

Important Information about your UW Hospitals and Clinics Benefits

Congratulations on your employment with UW Hospitals and Clinics (UWHC). We are excited to share information on your UWHC benefits. Information for all the benefits available to you is included, to allow you to view and evaluate your options prior to your start date and complete your enrollments. Due dates are based on your hire date (may differ from clinical start date); refer to your appointment letter for your hire date.

Reference Information

To assist with choosing and enrolling in your benefits, the following additional resources are available to assist you.

- 1. EIT Employee Benefit Summary
- 2. Link to Recorded Benefits Q&A Session

Actions to Take

- 1. Questions: If after reviewing the benefits information you have any questions, contact the UW Health HR Service Center at:
 - a. Phone: (608) 263-6500, Monday Friday 7:30 AM 5:00 PM
 - b. HR ServiceNow request through The Pulse
 - Save time; contact the HR Service Center for benefit questions (not the GME office; you will be redirected to the HRSC)
- 2. First Day of Employment Obtain your UW Health Username/Password

This is commonly referred to as your Epic username/password. It will be used to log into Oracle Cloud to complete your benefits enrollment, as well as your payroll and personal information setup. This will be given to you by your Program Coordinator on your date of hire. If login assistance is needed, contact the IS Helpdesk at (608) 265-7777.

- By End of 1st Pay Period Payroll Tax Withholding and Direct Deposit: Complete your tax withholding and direct deposit online through Oracle Cloud. You cannot access Oracle until on/after your date of hire and you will need your username/password.
 - a. Must be completed by end of first pay period or you will default; future updates can be done at anytime
 - b. If no direct deposit on record, you will be issued a pay card
 - c. Oracle Cloud Basics Tax and Direct Deposit
 - i. <u>Oracle Cloud</u> > Me > Pay > Tax Withholding
 - ii. <u>Oracle Cloud</u> > Me > Pay > Payment Methods (direct deposit)
- 4. **By End of 1st Pay Period Personal Information Setup**: Complete your personal information setup online through Oracle Cloud. You cannot access Oracle until on/after your first day of employment and you will need your username/password.
 - a. Must be completed no later than the end of your first pay period
 - b. <u>UWHC New Hire GME Benefit Enrollment Guide</u>
 - i. <u>Oracle Cloud</u> > Me > Personal info > Personal Details
 - ii. Oracle Cloud > Me > Personal Info > Contact Info
 Please enter your Madison/local address If home address is in a state other than where employee works, the wrong taxes can deduct. This is also the address all insurance cards are sent to.
 - iii. <u>Oracle Cloud</u> > Me > Personal Info > Family & Emergency Contacts
- 5. Within 30 Days of Hire Benefits Enrollment: Complete benefit enrollments online through Oracle Cloud
 - a. Must be completed within 30 days of your hire date (may differ from clinical start date; see your appt letter for date)
 - b. <u>UWHC New Hire GME Benefit Enrollment Guide</u>
 - c. <u>Oracle Cloud</u> > Me > Benefits > Make Changes
 - i. You cannot access Oracle until on/after your first day of employment.
 - ii. Health plan decision (elect or waive) is required to be made even if you are waiving coverage.
 - iii. Failure to complete enrollments timely will result in a default of 'waive'.

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Employee Set-Up

Review the information below on how to set up your personal information and payroll information within Oracle Cloud as part of your onboarding.

Personal Information

It is important to review your personal information at time of hire to ensure that we have the appropriate contact information for you, as well as verifying important demographic information.

Employees are responsible at time of new hire, and throughout their employment, to ensure that HR records correctly reflect the correct home & mailing address, phone number, and emergency contact information.

	Pa	yroll Inform	ation	
		vithin Oracle C	All paychecks will be direct deposited into loud as part of your onboarding and can b	
Overview	 Based on your completed enrollment, benefits will be deducted from your paycheck following the completion of your enrollment based on the effective date of coverage. <u>Payroll Schedule</u> <u>Schedule of Benefit Deductions</u> 			
	Complete no later than the	ne last day of tl	ne pay period in which you get paid.	
	Example			
Deadlines	Pay Period	Pay Date	Payroll Info Must be Completed By	
	6/15/2025-6/28/2025	7/3/2025	6/28/2025	
	6/29/2025-7/12/2025	7/18/2025	7/12/2025	
	7/13/2025-7/26/2025	8/1/2025	7/26/2025	
	As part of your onboardir	ng, you will be	required to complete the W-4 withholding	; and direct
	deposit form in Oracle Cloud.			
Tax and Direct	Direct Deposit Jo			
Deposit Set-Up	• <u>Tax Withholding</u> .	<u>Job Aid</u>		

Enrollment Guide

To assist you through the enrollment process from start to finish, review the <u>UWHC New Hire Benefit Enrollment</u> <u>Guide (GME Residents)</u> for all information on how to make the desired elections within Oracle Cloud.

What if I have questions?

If at any point throughout your onboarding as you are reviewing your benefit offerings or completing your enrollment in Oracle Cloud you have questions, the HR Service Center is here to assist. Calls can be made to the HR Service Center at (608) 263-6500 Monday-Friday, 7:30am-5:00pm.

Choosing & Using Your Benefits

As you prepare to review the information below to help make an informed decision about the benefit offerings available to you, additional information is available here outlining your responsibilities as a new hire and other benefits that you may take advantage of as a UW Hospitals and Clinics employee.

New Hire Benefit Checklist

The following checklist will assist you with all steps required to enroll in your benefits as a new hire.

Prepare

Review Benefits Information

Questions about premiums and coverage? Review the details in this packet to understand your options and desired coverage elections, as well as when your insurances will be effective based on your start date.

U Questions? Contact the HR Service Center.

The HR Service Center team is available Monday - Friday, 7:30am-5:00pm by calling (608) 263-6500, even prior to your start date for any questions you have related to your new hire benefits.

Gather Important Information

To successfully complete your enrollment, you will need to gather Social Security Numbers, birth dates, marriage date, as well as birth and/or marriage certificates for any dependents you are enrolling in the plan, along with confirming personal information for yourself such as updated address, marital status and date.

Enroll

Review the UWHC New Hire Enrollment Guide (GME Residents)

This enrollment guide will take you step-by-step through all the important parts of completing your enrollment.

People to Cover

As part of the enrollment process, you will need to add your dependents and beneficiaries into the system with all the information required for a successful enrollment. Refer to the UWHC New Hire Enrollment Guide (GME Residents) for additional information on how to complete this step.

Make Your Elections

Beginning day 1, you can complete your benefit enrollment in Oracle Cloud by navigating to Me > Benefits > Make Changes. You must click submit. There is a 30-day deadline, and all enrollments must be completed by this date.

Review Enrollment

Confirmation of Enrollment

Once you click submit, you will see a confirmation screen displaying the benefit elections you made. Review this information to ensure the correct dependents are listed and the right plans are selected.

Review & Complete Pending Actions

Based on the enrollments you made, you may be tasked with Pending Actions that need to be completed as a final step of your enrollment process. Refer to the UWHC New Hire Enrollment Guide (GME Residents) on how to review and complete these actions.

RESIDENTS 2025

Benefit Summary

UWHC offers a variety of benefit programs. Details about these additional benefits and benefit programs can be found in the <u>EIT Benefit Summary</u>

	Eligible Dependents
Eligible Dependent	 Spouse of employee Children of employee* Stepchildren of employee*
	*Dependent eligibility definitions vary by benefit. Details specific to each plan are included in the information below.
	A single parent enrolling a dependent child(ren) onto their health insurance plan is required by the Department of Employee Trust Funds (ETF) to provide a birth certificate for dependent eligibility verification.
	We reserve the right to request documentation to verify eligibility of any dependent covered on a health insurance plan.
	Additionally, you will be required to provide the following information for all dependents on the plan during the enrollment process:
	 Social Security Number Date of Birth Date of Marriage
Domestic Partners	UW Health as an organization recognizes domestic partners for the purposes of time off for bereavement and leave of absence. For your domestic partner (DP) to be recognized by UW Health, a UW Health Domestic Partner Affidavit and supporting documentation must be completed and returned to Human Resources.
	To establish a domestic partner with UW Health, employees must complete a Domestic Partner Affidavit and upload it via Document Records for review and approval.
	Domestic Partner Affidavit
	Social Security Numbers
Social Security Numbers	(SSN) must be entered into Oracle for your health insurance application to be processed. If

social Security Numbers (SSN) must be entered into Oracle for your health insurance application to be processed. If you are missing the SSN for you or a dependent, you must still complete the application process within the 30 days of your hire date but be aware your application will be held and cannot be processed until the SSN is received. Contact the HR Service Center (608-263-6500) with your SSN information once received.

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Eligibility

	Effective Date	
State Health & Uniform Dental Insurance	Coverage is effective the 1 st of the month coinciding with or that occurs within the 30-day enrollment period.	
Supplemental Dental & Vision Plans UWHC Supplemental Delta Dental Delta Preventive & State Select Plans DeltaVision	Coverage is effective the 1 st of the month on/following your start date.	
Supplemental Life Insurance Plans Supplemental Life Insurance Accidental Death & Dismemberment Securian Accident Insurance	Coverage is effective the 1 st of the month following 30 days of employment.	
Flexible Spending Account Heath Care FSA Limited Purpose FSA* Dependent Care FSA*	Coverage is effective the 1 st of the month on/following your start date.	
Supplemental Retirement Plans	Employees are eligible to enroll in these benefits at any time and contributions would begin as soon as administratively possible following account setup.	

*Eligibility for these plans is dependent on the health plan enrolled in.

When can I make changes?

Opportunities to make changes to your benefit enrollments are limited to time of initial offering, when experiencing a qualifying event, or Open Enrollment.

- NEW HIRE ENROLLMENT Employees who are offered benefits at time of hire must complete their enrollment within the first 30 days of employment
- QUALIFYING EVENT Employees who are benefit eligible and experience a mid-year qualifying event (ex: marriage, divorce, birth, etc.), can enroll in benefits at that time by completing the appropriate enrollment steps and providing documentation within 30 days of the qualifying event date
- **OPEN ENROLLMENT** Open Enrollment is an annual enrollment opportunity, allowing employees to make changes to their benefit enrollment effective January 1 of the next year
- **EVIDENCE OF INSURABILITY** Employees can request to newly enroll in or increase coverage in Supplemental Life Insurance at any point throughout the year. This requires the employee to undergo medical underwriting, and coverage is not guaranteed. If interested in enrolling or increasing coverage through this process, contact the HR Service Center.

Health Benefits

UW Hospitals and Clinics offers comprehensive health, dental and vision insurances with multiple options to find the plans that work best for you and your family.

State Group Health Insurance

UWHC offers two different health insurance plans to eligible employees. Below is a breakdown of the *It's Your Choice Health Plan* which offers in-network coverage. The Access Plan is offered to eligible employees and provides a nationwide network of providers, administered by Dean. In exchange for increased flexibility in medical providers, the monthly premium for the Access Plan is higher. <u>*EITs are not eligible to enroll in a High Deductible Health Plan (HDHP)*</u>

Coverage is effective the 1st of the month on/following your date of hire.

Employees can elect single or family coverage. If enrolling in a family plan, all eligible members of a family must be enrolled on the plan. Coverage for dependent children is up until age 26.

	It's Your Choice (IYC) Health Plan	
Deductible	\$250 single/\$500 family	
Out-of-Pocket Limit (OOPL) \$1,250 single/\$2,500 family		
	\$15 Primary care visit	
Сорау	\$25 Specialty office visit	
	\$75 Emergency room visit	
Co-insurance	After deductible, you pay 10% until OOPL is met	
Flexible Spending Account (FSA)	Eligible to enroll in a Health Care Flexible Spending	
The spending Account (1984)	Account	
Health Savings Account (HSA)) Not Eligible	

Employee Premiums	• <u>State Group Health Insurance Premiums (UW Graduate Assistant rates apply)</u>		
Enrollment	To enroll as part of your new hire enrollment, the election must be made in Oracle Cloud within 30 days of your date of hire.		
Additional Resources	 <u>Steps to Choosing Your Benefits</u> <u>Summary of Benefits and Coverage</u> <u>Important State and Federal Notifications</u> <u>It's Your Choice Decision Guide</u> <u>It's Your Choice Certificate of Coverage</u> Benefits – Short-Term Health Insurance: <u>Short-Term Health Insurance Options</u> 		
PCP Designation	 You are required to select a provider/clinic for each covered family member(s) If electing Quartz UW, option to list a specific PCP or "Welcome Center" (enter Welcome Center if you want assistance selecting one and they'll reach out to you) In an effort to promote self-care, new residents and fellows who choose coverage through Quartz UW Insurance have the option of having a PCP automatically assigned to them by completing the Quartz UW Coverage Assignment of PCP. 		

Uniform Dental Benefits

Uniform dental insurance is available as an option with your State Group Health Insurance coverage and employees can enroll in health with or without dental. Uniform dental coverage provides for preventive coverage for yourself, and any dependents enrolled on your health insurance plan, if elected.

Employee Premiums	Premiums for the uniform dental insurance are bundled with the health insurance premium, if elected. Uniform dental benefits can be added for single coverage for an additional \$4/month or for family coverage for an additional \$10/month.	
Enrollment	To enroll in the uniform dental benefit as part of the health insurance, the election must be made to elect a health plan with dental in Oracle Cloud within 30 days of your date of hire.	
Additional Resources	 <u>Dental Comparison Chart</u> <u>Uniform Dental Certificate of Coverage</u> <u>Uniform Dental Fact Sheet</u> <u>Dental Insurance (ETF page)</u> 	
UWHC Supplemental Delta Dental		

UW Hospitals and Clinics offers a supplemental dental plan through Delta Dental of Wisconsin. The plan covers diagnostic and preventive services at 100%, basic services at 100% (PPO)/80% (Premier), major services at 50% and orthodontic services for eligible dependents at 50% (up to a lifetime maximum benefit of \$1,250). The plan has an annual benefit maximum of \$1,200 per person.

UWHC offers multiple supplemental dental benefit offerings, so it is important to understand the difference coverages associated with the plans to know what is best for you and your family.

• Dental Comparison Chart

Coverage for dependent children is offered up to age 26. Coverage is effective the 1st of the month coinciding with or that first occurs during the 30-day enrollment period.

Employee Premiums	 There are three tiers of coverage available to employees: single, employee + 1, or family coverage. Single: \$20.92/month Employee + 1: \$40.86/month Family: \$64.54/month 	
Enrollment	To enroll as part of your new hire enrollment, the election must be made in Oracle Cloud within 30 days of your date of hire.	
Additional Resources	 Your Dental Benefits Dental Comparison Chart UWHC Supplemental Dental and Vision Insurance 	

Delta Dental Preventive & Select Plan

UWHC offers Delta Dental Select insurance that provides extended coverage to compliment the Uniform Dental benefits and does not duplicate any of the preventive coverage offered in the Uniform Dental benefit. Eligible employees can enroll in one of the two Select plans available: Delta Dental Select or Delta Dental Select Plus. In addition, a preventive dental plan is available for those who only need limited coverage (and are not enrolled in the State Group Health Insurance).

UWHC offers multiple supplemental dental benefit offerings, so it is important to understand the difference in coverages associated with the plans to know what is best for you and your family.

Dental Comparison Chart

Coverage for dependent children is offered up to age 26. Coverage is effective the first of the month following the 30day enrollment period.

	Preventive Plan	Select Plan	Select Plus Plan
Provider Network	In Network Only	In Network Only	In Network Only
Deductible	\$0	\$100/person	\$25/person
Calendar Year Max	\$1,000/person	\$1,000/person	\$2,500/person
Preventive Services	Yes	No	No
Major/Restorative	None	50%	60%
Services			*Exception: Surgical
			Extractions, Endodontics,
			Periodontics and Oral
			Surgery are 80%
Orthodontia	50% (under 19)	Not Covered	50% (regardless of age)
Orthodontia Lifetime	\$1,500	Not Covered	\$1,500 (in addition to
Maximum			Uniform Dental)

	There are multiple tiers of co employee + child(ren) or fam	-	employees: singl	e, employee + spouse,
	Monthly Premiums	Preventive Plan	State Select Plan	State Select Plus Plan
Employee Premiums	Single	\$36.10	\$9.08	\$21.60
	Employee + Spouse	N/A	\$18.16	\$43.22
	Employee + Child(ren)	N/A	\$12.24	\$40.12
	Family	\$90.28	\$21.76	\$66.20
Additional Resources	 <u>Dental Comparison C</u> <u>Dental Insurance (ET</u> <u>UWHC Supplemental</u> 	F page)	Insurance	

UWHC Health Insurance

DeltaVision Insurance

Employees may elect a supplemental vision plan that covers one annual routine eye exam with a \$15 copay, a \$25 copay for eyeglasses/lenses every 12 months and frames every 24 months (\$0 copay; \$150 allowance) or contacts (\$150 allowance) every 12 months in lieu of eyeglasses/lenses. There is no charge for standard progressive lenses.

Visit <u>www.deltadentalwi.com/state-of-wi-vision</u> to find more coverage information and <u>www.eyemedvisioncare.com</u> for in-network providers.

Coverage for dependent children is offered up to age 26. Coverage is effective the first of the month following the 30day enrollment period.

	There are multiple tiers employee + child(ren) c	of coverage available to or family coverage.	employees: single, e	employee + spouse,
		Monthly Premiums	DeltaVision Plan	1
Employee Premiums		Single	\$5.72	-
		Employee + Spouse	\$11.42	7
		Employee + Child(ren)	\$12.88	
		Family	\$20.58	
Enrollment To enroll as part of your new hire enrollment, the election must be made in Oracle Cloud within 30 days of your date of hire.				
Additional Resources	 DeltaVision Insurance UWHC Supplemental Dental and Vision Insurance 			
Spending Accounts				

UW Hospitals and Clinics offers pre-tax savings and spending accounts to eligible employees. As you review the benefit offerings available to you, it is important to understand the details of the plans and how to maximize your pre-tax savings by enrolling in one or more of these accounts.

More information about UWHC Spending Accounts can be found within the short benefits overview found here:

Note: Employees-In-Training are not eligible for a Health Savings Account (HSA)
 Flexible Spending Accounts (FSA)
 Health Care FSA
 Eligible employees who are enrolled in a non-HDHP, whether through UWHC or another source, can elect up to the annual maximum of \$3200 to be used towards qualified health care expenses (health, dental, vision, prescription, etc.). Annual elected amount is deducted from the employee's paycheck pre-tax. Up to \$640 in unused funds will rollover into the next plan year.
 Dependent Day Care FSA
 Eligible employees can elect up to the annual maximum of \$5,000 per family to be used towards qualified day care expenses. Annual elected amount is deducted from the employee's paycheck pre-tax. Expenses must be incurred by December 31 of the plan year; there is no rollover of unused funds into the next plan year.

GME Physician Trainee RESIDENTS 2025

Contributions	Enrollment in the Flexible Spending Account plans are effective the 1st of the month following your start date. Your annual election will be contributed over the remaining pay periods in the year. Action will be required annually to re-elect your contribution amount.	
Enrollment	To enroll as part of your new hire enrollment, the election must be made in Oracle Cloud within 30 days of your date of hire. This benefit requires annual enrollment during Open Enrollment. You must complete enrollment in the flexible spending accounts each plan year (during Open Enrollment); your election does not rollover each year.	
Additional Resources	 <u>Optum Financial Website</u> <u>FSA Account Brochure</u> <u>FSA Eligible Expenses</u> 	
Life Insurance		

UW Hospitals and Clinics offers multiple life insurances to eligible employees. As you review the various life benefits, it is important to understand the coverage associated with each plan and what options are best for you &your family.

More information about UWHC Life Insurance can be found here:

- UWHC Life Insurance
 - Note: Employees-In-Training are not eligible for State Group Life Insurance

Supplemental Life Insurance

Supplemental Life Insurance is a group-term life insurance policy and is available to employees, their spouse and eligible dependents.

Supplemental Term Life Insurance Brochure

Coverage Type	Initial Offering	Annual Increase Option	Maximum Coverage Amount
Employee	\$5,000, \$10,000 or \$20,000	\$5,000, \$10,000 or \$20,000	\$200,000
Spouse	\$5,000 or \$10,000	\$5,000 or \$10,000	\$100,000
Dependents	\$2,500 or \$5,000	\$2,500	\$10,000

Employee Premiums	Premiums are based on the level of insurance selected and the age of the employee. Premiums are adjusted annually during the annual update. Premiums are paid entirely by the employee and are taken as an after-tax deduction.
Enrollment	To enroll as part of your new hire enrollment, the election must be made in Oracle Cloud within 30 days of your date of hire. Newly eligible employees may enroll in the initial offering amount. At any time, employees may apply for coverage up to the maximum amount, by going through medical underwriting.
	See directions in brochure on how to designate beneficiaries if enrolled in this coverage.

Accidental Death & Dismemberment (AD&D)

Accidental Death & Dismemberment is offered to eligible employees as a supplement (not replacement) to primary life insurance. Employees can elect an employee only or family plan, that would provide accident insurance protection, permanent and total disability protection, dismemberment protection, fraud and identity theft protection, travel assistance coverage, and more to the employee, employee's spouse and/or children, dependent on plan coverage elected.

Employees can elect a benefit amount from a minimum of \$50,000 to a maximum of \$500,000 in increments of \$25,000; however, amounts applied for in excess of \$250,000 must not exceed ten (10) times their base annual pay.

Employee Premiums	 Premiums are based on the type of plan (Employee Only or Family) and the amount of coverage selected. Premiums for this insurance are paid entirely by the employee and are deducted monthly as an after-tax deduction. <u>AD&D Brochure</u> <u>AD&D CyberScout Information</u> <u>AD&D Rates</u> 	
Enrollment	To enroll as part of your new hire enrollment, the election must be made in Oracle Cloud within 30 days of your date of hire. If you do not enroll when you are first eligible (or become newly eligible), and wish to enroll in the future, enrollment is offered annually during Open Enrollment.	
Securian Accident Insurance		

Accident Plan Insurance provides a cash benefit directly to you to help cover out-of-pocket expenses regardless of health insurance. The payout depends on the injury suffered and the number of benefits you qualify for, the care you receive and the terms and conditions of the policy.

Covered benefits include:

- Concussions, fractures, dislocation, lacerations, emergency room treatment, x-rays, hospitalization, surgeries, accidental Death & Dismemberment (up to \$100,000), and many other medical and support benefits.
- To see a complete list of coverage, visit <u>https://etf.wi.gov/insurance/accident-plan</u>.
- Coverage for employee, spouse and child(ren)
- Accidental death & dismemberment coverage
- Identity theft coverage from Generali Global Assistance

Coverage may be continued when employment ends

Enrollment	To enroll as part of your new hire enrollment, enrollment must be completed within 30 days of the date of hire.
	If you do not enroll when you are first eligible (or become newly eligible), and wish to enroll in the future, you will need to complete evidence of insurability (medical underwriting) to request approval. Enrollment is not offered during Open Enrollment.
Employee Premiums	 Premiums are based on the type of plan (Employee Only or Family) <u>Securian Premiums</u> <u>ETF Accident Plan</u>

Retirement Benefits

UW Hospitals and offers supplemental retirement plans to EITs to enroll in at any time throughout the year.

More information about UWHC Retirement Plans can be found here:

• UWHC Retirement Plans

Note: Employees-In-Training are not eligible for the Wisconsin Retirement System.

Wisconsin Deferred Compensation (WDC)

The Wisconsin Deferred Compensation 457 Plan is available to eligible employees to supplement their retirement savings. Employees have the option to choose how much to invest and where to invest it within the plan. This program allows employees to save for their retirement through before-tax and/or after-tax (Roth) payroll deductions.

Enrollment	Enrollment in a WDC plan can be done at any time. To set up an account, employees are responsible for contacting Wisconsin Deferred Compensation at <u>www.WDC457.org</u> or 608-241-6604. Employees should identify as a UW Hospitals and Clinics employee and submit the account application directly to WDC.	
Additional Resources	 WDC Program Features and Highlights Deferred Compensation Program 	
Tax Sheltered Annuity (TSA) 403(b)		

The Tax-Sheltered Annuity (TSA) 403b plan is available to eligible employees to supplement their retirement savings. Employees can choose to set aside additional money for retirement on a pre-tax basis and have the right to choose how much to invest and where to invest.

Enrollment	Enrollment in a Tax-Sheltered Annuity 403b plan can be done at any time. To set up an account, employees must visit the Fidelity enrollment website to establish their new account. Payroll deductions will begin as soon as administratively possible.
Additional Resources Tax-Sheltered Annuity 403(b) Enrollment Opportunities	