none"> Enroll Add new dependent(s) to existing coverage. <ul style="list-style-type: none"> May add all eligible dependents. 	Remind employee to review/update beneficiary designation for accidental death & dismemberment provision of the plan.	Date of birth/adoption/placement.
Flexible Spending Account (FSA)	Within 30 days: Health Care FSA/Limited Purpose FSA: <ul style="list-style-type: none"> May enroll or increase current election due to gaining of dependent(s) Dependent Day Care FSA. <ul style="list-style-type: none"> May enroll or increase current election due to gaining of dependent(s). 	Employee must submit Change of Election form.	FSA Event: Date of birth/adoption/placement.
Health Savings Account (HSA)	<ul style="list-style-type: none"> May change/cancel contribution at any time. 	Remind employee to review/update beneficiary designation.	FSA Event: 1 st day of the payroll where the change becomes effective.
Income Continuation Insurance (ICI)	<ul style="list-style-type: none"> No action allowed. 		
UW Tax-Sheltered Annuity (TSA) 403(b) Program	<ul style="list-style-type: none"> May add/change/cancel election at any time. 	Must set up account with vendor directly and then submit Salary Reduction Agreement to payroll office. Remind employee to review/update beneficiary designation.	SAV Event: 1 st day of the payroll where the change becomes effective.
Wisconsin Deferred Compensation (WDC)	<ul style="list-style-type: none"> May add/change/cancel election at any time. 	Must set up account through WDC at www.wdc457.org or by sending enrollment form to WDC directly. Remind employee to update beneficiary designation.	SAV Event: 1 st day of the payroll where the change becomes effective.

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Wisconsin Retirement System (WRS)	<ul style="list-style-type: none"> No action allowed. 	Remind employee to review/update beneficiary designation. Reminder – beneficiary designation applies to both State Group Life Insurance and WRS unless otherwise specified.	N/A
W-4	<ul style="list-style-type: none"> Review/update W-4 withholding amounts. 	Effective date is the first day of the pay period the new withholding starts.	N/A