

May 21, 2008

To: Faculty and Staff on 9-, 10-, 11-month Appointments

From: HR – Benefits

Subject: Summer Insurance Deduction Reminder

Coverage under the University-paid PEBB insurance package of medical, dental, basic life, and basic long term disability will continue through the summer months for faculty and staff on 9- and 10-month appointments, provided they return to eligible pay status in September.

MEDICAL INSURANCE and OPTIONAL LIFE INSURANCE

For most 9- and 10- and 11-month employees, a sufficient one-time deduction will be applied to the June 25, 2008 paycheck to cover the premiums for these plans for the summer months. Those who have a summer quarter appointment can continue to have normal 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 4 payroll cutoff for the June 10 checks.** If summer appointments are not entered by this deadline, the automatic deduction will occur on June 25, and refunds cannot be processed out of the pre-pay system. Those who have the automatic summer premiums deducted will not see any additional deductions until the pre-pay balance is fully utilized. Adjustments for any premiums missed or additional premium due, will be made from the first available fall paycheck.

OPTIONAL LONG-TERM DISABILITY

For 9- and 10-month employees enrolled in this plan, premiums are required and deducted based on actual eligible salary as it is paid.

No premiums will be required during the months when such employees are off the payroll on their scheduled summer break. Eligible salary subject to LTD premium deductions would include regular (REG), summer (SUM), hourly (HRY), per diem (P/D) pay and pay for vacation and compensatory time used. Those employees who elect to use accrued annual leave time or who work and are paid during the summer will find LTD premium deductions on those checks.

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)

FSA deductions for 9-, 10- and 11-month employees 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 2008 maximum deferral limit.

If you have questions, please contact us via email to benefits@u.washington.edu or by phone at 206-543-2800.