

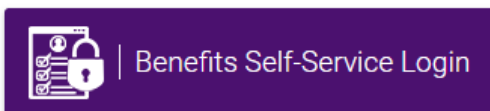
Need to make a change to your benefits?

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 event 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 Days After the Event | Social Security Card, Birth Certificate or Adoption Records |
| Change of Spouse's Primary Coverage | Within 30 Days Of the Event | Letter from company or insurance agency indicating change of coverage |
| Court Order or Decree | Within 30 Days Of the Event | Official Court Papers |
| Death of a Dependent | Within 30 Days After the Event | Obituary or Death Certificate |
| Marriage or Divorce | Within 30 Days Of the Event | Marriage License or Divorce Decree |
| Medicare/Medicaid Entitlement | Within 30 Days Of the Event | Medicare Card |
| Moving Out of Plan Area | Within 30 Days Of the Event | Lease or rental agreement, mortgage deed, U.S. Postal Service change of address confirmation |
| New Hire/Newly Eligible | 30 Days After the Event (You have 60 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 Benefits Self-Service.

<https://java.access.uni.edu/BenefitsSelfService/>



Health, Dental, and Vision insurance cards will arrive 10-14 days after your requests are in completed status.

<https://hrs.uni.edu/>



**FACULTY
&
STAFF**

OPEN ENROLLMENT

This event is your **ONLY** annual opportunity to make changes to **YOUR UNI** 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.

CHOOSE**WELL**

LIVE**WELL**

BE**WELL**

<https://hrs.uni.edu/>