

# Employee Benefits & Well-being

Human Resource Services



## JULY NEWSLETTER

### UNI Works Edition

#### Take Action Now

##### Review Beneficiary Information

UNI Works is live on July 1. It is highly recommended that you review your beneficiary information when logging in and update if needed. Your UNI Works record may not show beneficiaries, this does not mean Human Resource Services does not have your beneficiaries on file. Regardless, it is highly recommended that you update the information in UNI Works. Visit the [UNI Works webpage](#) for step-by-step instructions on how to change/update a beneficiary.

#### Take Action Later

##### Verify Your Dependents

Effective July 1, due to a recent audit, all employees having a qualified life event and making any changes to their family health and/or dental coverage must verify all dependent relationships by providing corresponding legal documentation.

Examples of documentation:

- **Spouse** - marriage certificate, common law spouse affidavit
- **Domestic Partner** - notarized domestic partner affidavit
- **Child** - birth certificate which includes parents names, court order, or guardianship paperwork

Since this impacts all life events, including open enrollment, we are notifying employees now so documentation can be easily provided when required. At the time of your life event,

you can securely upload to UNI Works or bring into the Human Resource Office at Gilchrist 025. All documentation needs to be viewed by HRS staff, but no documentation will be retained after it's reviewed (i.e., if provided electronically, it will be purged). Do not send any personal documents through email as this is not secure.

Thank you for your patience and cooperation.

## Contact Us

If you have a question after reading this newsletter or visiting our [website](#), please [contact us](#).

## Recognizing Our Retirees

We are thankful for the service of all of UNI's retirees! With their consent we are able to celebrate their years of service and share their information with the entire campus community.

### Kim P Huckstadt

Instructor, Educational Psychology,  
Foundations, & Leadership Studies  
10 Years of Service, Retiring in July  
[khuckstadt@gmail.com](mailto:khuckstadt@gmail.com)

### Dawn Larsen

Clerk IV, Languages & Literatures  
14 Years of Service, Retired in June

### Sherri Schmitz

Clerk IV, Business Operations  
41 Years of Service, Retiring in July  
[62sherrischmitz@gmail.com](mailto:62sherrischmitz@gmail.com)

### Lori J Seawel

Senior Educational Technologist, IT-  
Educational Technology & Media Services  
24 Years of Service, Retiring in July  
[lori.seawel@seawel.com](mailto:lori.seawel@seawel.com)

### Michelle H Swanson

Asst Professor, School of Music  
25 Years of Service, Retiring in July  
[cfswannyy@gmail.com](mailto:cfswannyy@gmail.com)

