

When an employee becomes covered under the Wisconsin Retirement System (WRS), they become eligible for the WRS benefit program. Use this checklist to counsel employees when they are moving from a non-WRS position into a WRS-covered position.

1. Employee previously covered under the Graduate Assistant Benefit program

- Employee will have all new benefit enrollment opportunities – Counsel Employee on all enrollment opportunities (including State Group Life (SGL) Insurance, Income Continuation Insurance (ICI), etc.). Deadline for enrolling is same as a WRS new hire.
 - Health Insurance – When moving from grad/short-term to a WRS-covered FA/AS/LI position –OR– WRS-covered University Staff position with previous state service of at least 2 months or more:*

Per Wis. Stat. 40.22(4), if an employee enrolled under graduate assistant coverage becomes eligible for and enrolled in any WRS position with any state agency or local employer, they cannot be enrolled under graduate assistant coverage or retain graduate assistant coverage. Therefore,

- Grad health insurance coverage ends at the end of the month that the grad/short-term appointment ends. If the employee is hired the same month as the grad appointment ends or on the first of the month following, COBRA notice will not be provided since the employee is eligible for WRS State Group Health Insurance the first of the month following hire as a FA/AS/LI.
- Employee must submit a health application within 30 days of WRS begin date to enroll in WRS health. When application is received from employee, fax it to UW Service Center for entry into HRS. Indicate “Grad to WRS” on fax memo.
- WRS health coverage begins the first of the month on or following WRS begin date (coverage can begin the day following the end of grad/short-term coverage under loss of coverage provisions).

- Health Insurance – When moving from grad/short-term to a WRS-covered University Staff position with NO previous state service. Employee enrollment and eligibility deadlines for all plans will be the same as all University Staff employees.*

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- Grad health insurance coverage ends at the end of the month that the grad/short term appointment ends. UW Service Center will provide COBRA notice to employee. Employee can continue grad/short-term coverage through COBRA until 2 months of state service have been completed.
- Employee must submit a health application within 30 days of WRS begin date or within 30 days of completing 2 months of state service to enroll in WRS health. When application is received from employee, fax it to UW Service Center for entry into HRS. Indicate “Grad to WRS” on fax memo.
- Employee will need to wait (same as all University Staff employees) for employer contributions towards health insurance until the employee has completed 2 months of state WRS service.
- If there is NO previous WRS state service and COBRA is NOT elected there will be a lapse in coverage unless employee opts to pay FULL cost of WRS health insurance premium in the University Staff appt.

- If Employee was enrolled in Supplemental Dental (Delta Dental) Insurance, Vision Insurance (VSP), Individual & Family Life Insurance, UW Employees, Inc. Life Insurance, Accidental Death & Dismemberment (AD&D) Insurance, Tax-Sheltered Annuity (TSA) and/or Wisconsin Deferred Compensation (WDC), these enrollments will continue. No action required.
- Determine if eligible for University Insurance Association (UIA) Life Insurance (for the next plan year). If yes, let the employee know about the future enrollment.
- Determine if eligible to enroll in the Flexible Spending Account (FSA) program.
 - Employee may only enroll in the FSA program if not previously eligible under the Grad program.
- Review “Change In Employment Categories” chart for HRS-related changes needed for FSA, TSA, WDC and General Deductions, if applicable.

2. University Staff-Temporary employee becoming covered under the WRS in their temporary position (WRS Lookback)

- Employee will have all new benefit enrollment opportunities—Counsel employee on all enrollment opportunities (including Income Continuation Insurance (ICI), State Group Life (SGL), etc.). Deadline for enrolling is same as a WRS new hire (with two month waiting period for employer contribution towards health insurance).
 - University Staff-Temporary employees are not eligible for the FSA program.
 - Reminder – All premiums are deducted on a post-tax basis.
 - You will need to calculate and enter the ABBR for ICI and SGL as it will not auto-calculate correctly.
- Determine health insurance premium rate after completion of two months WRS service
 - If University Staff-Temporary employee only has one temporary position, they must pay the less than half-time health rate.
 - If University Staff-Temporary employee has two temporary positions equaling 50% time or more, they will receive the full employer contribution towards their health insurance premium.
- Appropriately set the Health Rate box in Job Data – UW Benefits Tab
 - Less than Half-Time Rate – Set to this value if employee should pay the less than half-time health rate.
 - Full Share Rate – Set to this value if employee should receive the full employer contribution towards their health insurance premium.