

May 13, 2009

To: Payroll Coordinators and Graduate Appointee Coordinators

From: UW Human Resources – Benefits

Subject: Graduate Appointee Insurance for Summer Quarter 2009

Eligible Academic Student Employees (ASEs) will soon receive a separate memo about summer quarter GAIP information so please do not pass on this departmental memo to your graduate students.

Benefits-eligible appointments MUST be entered into the payroll system on or before Friday, June 19.

If your department will have appointees who will hold a Graduate Research Student Assistant (GRSA), a list MUST be sent via email to benefits@u.washington.edu with “GRSA – Job Code 0854 GAIP Eligible” in the subject line on or before 3:00 p.m., Friday, June 19, 2009. This list must contain the eligible appointees’ name and Student ID number. See the “Department Responsibilities” section below for more details.

Please carefully review the eligibility rules below to ensure timely eligibility of Graduate Appointee Insurance (GAIP) benefits for summer quarter (coverage effective July 1 through September 30). The three ways in which an ASE can be eligible for summer quarter are: through a benefits-eligible appointment, through previous coverage, or through self-pay.

Eligibility through a Benefits-Eligible Appointment

Appointments fall into this category if the appointee did NOT have fall, winter and spring quarter UW-paid coverage. Either the summer quarter appointment may be the first benefits-eligible position OR the ASE held coverage for one or two of the three previous quarters AND is holding a benefits-eligible summer quarter appointment.

RA/TA/SA Appointment Summer Quarter Eligibility

An appointment is GAIP-eligible, paid by the University, if it:

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

Fellow/Trainee Appointment Summer Quarter Eligibility

An appointment is GAIP-eligible, paid by the University, if it:

- is paid a minimum of \$800 a month,
- receives payroll distributions for 2 pay days for Session A only OR 2 pay days for Session B only, OR 2 pay days for Sessions A and B combined, and
- the ASE is registered for at least 2 credits.

Eligibility through Previous Coverage

An individual is eligible in this category if the appointee had fall, winter and spring quarter UW-paid coverage—regardless of summer quarter student status or employment status.

For those who fall into this category and have a benefits-eligible appointment, their appointments can be entered at the appropriate time to ensure pay.

Eligibility through Self-Pay

An individual is eligible in this category if the appointee either had spring quarter UW-paid coverage and does not have a benefits-eligible summer quarter appointment OR is continuing existing self-pay enrollment—regardless of summer quarter student status.

Department Responsibilities

ALL appointments must be in the system by June 19 to meet eligibility through the benefits-eligible appointment summer appointment requirements for coverage beginning July 1. If an appointment is not entered by the deadline, the graduate appointee will not be eligible for coverage until the 1st of the following month.

Retroactive appointments DO NOT provide retroactive coverage.

Graduate Research Student Assistants (GRSA): The University will again use job code 0854 for hourly ASE hires this summer. If you use this job code for an ASE who is expected to work 20 hours each week for two consecutive pay periods, you must give the ASE information regarding their GAIP eligibility. You are also responsible for explaining that registration for two credits will make the ASE eligible for summer GAIP coverage. If an ASE does choose to register for two credits, you will need to change their appointment to a standard Research Assistant (RA) 50% FTE appointment.

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 Departmental Information web site:

www.washington.edu/admin/hr/benefits/insure/gaip/dept-info.html

Student Responsibilities

Students are responsible for ensuring that eligible dependents are enrolled in the Plan on time for new appointments or new dependents. For summer quarter 2009, this means that enrollment must take place on or before June 30. Enrollment is done online with Welfare & Pension Administration Services (WPAS) at:

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

Because no payroll deductions will be taken during summer quarter, students will be billed directly by WPAS for dependent coverage premiums. **The student's payment must be made in full to WPAS for the entire summer quarter on or before Friday, July 31. Failure to pay this billing will result in loss of dependent coverage.**