

September 2, 2009

To: Payroll Coordinators and Graduate Appointee Coordinators
From: UW Human Resources – Benefits
Subject: Graduate Appointee Insurance for Fall Quarter 2009

This memo is to provide you with information and deadlines to ensure that eligible Academic Student Employees (ASE's) in your department can receive timely benefits under the Graduate Appointee Insurance Program (GAIP) for the 2009-2010 plan year.

Please read this memo carefully, as the information provided is critical to meeting the fall quarter appointment deadlines. You are responsible for reading and understanding this information. If you have any questions about what is presented here, please email benefits@u.washington.edu.

Departmental Responsibilities:

- ***For those ASE's who are scheduled to be eligible for UW-paid GAIP coverage on October 1, the deadline for entering appointment/distribution information for fall quarter 2009 is Monday, October 5.***
- The labor contract between the UW and the UAW for represented ASE's makes meeting these deadlines especially important. Under the UW/UAW contract, an ASE may file a grievance if coverage is delayed due to late entry.
- For those appointees who will be eligible for GAIP on a self-pay basis, a list **MUST** be sent via email to benefits@uw.edu with "Fall Quarter 2009 GAIP Self-Pay" in the subject line on or before 3:00 p.m. October 5, 2009. This list must contain the eligible appointee's name, student ID number, and local mailing address. Self-pay eligibility information is available online at: www.washington.edu/admin/hr/benefits/insure/gaip/self-pay.html
- 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 at: www.washington.edu/admin/hr/benefits/insure/gaip/index.html
- It is the responsibility of the department to ensure that appointments and distributions are processed on time. The Benefits Office verifies the actual date that an appointment was entered prior to transmitting eligibility to the plan administrator. Frequently, the issue is budget uncertainty. There are alternate methods you can use in this situation, as outlined at: www.washington.edu/admin/hr/benefits/insure/gaip/dept-info.html#funding
Departmental appeals for retroactive coverage based on budget issues will not be accepted.

- Please remind your appointees that having the most up-to-date local contact information is very important, especially current email addresses. Appointees can update this information at: www.washington.edu/ess

Student Responsibilities:

- ***ALL eligible ASE's MUST enroll themselves and dependents online every fall quarter EVEN IF THEY HAD PREVIOUS GAIP COVERAGE. This has been communicated directly to all graduate students by the Benefits Office. Memos to ASE's are also posted online at the GAIP website,***
www.washington.edu/admin/hr/benefits/insure/gaip/pubs.html
- Students with new appointments or new dependents are responsible for ensuring that eligible dependents are enrolled in the Plan on time. For fall quarter 2009, this means that enrollment must take place on or before October 31. Enrollment is done online with Welfare & Pension Administration Services (WPAS) at: www.wpas-inc.com/uwgradenrollment.
- Students are responsible for communicating with the department to verify that the appointment was entered into the payroll system on time.
- 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
- 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>.