

May 26, 2017

To: Faculty and Staff on 9-month Appointments

From: Human Resources – Benefits

Subject: Summer Insurance Deduction Reminder

As a faculty or staff member on a 9-month appointment, your coverage under the UW-provided PEBB insurance package of medical, dental, basic life, and basic long-term disability will continue through the summer months provided that you return to your current, eligible, paid appointment in the fall. If you retire or resign from your position and are not expected to return in the fall, you are not eligible for UW-provided summer coverage.

MEDICAL INSURANCE and OPTIONAL LIFE INSURANCE

For most 9-month employees, a one-time deduction will be applied to the June 26, 2017, paycheck to cover the medical and life insurance premiums required for summer coverage, including any tobacco or spouse surcharges if these apply to you. This is required by the state Health Care Authority.

Those who have a summer quarter appointment can instead continue to have regular semi-monthly deductions made while in pay status. However, for this to occur, summer appointments must be entered by the department ***prior to the June 5 payroll cutoff*** for the June 9 checks. If summer appointments are not entered by this deadline, the automatic deductions will occur on June 26 checks. No additional deductions will be taken until the pre-pay balance is fully utilized. Adjustments for any premiums missed or additional premium due will be made from the first available paycheck when you return. In the case of MetLife Optional Life, they will bill you directly at your home address if they are unable to collect premiums after 3 pay cycles.

OPTIONAL LONG-TERM DISABILITY (LTD)

Premiums are deducted based on actual eligible salary as it is paid. So if you work during the summer, LTD will be deducted from your eligible pay. Otherwise, no premiums are required during the unpaid summer period.

AUTO & HOMEOWNER INSURANCES

Summer premiums will be billed to your home directly by Liberty Mutual Insurance. Payroll deductions will resume when you return to pay status.

FLEXIBLE SPENDING ACCOUNT (FSA) or HEALTHCARE SAVINGS ACCOUNT (HSA)

Medical FSA or HSA deductions will stop for the summer and will resume in the fall. You can continue filing claims for reimbursement in the summer.

OTHER DEDUCTIONS

Basic retirement deductions will be taken from any eligible pay received during the summer.

Voluntary Investment Program (VIP) deductions will be taken any pay period in which you receive a paycheck, up to your 2017 maximum deferral limit.

If you have questions, please contact benefits@uw.edu or 206-543-2800