Physician Benefit Checklist
50% FTE or greater

School of Medicine and Public Health — UNIVERSITY OF WISCONSIN-MADISON

UWHealth

School of Medicine & Public Health (UWSMPH)
- Self Service (eBenefits) Online Enrollment
- SMPH Benefits Fax: 608-262-9515
- SMPH Contact List

UW Medical Foundation (UWMF)
- HR Service Center (HRSC) Phone: 608-263-6500
- Oracle Help Desk Request (Use UW Health login/EPIC login)
- UW Health IS Phone: 265-7777 (login assistance)

UWSMPH

Complete Prior to Start Date

◯ **I-9:** I-9 Section 1 online (US Department of Justice Employment Eligibility Verification). UW-Madison partners with HireRight to complete I-9's online. You will receive separate email from noreply@hireright.com with instructions for completing online.

Complete Within 3 Days from Appointment Date

◯ **TAX WITHHOLDING:** Federal/State
https://uwservice.wisconsin.edu/docs/publications/pay-update-federal-state-w4.pdf

◯ **DIRECT DEPOSIT:**
https://uwservice.wisconsin.edu/docs/publications/dd-setup.pdf

Complete No Later than 30 Days from Appointment Date – Can be completed as early as 7 days prior to start date

Online Enrollment: https://hr.wisc.edu/benefits/new-employee-benefits-enrollment/online-enrollment/
Step 1: Log in to your MyUW portal; Go to the Benefit Information module
Step 2: Click the Benefits Enrollment link to access Self Service; Click 'Select'
Step 3: Choose plans and add dependents; Finalize election and submit

◯ **HEALTH:** Group Health Insuance – Option to include Uniform Dental coverage (preventative/diagnostic) – *REQUIRED election to either enroll, waive or opt out* (If electing Opt-Out Incentive, paper form must be completed)

◯ **DENTAL:** Supplemental Delta Dental - *OPTIONAL Enrollment*

◯ **VISION:** DeltaVision Coverage - *OPTIONAL Enrollment*

◯ **FLEX:** Health Care Flexible Spending Account – *OPTIONAL*

◯ **FLEX:** Dependent Daycare Flexible Spending Account - *OPTIONAL*

◯ **HSA:** Health Savings Account - *REQUIRED election if enrolling in High Deductible Health Plan (HDHP)*

◯ **LIFE:** University Insurance Association **Mandatory coverage

◯ **LIFE:** State Group Life Insurance – *REQUIRED election enroll for Employee, Spouse, Dependent Coverage, or waive*

◯ **LIFE:** UW Employee's Inc Life Insurance - *OPTIONAL Enrollment*

◯ **LIFE:** Individual and Family Life Insurance - *OPTIONAL Enrollment for Employee or Family Coveage*

◯ **LIFE:** Accidental Death & Dismemberment Insurance - *OPTIONAL Enrollment for Employee or Family Coveage*

◯ **LIFE:** Accident Insurance - *OPTIONAL Enrollment for Employee or Family Coveage*

◯ **DISABILITY:** Income Continuation Insurance (ICI) – *REQUIRED election to enroll or waive*

◯ **RETIREMENT:** Wisconsin Retirement System (WRS) **Mandatory Coverage

◯ **RETIREMENT:** Supplemental Retirement Plan (SRP) 403(b): Salary Reduction Agreement- *OPTIONAL Enrollment*

◯ **RETIREMENT:** WDC 457(b): Salary Reduction Agreement- *OPTIONAL Enrollment*

UWMF

Complete Prior to Start Date

◯ **I-9:** I-9 Section 1 online (upon scheduling Employee Health visit you will receive an email from 'Corporate Screening')
I-9 Section 2 – Complete at EHS visit; bring documents

Date of Hire

◯ **UW Health Username & Password:** Obtain from your Department Administrator. Call IS for login help 608-265-7777.
Will not have Oracle access until 1st day of employment.

Complete No Later Than 7th of Month in Which You 1st Get Paid

◯ **TAX WITHHOLDING & DIRECT DEPOSIT:** Online Oracle Cloud
Oracle Cloud > Me > Pay > Tax Withholding
Oracle Cloud > Me > Pay > Payment Methods (direct deposit)

◯ **PERSONAL INFORMATION:** Online Oracle Cloud
Oracle Cloud > Me > Personal Info > Personal Details
Oracle Cloud > Me > Personal Info > Contact Info
Oracle Cloud > Me > Personal Info > Family & Emerg Contacts

No Later than 7-Day Timeframe Based on Your 1st Paycheck

Online Oracle Cloud > Me > Benefits > Make Changes
Any issues completing PRP election, call HR Service Center at 608-263-6500 prior to 7-day window ending

◯ **RETIREMENT:** UWMF Physicians Retirement Plan (PRP) Contribution Category Assignment Request. If not completed within 7-day deadline will default to 15% for current 5-year Contribution Cycle; no ability to change. Must click 'submit'.

◯ **RETIREMENT:** UWMF Physicians Retirement Plan Investment Elections Online: https://netbenefits.com (will not have access until 1st day of employment). ***Due to plan requirements, if not completed will default to age appropriate Target Date Fund

◯ **RETIREMENT:** Designation of Beneficiary Online https://netbenefits.com (Menu > Beneficiaries)

Complete No Later than 30 Days from Appointment Date –

Online Oracle Cloud > Me > Benefits > Make Changes
If within 30-day window and you have any difficulties completing your new hire enrollments contact the HRSC, if needed.

◯ **PEOPLE TO COVER:** Enter first to ensure they are available for benefit enrollment options (includes covered dependents, beneficiaries and emergency contacts)

◯ **DENTAL:** Dental Insurance – OPTIONAL

◯ **FLEX:** Health Care Flexible Spending Account – *OPTIONAL*

◯ **LIFE:** VEBA Election and beneficiary– *REQUIRED to elect or waive*

◯ **LIFE:** Life & LTD Beneficiaries – *REQUIRED*

◯ **LIFE:** Spouse Life Insurance – *OPTIONAL Enrollment*

◯ **LIFE:** Dependent Life Insurance – *OPTIONAL*

◯ **LIFE:** Accident, Critial Illness, Hospital Indemnity Ins – *OPTIONAL*

◯ **VOLUNTARY:** LifeLock Election – *OPTIONAL (37.5% appt)*

Updated 2.16.2023