

Welcome to the Universities of Wisconsin! We are happy to have you join us.

Below are references related to all things benefits. Review your Enrollment Deadline Worksheet for your **30-day** enrollment period and the effective dates of your elected coverages.

<p>Universities of Wisconsin Employee Benefits website</p> <p>Employee Benefits information: www.wisconsin.edu/ohrwd/benefits/ Use the menu in the left navigation to review specific plan details.</p>
<p>Benefits Orientations</p> <p>Benefits Orientations: www.wisconsin.edu/ohrwd/benefits/benefits-orientations/ Typically held virtually every two weeks. Choose a date that falls within your 30-day enrollment period.</p>
<p>Resources</p> <p>Benefits Decision Guide: https://etf.wi.gov/publications/26et-2107/download?inline= How to Choose Your Health Insurance Plan: www.wisconsin.edu/ohrwd/benefits/health/select-a-plan/ Steps to walk you through how to choose your health insurance plan design and health insurance carrier. Benefits Premiums: www.wisconsin.edu/ohrwd/benefits/premiums/ Review the monthly benefits premium amounts.</p>
<p>Benefits Enrollment Information</p> <p>Enroll by logging into Workday (myworkday.wisconsin.edu). Once in Workday, from the Menu in the upper left go to Personal, then select Benefits and Pay. In the Suggested Links select, <i>My Insurance Benefits</i> to access the benefits enrollment system.</p> <p>Before you can access <i>My Insurance Benefits</i> for the first time, you will need to set up your MyWisconsin ID. This is a one-time registration where you will create a login using your <i>personal email</i> address and personal identification information. This will be your long-term credentials to view and manage most of your benefits. Visit the Employee Trust Funds website, https://etf.wi.gov/my-benefits-help, for more information. If you do not have a Social Security Number (SSN), indicate your Individual Taxpayer Identification Number (ITIN) or UW-Reporting ID (let us know if you need this number).</p>
<p>Dependent Verification</p> <p>If you are electing health insurance, dental insurance, and/or vision insurance with family coverage and/or accident insurance with family, employee+child(ren), or employee+spouse coverage you will be required to upload a copy of your marriage certificate if you are adding your spouse to coverage and/or birth/adoption certificate(s) for each dependent you are adding to your coverage. Review the Life Change Events and Documentation Requirements (ET-2846) (https://etf.wi.gov/insurance/life-events-guide/life-change-events-and-documentation-requirements) for information on documentation required to confirm eligibility.</p>
<p>Absence/Time Entry and Leave Allocation Information</p> <p>Leave Benefits (if applicable for appointment): www.wisconsin.edu/ohrwd/benefits/leave/ Employee and Supervisor Resources: https://www.wisconsin.edu/workday/ Information on time and absence entry/approvals, payroll, and more.</p>
<p>Well-Being Resources</p> <p>Employee Well-Being: www.wisconsin.edu/ohrwd/well-being/ Includes information on the Employee Assistance Program, mental health support, Well Wisconsin Program. Your institution may have additional well-being opportunities. Check those out as well.</p>
<p>State and Federal Notifications</p> <p>State and Federal Notifications: etf.wi.gov/health-benefits/state-and-federal-notifications</p>

If you have questions after reviewing the information at the links provided reach out to your [Benefits Contact](#).