

September 4, 2009

To: UW Graduate Students Eligible for the Graduate Appointee Insurance
From: UW Human Resources – Benefits
Subject: Graduate Appointee Insurance for Fall Quarter 2009

Welcome back to a new school year and to the Graduate Appointee Insurance Program (GAIP). Below is some of the information about deadlines you will need to manage your enrollment and participation in your health insurance.

Please read this memo carefully, as the information provided is some of the most important you will receive regarding your fall quarter coverage. You are responsible for reading and understanding this information. If you have any questions about what is presented here, please email the Benefits Office at benefits@u.washington.edu

**You MUST enroll yourself and dependents online every fall quarter,
EVEN IF YOU HAD PREVIOUS GAIP COVERAGE (see below for details).**

- Fall quarter coverage is effective October 1, 2009 through December 31, 2009.
- **It is your responsibility to enroll yourself and dependents on or before October 31.** Enrollment must be completed online with Welfare & Pension Administration Services (WPAS) at: www.wpas-inc.com/uwgradenrollment. Enrollment choices will be effective October 1, 2009.
- All enrollment information will be confirmed via email from WPAS. The email address you enter during enrollment must be complete and accurate. Please also take the time to update ALL of your contact information using the UW Employee Self Service web site a www.washington.edu/ess.
- Premiums for fall quarter 2009 dependent coverage will be deducted from 3 paychecks. At this time, those deductions are scheduled to take place November 10 and 25, and December 10. Information regarding the cost of coverage can be found on the GAIP web site at www.washington.edu/admin/hr/benefits/insure/gaip/premiums.html
- Please note that the University's contribution towards dependent coverage premiums for the 2009-2010 plan year is 65%.
- For appointments/distributions entered into the UW payroll system **on or before Monday, October 5, 2009**, the coverage effective date will be October 1, 2009. Please verify with your department's payroll coordinator that you have an eligible appointment. **Retroactive appointments will not provide retroactive benefits.**

- Eligibility and enrollment information may be found on the GAIP web site at:
www.washington.edu/admin/hr/benefits/insure/gaip/index.html.
- For all questions relating to your GAIP coverage, WPAS is your primary contact. Contact information can be found at:
www.washington.edu/admin/hr/benefits/insure/gaip/contacts.html
- First-time GAIP participants are encouraged to attend a GAIP orientation session on **Thursday, September 10** to learn about GAIP eligibility requirements, enrollment, health benefits, and more. Register at:
<https://www.washington.edu/admin/hr/pod/catalog/gen/1/BOGAIP.html>.