September, 2018

To: Payroll Coordinators and Graduate Appointee Coordinators
From: UW Human Resources – Benefits
Subject: Graduate Appointee Insurance Program for Fall 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 2018-2019 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.

A separate 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 Fall quarter 2018, the deadline for entering appointment and distribution information is October 3, 2018. This deadline means the eligible appointment is completely approved at all levels, including the ISC. Fall quarter GAIP coverage starts October 1, 2018.

Enter appointments in Workday in a timely manner. When appointments are entered late into Workday this will 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.

Under the UW/UAW contract, an ASE may file a grievance if coverage is delayed due to late entry.

➢ Self-Pay. The UW Benefits Office must receive your list of self-pay appointees on or before 3:00 p.m. October 3, 2018. Use the subject line: “Fall 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

➢ Verify Eligibility. Departments are responsible for entering accurate appointment information into Workday in a timely manner 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.
**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: https://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</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</td>
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<tr>
<td><a href="mailto:isc@uw.edu">isc@uw.edu</a>, or 206-543-8000.</td>
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**Student Responsibilities:**

**Resources:** The student's primary resource for GAIP coverage questions is LifeWise. Students are responsible for confirming their department has entered their appointment into Workday in a timely manner. Students are responsible to verify Workday has their current home address to ensure all communication is received in a timely manner. Students are responsible to read all materials sent to them, and meet any required deadlines. Note LifeWise cannot answer GAIP eligibility questions.

**Graduate Appointee Coverage:** All eligible ASEs will automatically enrolled in GAIP “Appointee-Only” coverage.

**Dependent Coverage.** ASE’s can elect to enroll their eligible dependents once they receive notification from LifeWise that they themselves are enrolled. ASE’s are responsible to enroll their eligible dependents online at LifeWise by October 31 for Fall quarter. ASE’s must re-enroll any dependents each Fall quarter to continue coverage (enrollment does not carry over from a prior plan year). This is also communicated directly to graduate students.

**ORIENTATION SESSION:** First-time GAIP participants are encouraged to attend a GAIP orientation session on to learn about GAIP eligibility requirements, enrollment, health benefits, and more. Register at: https://ucs.admin.uw.edu/pod/Course/Details/BOGAIP

**Loss of Coverage:** For students losing eligibility for UW-paid GAIP coverage starting fall quarter, LifeWise will send a COBRA notice to their home address in Workday after mid-October.