

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 2020-2021 plan year the threshold is \$2,822 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 October 30, 2020.

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- Employees who have coverage and do not qualify for the 2020-2021 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, 2020.
- 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 reminder.
 - 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, 2020.

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UW-Shared Services, Service Operations 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 2020-2021 plan year no later than September 23, 2020.
- Receive Benefits Billing Payments
 - Payments received after December 1, 2020 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 18, 2020.
- UIA events created effective October 1, 2020.
 - 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 Thursday, September 17th to ensure successful UIA event finalization.

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Change in Plan Year End

- Plan Year will change from September 30th to December 31st.

Current Plan Year	2021 Plan Year	2022 Plan Year
10/1/2019 – 9/30/2020	10/1/2020 – 12/31/2021	1/1/2022 – 12/31/2022

- No change in \$24 annual premium for 2021 plan year.
- Employees enrolled in coverage who terminate from 10/1/2020 through 12/31/2021 will have coverage through 12/31/2021.
- Employees enrolled in coverage who terminate after 12/31/2021, coverage will end the 12/31 coincident with or following their last day of employment.
- More information on the transition will be presented next fall.

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Questions?

