

Moving from WRS Covered University Staff-Temporary to WRS Covered non-temporary* Checklist

Use this checklist to counsel WRS-covered University Staff-Temporary employees who are moving into a non-temporary position that is covered by the WRS. Because the employee is already a WRS participant, this change typically does not impact any of the life insurance plans or Income Continuation Insurance (ICI). University Insurance Association (UIA) Life Insurance and Income Continuation Insurance may be impacted if the temporary and permanent positions are in [different employment categories](#) (University Staff versus Faculty/Academic Staff).

1. Employee was eligible for full employer contribution towards their health insurance premium in their University Staff-Temporary position

Counsel employee on enrollment opportunity for Flexible Spending Account (FSA) only.

2. Employee was NOT eligible for full employer contribution towards their health insurance premium in their University Staff-Temporary position (but is now eligible in the new position)

Counsel employee on enrollment opportunities for:

- State Group Health Insurance
- Preventive Dental (Delta Dental)
- Supplemental Dental (Delta Dental)
- Vision Insurance (VSP)
- Accident Insurance
- Flexible Spending Account

*WRS non-temporary position may be University Staff, University Staff-Project, or Faculty, Academic Staff, or Limited position.