

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 all eligible dependents to existing coverage (not limited to new dependents) 	Add dependents in HRS prior to changing health insurance coverage level. Effective date of coverage for added 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 • Cancel coverage 	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	Within 60 days: <ul style="list-style-type: none"> • Enroll • Add all eligible dependents to existing coverage (not limited to new dependents) • Cancel coverage 		Date of birth/adoption/placement
Supplemental Dental Insurance			
Vision Insurance			
State Group Life Insurance	Within 30 days: <ul style="list-style-type: none"> • Enroll in Basic coverage or add one level of Employee coverage* (up to 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 (applies to both State Group Life Insurance and WRS unless specified otherwise). *One level of Employee coverage may be added for <i>each</i> dependent (in cases of multiple births/adoptions). For claims purposes, the date the employer receives the paper application or date of online enrollment will be the point of reference for providing coverage and paying claims.	1 st of month on or following 30 days from date of birth/adoption/placement

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Individual & Family 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 eligible child to cover. Child is covered when they are 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
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 Life Insurance	<ul style="list-style-type: none"> No action allowed 	Remind employee to review/update beneficiary designation.	N/A
Accidental Death & Dismemberment 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 all eligible dependents to existing coverage (not limited to new dependents) Cancel coverage 	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 in or increase current election amount due to gaining of dependents Dependent Day Care Account: <ul style="list-style-type: none"> May enroll in or increase current election amount due to gaining of dependents 	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 or stop contribution at any time 	Remind employee to review/update beneficiary designation.	FSA Event: 1 st of month on or following date application is received

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Income Continuation Insurance	<ul style="list-style-type: none"> No action allowed 		
Wisconsin Retirement System (WRS)	<ul style="list-style-type: none"> No action allowed 	<p>Remind employee to review/update beneficiary designation.</p> <p>Reminder – beneficiary designation applies to both State Group Life Insurance and WRS unless specified otherwise.</p>	N/A
UW 403(b) Supplemental Retirement Program (SRP)	<ul style="list-style-type: none"> May add/change/cancel election at any time 	<p>Initial Enrollment: Employee can use the EZ Enrollment Form to enroll and submit to institution benefits contact or they can set up an account online or by paper application with the provider selected and then submit a Salary Reduction Agreement (SRA) to institution benefits contact.</p> <p>Remind employee to review/update beneficiary designation.</p>	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. 	<p>Employee must set up account through WDC at www.wdc457.org or by sending enrollment form to WDC directly.</p> <p>Remind employee to review/update beneficiary designation.</p>	SAV Event: 1 st day of the payroll where the change becomes effective
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