

May 27, 2016

To: Faculty and Staff on 9-month Appointments

From: Human Resources – Benefits

Subject: Summer Insurance Deduction Reminder

As a faculty or staff member on a 9-month appointment, your coverage under the University-paid PEBB insurance package of medical, dental, basic life, and basic long-term disability will continue through the summer months provided that you return to eligible pay status in September.

MEDICAL INSURANCE and OPTIONAL LIFE INSURANCE

For most 9-month employees, a one-time deduction will be applied to the June 24, 2016, paycheck to cover the premiums for these plans for the summer months including any tobacco or spousal surcharges that you may be paying at this time. Those who have a summer quarter appointment can continue to have regular semi-monthly deductions made while in pay status. However, for this to occur, summer appointments must be entered by the department prior to the June 6 payroll cutoff for the June 10 checks. If summer appointments are not entered by this deadline, the automatic deduction will occur on June 24, and refunds cannot be processed out of the pre-pay system. Those who have the automatic summer premiums deducted will not see any additional deductions until the pre-pay balance is fully utilized. Adjustments for any premiums missed or additional premium due will be made from the first available fall paycheck.

OPTIONAL LONG-TERM DISABILITY (LTD)

Premiums are required and deducted based on actual eligible salary as it is paid. No premiums are required during the unpaid summer break. Eligible salary subject to LTD premium deductions would include regular (REG), summer (SUM), hourly (HRY), per diem (P/D) pay, and pay for vacation and compensatory time used. Those employees who elect to use accrued annual leave time or who work and are paid during the summer will find LTD premium deductions on those checks.

AUTO/HOMEOWNER INSURANCES

Summer premiums will be billed to your home directly by Liberty Mutual Insurance. Payroll deductions will resume when you return to pay status.

FLEXIBLE SPENDING ACCOUNT (FSA) or HEALTHCARE SAVINGS ACCOUNT (HSA)

FSA or HSA deductions will stop for the summer and will resume in the fall. You can continue filing claims for reimbursement in the summer.

OTHER DEDUCTIONS

Basic retirement deductions will be taken from any eligible pay received during the summer. Voluntary Investment Program (VIP) deductions will be taken any pay period in which you receive a paycheck, up to your 2016 maximum deferral limit.

If you have questions, please contact us via email to benefits@uw.edu or by phone at 206-543-2800