To: Payroll Coordinators and Graduate Appointee Coordinators  
From: UW Human Resources - Benefits Office  
Subject: Graduate Appointee Insurance Program for Winter Quarter 2018

This memo provides you with information and deadlines to ensure that eligible Academic Student Employees (ASEs) in your department can receive timely benefits under the Graduate Appointee Insurance Program (GAIP) for the 2017-2018 plan year.

Please read this memo carefully as the information provided is critical to meeting this quarter’s appointment deadlines. You are responsible for reading and understanding this information. If you have any questions about what is presented here, please email uwgaip@uw.edu.

An e-mail notice will be sent to ASEs, highlighting their responsibilities. All GAIP communications can be found on the UW Benefits website: http://hr.uw.edu/benefits/health-insurance/graduate-appointees-health-insurance/gaip-archived-letters-and-notices/

Department Responsibilities:

➤ **Deadline.** For ASEs who are scheduled to be eligible for UW-paid GAIP coverage for Winter quarter 2018, the deadline for entering appointment and distribution information is January 4, 2018. Winter quarter GAIP coverage starts January 1, 2018.

➤ **Do not miss entering and completing appointments in Workday.** Appointments entered late into Workday may adversely impact the student’s (and any dependent’s) health insurance coverage for the current quarter, it may also adversely impact the appointee’s eligibility for summer quarter coverage AND coverage for pre-existing medical conditions.

➤ **Verify Eligibility.** Departments are responsible for entering accurate appointment information into Workday with time allowed for appropriate approval at the ISC level. e.g. on/before the appointment begin date, ensure the student’s Workday record reflects a GAIP-eligible job class/compensation, and meets all eligibility rules.

➤ **LifeWise Contact.** Students will receive emails directly from LifeWise regarding their coverage. **Coverage starts as of January 1.** Please note that students receive notification of their coverage after the start of their quarter.

➤ Under the UW/UAW contract, an ASE may file a grievance if coverage is delayed due to late entry.
Self-Pay. New appointees may be newly eligible for GAIP on a self-pay basis. The UW Benefits Office must receive your list of self-pay appointees on or before 3:00 p.m. January 4, 2018. Use the subject line: “Winter quarter 2018 GAIP Self-Pay”, include the eligible appointee's name, student ID number, local mailing address, and a brief summary regarding the source of outside funding. Send to UWGAIP@uw.edu

Funding. It is the responsibility of the department to ensure that appointments and distributions are processed on time. Workday reflects the date an appointment was entered prior to transmitting eligibility to the plan administrator. Frequently, the issue is budget uncertainty. There are alternate methods you can use in this situation, as outlined at: http://hr.uw.edu/benefits/insurance/health/graduate-appointees/gaip-information-departments

Appeals. Departmental appeals for retroactive coverage based on budget issues will not be accepted.

Address Updates. Please ensure your appointees understand their responsibilities, including updating their local contact information in Workday.

YOUR RESOURCES:

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<thead>
<tr>
<th>Who</th>
<th>What</th>
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<tbody>
<tr>
<td>UW Benefits Office</td>
<td>Eligibility, plan communications, deadlines, funding, late Workday entry appeals, etc.</td>
</tr>
<tr>
<td><a href="mailto:UWGaip@uw.edu">UWGaip@uw.edu</a>, or 206-543-4444</td>
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<tr>
<td>UW Integrated Service Center (ISC)</td>
<td>Workday entry instructions for appointments</td>
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<tr>
<td><a href="mailto:jsc@uw.edu">jsc@uw.edu</a>, or 206-543-8000.</td>
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Student Responsibilities:

Graduate Appointee Coverage: All eligible ASEs will automatically enrolled in GAIP “Appointee-Only” coverage. LifeWise will contact students directly via email regarding coverage.

Dependent Coverage. ASE’s can elect to enroll or change their eligible dependents enrollment once they receive notification from LifeWise that they themselves are enrolled. ASE’s are responsible to enroll their eligible dependents online at LifeWise by January 31 for winter quarter. This is also communicated directly to graduate students.

Loss of Coverage: For students losing eligibility for UW-paid GAIP coverage starting winter quarter, LifeWise will send a Self-Pay notice to their home address in Workday after mid-January.