

May 13, 2015

To: Payroll Coordinators and Graduate Appointee Coordinators  
From: UW Human Resources – Benefits  
Subject: Graduate Appointee Insurance for Summer Quarter 2015

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 June 19, 2015 to ensure coverage begins July 1, 2015.**

If your department will have appointees in Graduate Research Student Assistant (GRSA) positions, see the “Department Responsibilities” section below for details.

Please carefully review the eligibility rules below to ensure timely eligibility of Graduate Appointee Insurance (GAIP) benefits for summer quarter. (Coverage is 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.

### **I. 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,
- It is in an eligible job class and pay type,
- It receives payroll distributions for 2 consecutive pay periods , 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 per month,
- It receives payroll distributions for 2 consecutive pay periods , and
- The ASE is registered for at least 2 credits.

### **II. 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.

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### III. 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.

#### General Information

Students losing eligibility for UW-paid coverage starting summer quarter will receive a self-pay notice at their home address on file late July. Students should check Employee Self Service at <http://www.uw.edu/ess> to ensure their home address on file is current so that they receive information without delay.

#### Department Responsibilities

ALL appointments must be in the system **by June 19** to meet eligibility through the benefits-eligible summer appointment requirements to ensure coverage begins July 1. If an appointment is not entered by the deadline, the graduate appointee may not be eligible for coverage until the 1<sup>st</sup> 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 50% FTE 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. The UW Benefits Office will monitor hours worked for all other students working in this position to determine if they are eligible for GAIP coverage.

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 website: <http://www.uw.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 2015, this means that enrollment must take place on or before June 30. Enrollment is done online with LifeWise Assurance Company (LifeWise) at: <https://student.lifewiseac.com/uw/gaip/>

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

The student's primary contact for coverage issues and questions of any sort is LifeWise, not the academic department or the Benefits Office. Contact information for LifeWise is available at: <http://www.uw.edu/admin/hr/benefits/insure/gaip/contacts.html>.