

Need to make a change to your benefits?

There are many reasons for changing your benefits enrollments. Qualified events are defined by Section 125 of the Internal Revenue Code, based on individual circumstances and plan eligibility. If one of these life events occurs, you may make changes to your health, dental, vision, flex spending, voluntary term life plans, and life insurance beneficiaries.

Life Event	How Many Days to Initiate a Change	What You Need
Birth/Adoption	Within 60 Calendar Days After the Event	Social Security Card, Birth Certificate or Adoption Records
Change of Spouse's Primary Coverage	Within 30 Calendar Days of the Event	Letter from company or insurance agency indicating change of coverage
Court Order or Decree	Within 30 Calendar Days of the Event	Official Court Papers
Death of a Dependent	Within 30 Calendar Days After the Event	Obituary or Death Certificate
Marriage or Divorce	Within 30 Calendar Days of the Event	Marriage License or Divorce Decree
Medicare/Medicaid Entitlement	Within 30 Calendar Days of the Event	Medicare Card
Moving Out of Plan Area	Within 30 Calendar Days of the Event	Lease or rental agreement, mortgage deed, U.S. Postal Service change of address confirmation
New Hire/Newly Eligible	30 Calendar Days After the Event (You have 60 Calendar Days after your eligibility date to elect a retirement plan.)	N/A
Open Enrollment	Please see the reverse side of this flyer for more information	

1. Gather your documentation as proof of eligibility to make a change to your benefits.
2. Complete enrollment, or make changes to existing coverage, through UNI Works.

<https://wd5.myworkday.com/uni/login.html>

Access: UNI Works



Health, Dental, and Vision insurance cards will arrive 10-21 calendar days after your requests are in completed status.

<https://hrs.uni.edu>

Open Enrollment

This is your **ONLY** annual opportunity to make changes to your employee benefits.

OPEN ENROLLMENT OVERVIEW

The Open Enrollment period takes place in the fall of each year. If eligible, you may enroll in or make changes to your coverage in the Health Plan, Dental Plan, Vision Plan, and Voluntary Term Life Insurance. This is also your opportunity to enroll or re-enroll in Flexible Spending Accounts (FSA). Any changes and rates will take effect January 1st of the following year.

Benefits may also be changed during the year if there is a qualifying life event such as the birth of a baby, an adoption, marriage or divorce, or a change in employment status. Please see the reverse side of this flyer for more information.

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