

University Insurance Association (UIA) Life Insurance

- University Insurance Association (UIA) Life Insurance Eligibility:
 - Faculty / Academic Staff / Limited Appointees (FA/AS/LI)
 - Actively employed on October 1st of the deduction year
 - Meet the minimum monthly salary threshold – for 2019-2020 plan year threshold is \$2,734 per month
 - Lump Sum, Ad Hoc (Zero Dollar) and inactive appointments (summer service/session) are not factored into the monthly salary.
- Eligibility is reviewed annually.
- Premium deduction will be on the October monthly payroll – paid November 1, 2019.

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- Employees who have coverage and do not qualify for the 2019-2020 plan year will be sent conversion information.
- Employees on LOA that meet the annual qualifications will be sent a Benefits Billing Statement.
 - Employees who have not paid by December 1st (received by) will have coverage terminated as of September 30, 2019.
- Employees who retire will be sent continuation information through the COBRA process.
- Employees who terminate will be sent conversion information through the COBRA process.

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UW System HR Responsibilities:

- Send Benefits Billing Statements directly to eligible employees on approved LOA, along with November reminders.
 - A list of affected employees will be provided to institutions at the time the statements are mailed to employees.
 - Payments must be received by December 1, 2019.

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UW Service Center Responsibilities:

- Send out conversion email and list of ineligible employees to institutions in advance of email to employees.
- Send out conversion emails to employees who do not qualify for the 2019-2020 plan year no later than September 21, 2019.
- Receive Benefits Billing Payments
 - Payments received after December 1, 2019 will be returned to the employee.
- Enter Benefits Billing and update HRS to reflect the Benefits Billing Payment.
- For questions or concerns, contact UW System HR:
uwshr@uwsa.edu.

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- UIA process will be run September 19, 2019.
- UIA events created effective October 1, 2019.
 - Only employees whose eligibility has changed will get an event:
 - Eligible Empl Classes: FA, AS, LI, OT1
 - Excluded: Lump Sum or FTE equal to 0.000250
 - Eligibility Field 5 will be updated with a Y or N.
- Process events identified on the New Hire Hold, MSC Evaluation Report and the BAS Open Action Required by Wednesday, September 18th to ensure successful UIA event finalization.

GN: UW BI Training

- **BI200 Consumer Training (BI200 Live Sessions)**
 - Tuesday September 17th 10:00AM-11:00AM
 - Tuesday September 17th 2:00PM-3:00PM
- **HRS Author Training**
 - Tuesday September 24th 1:00PM-2:30PM
 - Monday September 30th 10:00AM-11:30AM
- **BI201 Author Basics (BI201 Live Sessions)**
 - Tuesday October 8th 10:00AM-11:30AM
 - Tuesday October 15th 1:00PM-2:30PM
- <https://www.wisconsin.edu/bi/uwbi-training/>