

# University of Alaska 2012 Enrollment Guide Update

You have recently received a printed copy of the *University of Alaska 2012 Enrollment Guide*.

The information below is intended to replace and supercede certain sections of that guide, as follows:

## Corrections to Page 2, "How to Enroll"



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of ALASKA  
*Many Traditions One Alaska*

### How to Enroll

1. Review your **UA Choice** options and select the health plan that best meets your needs and budget. ~~The plans have changed this year so be sure to review them carefully. The plans have not changed this year but the rates have, so be sure to review them carefully.~~ Then consider whether you want to make any other elections such as Supplemental Life insurance, Accidental Death and Dismemberment (AD&D) insurance, or participate in a Flexible Spending Account for health care and/or dependent daycare expenses.
2. Complete the enrollment form(s) and a beneficiary designation form if you are electing Supplemental Life or AD&D for the first time. For life insurance amounts over \$200,000, you'll also need to complete the Evidence of Insurability form and submit along with your election form to your HR office (all forms are available online at [www.alaska.edu/benefits](http://www.alaska.edu/benefits)).
3. To opt out of **UA Choice**, complete an Opt Out form, available online at [www.alaska.edu/hr/forms](http://www.alaska.edu/hr/forms). You don't have to have the form verified by a representative of the other plan providing coverage. Just complete the other plan information and sign the form. This waiver of coverage will remain in effect until you elect **UA Choice** coverage because of a life event or future open enrollment.
4. To participate in a Flexible Spending Account, you must return a completed enrollment form. FSA participation does not continue into the next plan year automatically; you must re-enroll at open enrollment.
5. Open enrollment forms are due no later than May 15, 2012. If you are a new hire, return the forms to Human Resources within 30 days of your hire date.



## Corrections to Page 6 Sidebar

~~At open enrollment, if you do not return your health plan enrollment form by May 16, you and your currently enrolled dependents will be enrolled in the 750 Plan, regardless of your current plan election.~~

~~At open enrollment, if you do not return your health plan enrollment form by May 15, you and your enrolled dependents will continue with your current plan election.~~

If you've waived health care coverage, you do not have to submit an enrollment form; your waived status will continue.

New hires must turn in their enrollment form within 30 days of their hire date or they will be enrolled in the 750 Plan with employee-only coverage, effective the first of the following month after their election period.

Thank you for your understanding and we apologize for any confusion this may have caused. For further information on this or other enrollment matters, you may contact:

- UAA Human Resources: 786-4608
- UAF Human Resources: 474-7700
- GI Human Resources: 474-6010
- UAS Human Resources: 465-6473
- Statewide Human Resources: 450-8200