



Office of Human Resources
Employee Benefits Checklist
 for University Staff, Faculty, Academic
 Staff, and Limited Appointments

Instructions for the Department Payroll & Benefit Coordinator:

1. Complete Section 1 – Employee Information.
2. Have the employee read, sign and date Section 2 – Employee 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 – Employee Information

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

Section 2 – Employee Acknowledgement

I acknowledge I have been informed how to locate the information and applications noted below at http://benefits.wisc.edu and that I need to attend Benefits 101.	
Employee 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	
Income Continuation Insurance (ICI)*	
State Group Life Insurance*	
Individual and Family Group Life Insurance	
University Insurance Association Life Insurance (UIA)	Mandatory for all eligible Faculty, Academic Staff, and Limited Appointees.
UW Employees Inc. Life Insurance	
Accidental Death and Dismemberment Insurance (AD&D)	
Employee Reimbursement Accounts Program (ERA)	
Wisconsin Retirement System (WRS)	No Application Required.
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.

Coordinator Signature	Date (mm/dd/yyyy)



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

Benefits 101: Benefits Seminar for New Employees

(For Employees covered by the Wisconsin Retirement System)

Presented by: The Office of Human Resources, Benefit Services

Welcome to the University of Wisconsin – Madison!

If you are a new employee, or an existing employee who is newly covered by the Wisconsin Retirement System, register for this seminar **within your first 30 days!**

Registration

Go to www.ohrd.wisc.edu and select **Benefits 101**, under ‘Learn About Your Benefits.’

Benefits 101 features:

- An overview of your extensive UW benefits package; your choices and options
- An explanation of the information and forms on the benefits website, <http://benefits.wisc.edu>
- An introduction to the mandatory Wisconsin Retirement System and optional retirement programs
- A question and answer session with a benefits expert
- You will receive a *personalized* worksheet with your enrollment deadlines

Benefits 101 locations

Most Benefits 101 Seminars are held at 21 North Park St. Check the Welcome Center lobby events monitor for room location. Some Benefits 101 Seminars may be held at other campus locations. Make sure you check the location of the seminar for which you have registered.



Overview Map



21 North Park Street (southeast campus area)

Visit our website for complete comprehensive benefits information <http://benefits.wisc.edu>.

If you have questions, contact benefits@ohr.wisc.edu.

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.