



IMPORTANT INFORMATION ABOUT YOUR HEALTH INSURANCE AND OTHER INSURANCE BENEFITS

**Don't forget to sign up for health insurance in your first 30 days of
employment!**

This information is for new Graduate Teaching, Program or Project Assistants eligible for health coverage and other insurance plans. As a newly appointed Graduate Assistant, you will be eligible to enroll in the State of Wisconsin Group Health Insurance plan, as well as some other insurance offerings.

Please Note: Your open enrollment period is limited to **the first thirty (30) calendar days after your initial contractual date of employment**, which is generally earlier than the first day of classes. Your official Letter of Offer will tell you what your "date of employment" is. Applications must be in on time or you may lose your options.

The following are examples of enrollment deadlines:

Contractual Date of Employment: August 24, 2009

The last day to turn in health insurance applications (within 30 days of August 24) will be Wednesday, September 23, 2009.

Contractual Date of Employment: January 8, 2010

The last day to turn in health insurance applications (within 30 days of January 8) will be Friday, February 5, 2010. Anytime the 30th day falls over a weekend, the insurance applications must be received in the Department of Human Resources by no later than the preceding business day.

Benefits Reviews will be held to explain the options to you. The dates for these reviews can be found by viewing the web link at

http://www4.uwm.edu/hr/benefits/benefits_reviews.cfm

Information on this and other benefits can be found in the Benefits Office, located in the Department of Human Resources, Engelmann Hall Room 125. Call or visit the Benefits Office at (414) 229-4925, Email benefits@uwm.edu or on the UWM website <http://www4.uwm.edu/hr/benefits/> any time you have benefits questions.