

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=1 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 by completing and submitting paper applications. Application Forms: www.wisconsin.edu/ohrwd/benefits/formspubs/
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](#).