

Change in Employment Category

Transferring from Faculty, Academic Staff, Limited Appointee or University Staff (Internal) to Graduate Assistant / Short-Term Academic Staff

Information		
Institution Procedures and HRS Procedures	<p>UW System employee eligible for WRS Benefits Package becomes eligible for Graduate Assistant / Short-Term Academic Staff Benefit Package.</p> <p>Once job action to change employment category is entered, UW-Shared Services, Service Operations terminates benefit coverages as appropriate.</p> <p>For the Limited Purpose FSA (LPFSA), if employee was enrolled, the job action to change employment category will automatically add a waive row for the LPFSA in HRS since the employee is no longer eligible for LPFSA. The same annual contribution amount will need to be reinstated as a Healthcare FSA so the employee's current contributions continue.</p> <p>For institutions using Benefits Service Delivery, UW-Shared Services, Service Operations will enter enrollments. For institutions not using Benefits Service Delivery, institutions will need to enter the enrollments in HRS.</p> <p>Institution benefits administrator or Benefits Counseling Team, if applicable, counsels employee on benefit changes.</p>	
Benefit Plan	Information	Action Employee Should Take
State Group Health Insurance	<p>Currently Enrolled: Coverage in the WRS Benefits Package ends at the end of the month in which the WRS appointment ends. Employee cannot be enrolled in the WRS Benefits Package when they are eligible for the Graduate Assistant / Short-Term Academic Staff Benefit Package. Employees covered under the Graduate Assistant / Short-Term Academic Staff Benefit Package are not eligible for the HDHP.</p> <p>Currently Not Enrolled: Since employee lost eligibility for coverage under the WRS Benefits Package, employee has an enrollment opportunity under eligibility in the Graduate Assistant / Short-Term Academic Staff Benefit Package.</p>	<p>Currently Enrolled: Employee must complete an application to continue coverage within 30 days of becoming eligible for the Graduate Assistant / Short-Term Academic Staff Benefit Package. Employee may change carriers (example: GHC to Dean) although deductible and out-of-pocket accumulators will reset. Employee may change coverage levels (example: single to family) or cancel coverage.</p> <p>Currently Not Enrolled: Employee must complete an application to enroll in coverage within 30 days of becoming eligible for the Graduate Assistant / Short-Term Academic Staff Benefit Package.</p>
Preventive and Supplemental Dental Insurance, Vision Insurance, and Accident Insurance	<p>Currently Enrolled: Employees are not able to cancel coverage or change coverage level unless they have a qualifying life event.</p> <p>Currently Not Enrolled: No enrollment opportunity.</p>	<p>Currently Enrolled: No action required.</p> <p>Currently Not Enrolled: No action required.</p>

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Benefit Plan	Information	Action Employee Should Take
<p>Individual & Family Life Insurance</p> <p>UW Employees, Inc. Life Insurance</p>	<p>Currently Enrolled: Employees may reduce or cancel coverage at any time.</p> <p>Currently Not Enrolled: No enrollment opportunity. Employee may apply through Evidence of Insurability at any time.</p>	<p>Currently Enrolled: No action required.</p> <p>Currently Not Enrolled: No action required.</p>
<p>State Group Life Insurance</p>	<p>Currently Enrolled: Employees in the Graduate Assistant / Short-Term Academic Staff Benefit Package are not eligible for State Group Life Insurance. Employee will be disenrolled from the plan at the end of the month they transfer. Employee will be sent a conversion notice.</p>	<p>Currently Enrolled: Employee may want to consider enrolling through Evidence of Insurability in other available life insurance.</p>
<p>University Insurance Association (UIA) Life Insurance</p>	<p>No longer eligible: Employee will remain enrolled in the plan through the December 31 following the date of transfer. Employee will be notified of their right to convert coverage the December following their date of transfer.</p> <p>Newly eligible: If eligible, employee will automatically be enrolled January 1st.</p> <p>Inform employee about the plan if eligible.</p>	<p>No longer eligible: If employee was enrolled and wants to convert coverage, employee should submit a completed conversion application to Securian within 31 days after their coverage end date.</p> <p>Newly eligible: No action required by the employee.</p>
<p>Accidental Death & Dismemberment (AD&D) Insurance</p>	<p>Employee may enroll or cancel coverage at any time.</p>	<p>Employees may enroll or cancel coverage at any time.</p>
<p>Income Continuation Insurance</p>	<p>Currently Enrolled: Employees in the Graduate Assistant / Short-Term Academic Staff Benefit Package are not eligible for Income Continuation Insurance. Employee will be disenrolled from the plan at the end of the month they transfer.</p>	<p>Currently Enrolled: No action required.</p>

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Benefit Plan	Information	Action Employee Should Take
Flexible Spending Accounts (FSA)	<p>Currently Enrolled: Employee is not able to change contribution amount. Employee remains enrolled in the plan. Employee is not eligible for the Limited Purpose FSA (LPFSA).</p> <p><i>If employee was enrolled in the LPFSA, the LPFSA will end at the end of the month they became eligible for the Graduate Assistant / Short-Term Academic Staff Benefit Package. Employee must be manually enrolled in the Healthcare FSA with the same annual goal amount, so their current contributions continue.</i></p> <p>Currently Not Enrolled: No enrollment opportunity.</p>	<p>Currently Enrolled: No action required.</p> <p>Currently Not Enrolled: No action required.</p>
Health Savings Account (HSA)	<p>Currently Enrolled: Employee is not eligible for the HSA as of the last day of the month they became eligible for the Graduate Assistant / Short-Term Academic Staff Benefits Package. Enrollment and contributions in HRS will automatically be terminated.</p> <p>The HSA administrator will update the employee's account to reflect an individual orphan account. This means that the employee will be responsible for the monthly administrative fee. The employee can continue to use the funds in their HSA for eligible health, dental and vision expenses.</p>	<p>Currently Enrolled: No action required.</p>
Wisconsin Retirement System (WRS)	<p>Enrollment ends as of the date they transfer from a WRS eligible position to a non-WRS eligible position. For example, if the non-WRS appointment is effective February 7, WRS enrollment ends February 6.</p>	<p>No action required by the employee.</p>

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UW 403(b) Supplemental Retirement Program (SRP)	Employee continues to be eligible. If enrolled their election will continue.	Employee may enroll, make changes, or dis-enroll at any time.
Wisconsin Deferred Compensation (WDC) 457 Program	Employee continues to be eligible. If enrolled their election will continue.	Employee may enroll, make changes, or dis-enroll at any time.
Paid Leave	<p>Graduate assistants, employee-in-training, fellows, scholars are not eligible for paid leave benefits.</p> <p>Short-term academic staff employees expected to work at least 440 hours for at least one year are eligible for leave benefits.</p> <p>Paid Leave benefits earned as a WRS eligible employee:</p> <ul style="list-style-type: none"> • Personal Holiday*: Any remaining hours will be paid as a lump sum to the employee, at the wage rate of the last position eligible to earn personal holiday. • Legal Holiday*: Any remaining hours will be paid as a lump sum to the employee, at the wage rate of the last position eligible to earn floating legal holiday. • Vacation (including banked vacation)*: Any remaining hours will be paid as a lump sum to the employee, at the wage rate at the time of termination. • Sick Leave: If employee terminates, all leave-earning employment with UW System before attainment of 20 years of state service, retirement, or death, and is not moving to another sick-leave eligible appointment with the UW System or state, accrued sick leave is lost unless the employee returns to UW System employment and is eligible for sick leave reinstatement per UW System Administrative Policy 1212 (formerly BN 3) Sick Leave, section 4.F. <p><i>*Remaining balances will process on the last paycheck if payouts are entered timely. If the payouts are not entered timely or if there are missing leave reports, the payouts will not process until any issues are cleared up and the institution will need to request the payouts at a later date.</i></p>	
Beneficiary Designations	For plans with beneficiary designations (life, accidental death & dismemberment and accident insurance, Health Savings Account, Wisconsin Retirement System, UW 403(b) Supplemental Retirement Program (SRP), Wisconsin Deferred Compensation 457 Program) have the employee review the Beneficiary Information web page for information on how to name/update their beneficiary for each plan.	