

March 29, 2016

To: Payroll Coordinators and Graduate Appointee Coordinators  
From: UW Human Resources - Benefits Office  
Subject: Graduate Appointee Insurance Program for Spring Quarter 2016

This memo provides you with information and deadlines to ensure that eligible Academic Student Employees (ASEs) in your department can receive timely benefits under the Graduate Appointee Insurance Program (GAIP) for the 2015-2016 plan year.

Please read this memo carefully as the information provided is critical to meeting the spring 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@uw.edu](mailto:benefits@uw.edu).

A separate notice will soon be sent to ASEs. You can read an advanced copy of that notice here:  
<http://www.uw.edu/admin/hr/benefits/insure/gaip/notices/ase-msg-spring-2016.pdf>

## Department Responsibilities:

- **Deadline.** For ASEs who are scheduled to be eligible for UW-paid GAIP coverage for spring quarter 2016, the deadline for entering appointment and distribution information is **April 5, 2016**. Spring quarter GAIP coverage starts April 1, 2016.

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 it 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.

The labor contract between the UW and the UAW for represented ASEs makes meeting deadlines especially important. Under the UW/UAW contract, an ASE may file a grievance if coverage is delayed due to late entry.

- **Self-Pay.** For those appointees who will be newly eligible for GAIP on a self-pay basis, a list MUST be sent via email to [benefits@uw.edu](mailto:benefits@uw.edu) with "Spring Quarter 2016 GAIP Self-Pay" in the subject line on or before 3:00 p.m. on April 5, 2016. This list must contain the eligible appointee's name, student ID number, local mailing address, and a brief summary regarding the source of outside funding. Appointee names submitted previously for self-pay coverage this quarter do not need to be resubmitted. Self-pay eligibility information is available here: [www.uw.edu/admin/hr/benefits/insure/gaip/self-pay.html](http://www.uw.edu/admin/hr/benefits/insure/gaip/self-pay.html)
- **Verify Eligibility.** 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 site: [www.uw.edu/admin/hr/benefits/insure/gaip/](http://www.uw.edu/admin/hr/benefits/insure/gaip/)
- **Funding.** It is the responsibility of the department to ensure that appointments and distributions are processed on time. UW Benefits 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.uw.edu/admin/hr/benefits/insure/gaip/dept-info.html#funding](http://www.uw.edu/admin/hr/benefits/insure/gaip/dept-info.html#funding)

- **Appeals.** Departmental appeals for retroactive coverage based on budget issues will not be accepted.
- **Address Updates.** 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 in Employee Self Service at [www.uw.edu/ess](http://www.uw.edu/ess)

## Student Responsibilities:

- **Newly eligible appointees** will automatically be enrolled in GAIP “Appointee-Only” coverage. Enrollment in their insurance will be confirmed via a “Welcome” letter and email from LifeWise Assurance Company (LifeWise).
- **Enroll Dependents.** The Welcome letter and email from LifeWise will include important instructions to access the Dependent Enrollment tool in order to enroll eligible dependents. Students will not be able to pre-enroll their dependents until they receive notification from LifeWise that they themselves are enrolled. Students are responsible for ensuring that eligible dependents are enrolled in the plan on time for spring quarter 2016. Enrollment must take place by April 30 through the plan administrator and insurer, LifeWise.
- **Verify.** Students are responsible for communicating with the department to verify that the appointment was entered into the payroll system on time.
- **Loss of Coverage:** For students losing eligibility for UW-paid GAIP coverage starting spring quarter, LifeWise will send a continuation of coverage notice to their home address after mid-April. Students should check ESS to ensure their home address on file is current so they will receive information and act without delay.
- **Contact Administrator.** The student's primary contact for coverage issues and questions of any sort is LifeWise, not the academic department or UW Benefits. Contact information for LifeWise is available at: [www.uw.edu/admin/hr/benefits/insure/gaip/contacts.html](http://www.uw.edu/admin/hr/benefits/insure/gaip/contacts.html)

If you have any questions or concerns not addressed above, please contact [benefits@uw.edu](mailto:benefits@uw.edu)