

UWNC-UW Employment Transition UW Benefits Early Enrollment is Coming

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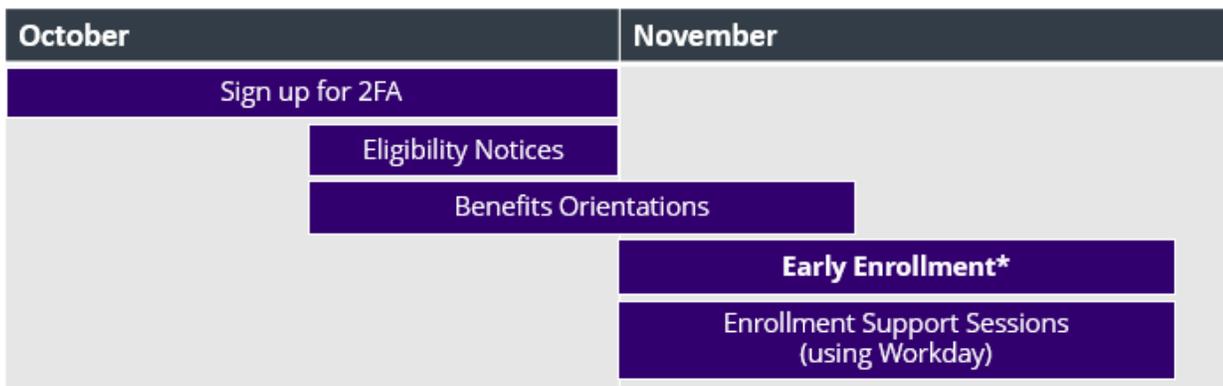
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UW benefits early enrollment starts November 2, and for UWNC staff eligible to participate in enrollment, there’s a lot coming your way.

The intention of this document 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 where you’ll be required to take action:



*Elections effective 1/1/21

Continue reading to learn more about these events.

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Eligibility

You will be notified via email of your eligibility (i.e., eligible/not eligible) to take part in November's early enrollment. These notices will come from uwnc2uwben@uw.edu, starting in mid-October. 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 (learn about it [here](#)), and Enrollment Support Sessions will be offered during the enrollment period. To access Workday, you must first sign up for two-factor authentication (2FA). Information about when and how to do this will be emailed late September/early October, so please keep an eye out for that.

(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 notified 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 have an active 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 401(k) 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. Once you transition to

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UW employment, you will also be able to request one-on-one consultations (by appointment).

- **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** will serve as the primary channel for most benefits early enrollment communications; those messages will come from **UWNC benefits** (uwnc2uwben@uw.edu) with the subject heading, "UW Benefits Early Enrollment."
- **UWHR Benefits webpage** is your go-to resource for all enrollment information (e.g., benefits plans, webinar links, enrollment guides)
- **The Primary Pulse** will publish critical reminders, like due dates and action items.
- **UWNC intranet** houses the [employment transition website](#), so check this if you miss an email or need 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 October and November tasks are available to start.** You're strongly encouraged to participate in any task marked "Optional."

Now	✓ Add the UWHR Benefits webpage to your "favorites."
	✓ Check and update your home address and personal contact information in ADP (Required)
October	✓ Watch your inbox for emails labeled "UW Benefits Early Enrollment."
	✓ Sign up for two-factor authentication. (Required)
	✓ Receive and read your eligibility notice. (Required)
	✓ Attend UW Benefits Early Enrollment Orientation.
	✓ Gather any required dependent verification documentation and scan for use during the Workday enrollment process. (Required)
November	✓ Attend UW Benefits Early Enrollment Orientation (if you didn't attend in October).
	✓ Attend an Enrollment Support Session (Workday).
	✓ Attend a DRS presentation. (Optional)

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Questions?

For questions about UW benefits early enrollment, please email uwnc2uwben@uw.edu. (Note: At this time we are unable to answer specific/personal questions about benefits enrollment.)

For questions about the transition and employment transition topics unrelated to benefits, please email uwnc2uw@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.