

March 12, 2008

To: Payroll Coordinators and Graduate Appointee Coordinators

From: UW Human Resources – Benefits Office

Subject: Graduate Appointee Insurance for Spring Quarter 2008

Please read this memo carefully, as the information provided is some of the most important you will receive regarding spring quarter deadlines. You are responsible for reading and understanding this information.

### Department Responsibilities

**The deadline for entering appointment AND distribution information for spring quarter 2008 is Friday, April 4.**

If your department will have appointees who will hold NEW self-pay appointments (those who were submitted previously for this plan year do not need to be re-sent), a list MUST be sent via email to [benefits@u.washington.edu](mailto:benefits@u.washington.edu) with “Spring Quarter 2008 GAIP Self-Pay” in the subject line on or before 3:00 p.m. April 4, 2008. This list must contain the eligible appointees’ name, student ID numbers, and local mailing addresses.

Departmental appeals based on budget uncertainty will not be approved. There are alternate methods that can be used for such situations, as outlined at:

[www.washington.edu/admin/hr/benefits/insure/gaip/dept-info.html](http://www.washington.edu/admin/hr/benefits/insure/gaip/dept-info.html)

ALL appointments must be in the system by April 4 to meet eligibility requirements for coverage beginning April 1. If an appointment is not entered by the deadline, the graduate appointee will not be eligible for coverage until the 1<sup>st</sup> of the following month.

Retroactive appointments DO NOT provide retroactive coverage.

Departments are responsible for entering accurate appointment and distribution information into the UW payroll system. This means that prior to using one of the GAIP-eligible job classes, the department must ensure that a student will hold a position that meets all eligibility rules, as outlined on the GAIP Department Information web site.

### Student Responsibilities

Students are responsible for ensuring that eligible dependents are enrolled in the Plan on time for new appointments or new dependents. For spring quarter 2008, this means that enrollment must take place on or before April 30. Enrollment is done online with Welfare & Pension Administration Services (WPAS) at:

<https://www.wpas-inc.com/UWgradenrollment/SSL/>

The student's primary contact for coverage issues and questions of any sort is WPAS, not the academic department or the Benefits Office. Contact information for WPAS is available online at: [www.washington.edu/admin/hr/benefits/insure/gaip/contacts.html](http://www.washington.edu/admin/hr/benefits/insure/gaip/contacts.html)

Appointees without local addresses in the payroll system by April 4, 2008 may not receive important information. Payroll records are held in a separate system from academic ones. Appointees can ensure that their information is current by using the Employee Self Service site at [www.washington.edu/ess](http://www.washington.edu/ess)

### **General Information**

Please keep in mind that when appointments and/or distributions are delayed and the error is not discovered until later in the academic year, not only does that impact the coverage for the quarter in question, it also affects the appointee's eligibility for summer quarter coverage AND coverage for pre-existing medical conditions.

Quarterly pay periods do not coincide with coverage periods. The pay period for spring quarter 2008 run from March 16, 2008 through June 15, 2008, while the coverage periods are calendar months (April, May and June 2008).

Premiums for spring quarter 2008 coverage will be deducted from 3 separate paychecks. At this time, those deductions are scheduled to take place May 9, May 23 and June 10.