



Office of Human Resources
Employee Benefits Checklist
 for Graduate Assistants,
 Employees-In-Training, Fellows, Scholars,
 Short-Term Academic Staff

Instructions for the Department Payroll & Benefit Coordinator:

1. Complete Section 1 – Appointee Information.
2. Have the appointee read, sign and date Section 2 – Appointee Acknowledgement.
3. Record in Section 3 the Application Received Dates.
4. Sign, date and retain a copy of this form for your files.

Section 1 – Appointee Information

Last Name	First Name	Middle	Date of Birth (mm/dd/yyyy)
Department/Division	Person ID	Appointment Start Date (mm/dd/yyyy)	

Section 2 – Appointee Acknowledgement

I acknowledge I have been informed how to locate the information and applications noted below at benefits.wisc.edu .	
Appointee Signature	Date (mm/dd/yyyy)

Section 3 – Benefit Information and Applications located at <http://benefits.wisc.edu>

Benefit Plan	Application Received Dates (mm/dd/yyyy)
State Group Health Insurance*	
EPIC Benefits+	
Dental Wisconsin Insurance	
VSP Vision Insurance	
Individual and Family Group Life Insurance	
UW Employees Inc. Life Insurance	
Accidental Death and Dismemberment Insurance (AD&D)	
Employee Reimbursement Accounts Program (ERA) **	
Tax Sheltered Annuity 403(b) Program (TSA)**	Voluntary Retirement Savings Program
Wisconsin Deferred Compensation (WDC)**	Voluntary Retirement Savings Program

*Application is required even if declining coverage.

**Faculty, Postdoc Fellows, Scholars, Trainees, Grad Interns, Grad Trainees, Postdoc Fellows, and Postdoc Trainees are not eligible to participate.

Coordinator Signature	Date (mm/dd/yyyy)

Coordinators:

- Ensure that applications are complete.
- Sign and date applications.
- Provide a copy of completed applications to employee.
- Retain a copy of completed applications for your file.
- Send completed applications to: OHR, 21 N Park Street, Suite 5101 OR fax completed applications to (608) 265-1456. Do not email applications.