

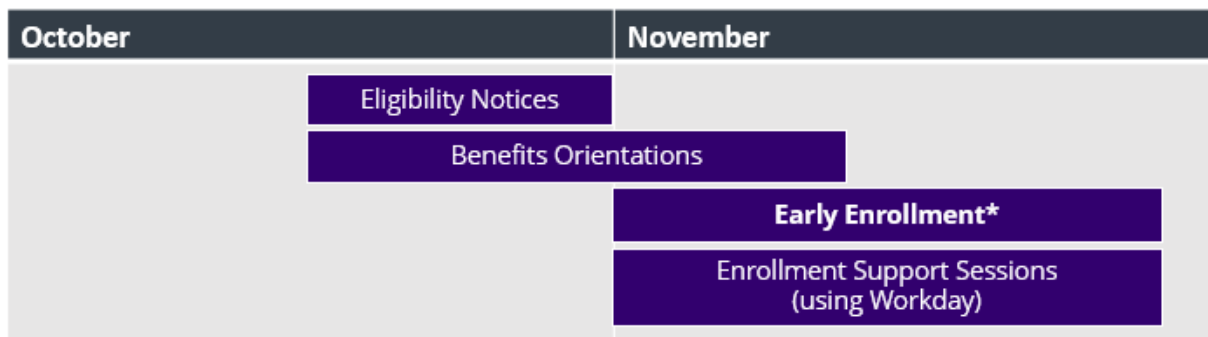
## CUMG-UW Transition

# UW Benefits Early Enrollment is Coming

UW benefits early enrollment starts November 2, and for School of Medicine faculty with Children's Universal Medical Group (CUMG) membership, there will be a lot coming your way. The intention of this message is to provide an overview of what to expect, how you'll be supported and what you can do in advance to prepare.

### TIMELINE

This calendar shows key events when you'll be required to take action:



\*Elections effective 1/1/21

Continue reading to learn more about these events.

### ELIGIBILITY

You will be notified via email in mid-October of your eligibility to take part in November's early enrollment. State law governs eligibility, but in general, an employee is eligible if they are regularly scheduled to work an average of at least eighty hours per month in a UW paid position and are expected to continue for more than six consecutive months. To read more about benefits and eligibility, please refer to the [UWHR website](#).

### ENROLLMENT

Enrollment takes place in Workday (see 8/28 email, "[Workday: Introduction to UW's HR and Payroll System](#)"), and Enrollment Support Sessions will be offered during the enrollment period.

*NOTE: Benefits early enrollment will be available in a special version of Workday in November 2020. All regular Workday functions will be available starting January 1, 2021.*

## SUPPORT & RESOURCES

A variety of support options (listed below) and resource materials will be offered both before and during the enrollment period. **You'll be emailed once an option/resource is available, and all information will be accessible via the UWHR Benefits webpage.**

**Important:** The UWHR Benefits webpage will host support and resources for you to reference during this transition period. Please add the [UWHR Benefits webpage](#) to your “favorites” for easy, quick access.

- **Benefits Orientations** – Starting mid-October, there are two ways to “attend”:
  - **Live Zoom Presentations** - UWHR Benefits will present an overview of the PEBB insurance options and retirement plan options that you will have at the UW.
  - **Online Pre-Recorded Webinars** – If you cannot make a live presentation, we have pre-recorded online benefit orientation webinars that can be viewed at your own convenience. Please note that you must use your UW NetID to access these webinars.
- **Enrollment Support Sessions** – Throughout November, the Integrated Service Center (ISC) will use Zoom to walk you through the steps to enroll in benefits using Workday.
- **Fidelity Sessions** – At the end of each Benefits Orientation, Fidelity will present an overview of the support that they can provide you as a UW employee. As a reminder, you can request one-on-one consultations (by appointment) with Fidelity to discuss all your retirement accounts: [www.fidelity.com/reserve](http://www.fidelity.com/reserve) or call 800-248-4213.
- **Department of Retirement Systems (DRS) Overviews** – You will receive online access to pre-recorded workshops that provide detailed information about the DRS sponsored retirement plans.

## COMMUNICATIONS

Our goal is to streamline information as much as possible so not to overwhelm you. Knowing what resources you can rely on—and for what purpose—will help, so here are the various channels that we'll use:

- **Email** from UWHR Benefits ([cumg2uwben@uw.edu](mailto:cumg2uwben@uw.edu)) with the subject header **“UW Benefits Early Enrollment”** will serve as the primary channel for most UW benefits early enrollment communications. To confirm you'll receive messages in your inbox (rather than junk) add [cumg2uwben@uw.edu](mailto:cumg2uwben@uw.edu) to your “Safe Senders List.”
- **CUMG2UW Transition Project bi-weekly Friday email updates** will continue to publish critical reminders, like due dates and action items.

# UW Medicine

- [UWHR Benefits webpage](#) is your go-to resource for all enrollment information (e.g., benefits plans, webinar links, enrollment guides)
- **CUMG page on CHILD - [Transition to UW Benefits](#)** hosts communications in case you miss an email or want to review the latest enrollment news or reminders.

## GET READY

You'll be asked to complete the following tasks prior to enrolling in benefits. **Emails will notify you when the October and November tasks are available to start.** You're strongly encouraged to participate in tasks marked "Optional."

<b>Now</b>	✓ Maintain accuracy of your home address and personal contact information in Workday from here on out. (Required)
	✓ Add the <a href="#">UWHR Benefits webpage</a> to your "favorites."
<b>October</b>	✓ Watch your inbox for emails titled "UW Benefits Early Enrollment."
	✓ Receive and read your eligibility notice. (Required)
	✓ Attend UW Benefits Early Enrollment Orientation.
	✓ Gather any <a href="#">required dependent verification documentation</a> and scan for use during the Workday enrollment process. (Required)
<b>November</b>	✓ Attend UW Benefits Early Enrollment Orientation (if you didn't attend in October).
	✓ Attend an Enrollment Support Session (Workday).
	✓ Attend a DRS presentation. (Optional)

## QUESTIONS?

For questions about UW benefits early enrollment, please email [cumg2uwben@uw.edu](mailto:cumg2uwben@uw.edu). (Note: At this time we are unable to answer specific/personal questions about benefits enrollment.)

For questions about the transition, please email [CUMG2UW@UW.EDU](mailto:CUMG2UW@UW.EDU).

*Disclaimer: This letter is for informational purposes only and does not constitute an implied or express contract, guarantee or assurance of UW employment or any right to an employment-related benefit or procedure. The UW reserves the right to change or modify employee benefits as permitted by law. Every attempt has been made to ensure the accuracy of this information. However, if there is any discrepancy between this overview and the official Plan Documents, RCW (Revised Code of Washington (state law)) or WAC (Washington Administrative Code), the Plan Documents, RCW, or WAC will always govern.*