

May 16, 2008

To: UW Graduate Appointees Eligible for the Graduate Appointee Insurance

From: UW Human Resources – Benefits

Subject: Graduate Appointee Insurance for Summer Quarter 2008

Please carefully read and follow the information that pertains to one of three ways in which you may be eligible for Graduate Appointee Insurance (GAIP) for summer quarter:

- **through previous coverage—see Part 1 below,**
- **through a benefits-eligible summer appointment—see Part 2 below**
- **through self-pay—see Part 3 below**

**Part 1**  
**Eligibility through Previous Coverage**

**You fall into this category if you had fall AND winter AND spring quarter UW-paid coverage – regardless of summer quarter student or employment status.**

- Your enrollment for summer quarter is automatic.
- Coverage is effective July 1 through September 30.
- **You must add or delete dependents by Monday, June 30.** If you make no changes, your dependent enrollment status from spring quarter will be maintained throughout summer quarter.
- Because no payroll deductions will be taken during summer quarter, you will be billed directly by WPAS for dependent coverage premiums. **Payment must be made in full to WPAS for the entire summer quarter on or before Thursday, July 31. Failure to pay this billing will result in loss of dependent coverage.**
- If you are eligible through previous coverage AND you have a benefits-eligible appointment for summer quarter, dependent premium payments are made directly to WPAS as noted above.

**Part 2**  
**Eligibility through a Benefits-Eligible Summer Appointment**

**You fall into this category if you DID NOT HAVE fall AND winter AND spring quarter UW-paid coverage. Your summer quarter appointment may be your first benefits-eligible position OR you held coverage for one or two of the three previous quarters AND are holding a benefits-eligible summer quarter appointment.**

RA/TA/SA Appointment Summer Quarter Eligibility

- You are eligible for graduate insurance, paid by the University, if you:

- are at least 50% FTE,
- are in an eligible job class and pay type,
- receive payroll distributions for 2 pay days for Session A only OR 2 pay days for Session B only, OR 3 pay days for both Sessions A and B combined, and
- are registered for at least 2 credits.

#### Fellow/Trainee Appointment Summer Quarter Eligibility

- You are eligible for graduate insurance, paid by the University, if you:
  - are paid a minimum of \$800 a month,
  - receive payroll distributions for 2 pay days for Session A only OR 2 pay days for Session B only, OR 3 pay days for Sessions A and B combined, and
  - are registered for at least 2 credits.

You need to enroll in coverage online with the Plan Administrator, WPAS at:  
[www.wpas-inc.com/uwgradenrollment](http://www.wpas-inc.com/uwgradenrollment)

- Coverage is effective July 1 through September 30.
- **You must add or delete dependents by Saturday, June 30.** If you make no changes AND you had spring quarter coverage your dependent enrollment status from spring will be maintained throughout summer quarter.
- Because no payroll deductions will be taken during summer quarter, you will be billed directly by WPAS for dependent coverage premiums. **Payment must be made in full to WPAS for the entire summer quarter on or before Thursday, July 31. Failure to pay this billing will result in loss of dependent coverage.**

### **Part 3 Eligibility Through Self-Pay**

**You fall into this category if you had spring quarter UW-paid coverage and do NOT have a benefits-eligible summer quarter appointment OR you are continuing existing self-pay enrollment – regardless of summer quarter student status.**

- If you are not currently on self-pay, you must contact WPAS at 206-441-7574, ext 3306 on or before Thursday, July 31. You must enroll your dependents at this time as well.
- If you are currently on self-pay, you do not need to do anything at this time.
- Coverage is on a month-to-month basis and dependent on your payment of self-pay premiums. Premium information is online at:  
<http://www.washington.edu/admin/hr/benefits/insure/gaip/premiums.html>