

Welcome to the Universities of Wisconsin! We are happy to have you join us.

Below are references related to all things benefits. Review your Enrollment Deadline Worksheet for your **30-day** enrollment period and the effective dates of your elected coverages.

Universities of Wisconsin Employee Benefits website
Employee Benefits information: www.wisconsin.edu/ohrwd/benefits/ Use the menu in the left navigation to review specific plan details.
Benefits Orientations
Benefits Orientations: www.wisconsin.edu/ohrwd/benefits/benefits-orientations/ Typically held virtually every two weeks. Choose a date that falls within your 30-day enrollment period.
Resources
Benefits Decision Guide: https://etf.wi.gov/publications/25et-2107/download?inline= How to Choose Your Health Insurance Plan: www.wisconsin.edu/ohrwd/benefits/health/select-a-plan/ Steps to walk you through how to choose your health insurance plan design and health insurance carrier. Benefits Premiums: www.wisconsin.edu/ohrwd/benefits/premiums/ Review the monthly benefits premium amounts.
Benefits Enrollment Information
Enroll in benefits at my.wisconsin.edu except if otherwise indicated on your Enrollment Deadline Worksheet. My.Wisconsin.edu: my.wisconsin.edu provides you access to your benefits, time, & leave reporting, earnings statements, and more. It is a one-stop-shop for information related to your employment with the Universities of Wisconsin. My.Wisconsin.edu Resources: Tipsheet: uwservice.wisconsin.edu/docs/publications/benefit-enrollment-new-ee-tipsheet.pdf Video: uwservice.wisconsin.edu/docs/pd/bn-enrollment-new-hire/index.html Application Forms: www.wisconsin.edu/ohrwd/benefits/formspubs/ Only use paper application forms if indicated on your Enrollment Deadline Worksheet otherwise enroll by logging into my.wisconsin.edu. Refer to your benefits welcome email on how to submit paper applications.
Dependent Verification
If you are electing health insurance, dental insurance, and/or vision insurance with family coverage and/or accident insurance with family, employee+child(ren), or employee+spouse coverage you will be required to show a marriage certificate if you are adding your spouse to coverage and/or birth certificate(s) for each dependent you are adding to your coverage. Review the Life Change Events and Documentation Requirements (ET-2846) (https://etf.wi.gov/insurance/life-events-guide/life-change-events-and-documentation-requirements) for information on documentation required to confirm eligibility.
Absence/Time Entry and Leave Allocation Information
Leave Benefits (if applicable for appointment): www.wisconsin.edu/ohrwd/benefits/leave/ Employee and Supervisor Resources: uwservice.wisconsin.edu/help/time-absence/ Information on time and absence entry/approvals, payroll, and more.
Well-Being Resources
Employee Well-Being: www.wisconsin.edu/ohrwd/well-being/ Includes information on the Employee Assistance Program, mental health support, Well Wisconsin Program. Your institution may have additional well-being opportunities. Check those out as well.
State and Federal Notifications
State and Federal Notifications: etf.wi.gov/health-benefits/state-and-federal-notifications

If you have questions after reviewing the information at the links provided reach out to your [Benefits, Payroll, and Leave contact](#).