

WHAT YOU NEED TO KNOW BEFORE YOU ENROLL GUIDE

Do not start the enrollment process in Employee Self-Service (ESS) until you have *all of* the information ready to input into the system. By having all required information available, you should be able to initiate your benefit enrollment, verify the cost of the benefits you have enrolled in, and finalize your elections at the same time.

Please Note: After you initially select your benefits you have 48 hours to make changes before your New Hire life event will close. If after your initial submission you need to make any changes to your benefit enrollment and are still within your 30-day enrollment period, please contact the HR Service Center.

I. REVIEW

REVIEW THE INFORMATION included in Benefits Information document you received during your onboarding based on your employment.

- [Employee Benefit Information](#)
- [Advanced Practice Provider Benefit Information](#)
- [Manager Benefit Information](#)
- [Director Benefit Information](#)

II. GATHER INFORMATION

DEMOGRAPHIC INFORMATION is required for all eligible dependents that are being enrolled on your plan, which includes name, Social Security Number, date of birth, relationship (i.e., spouse, child, etc.), relationship effective date (i.e., date of marriage, date of birth, date of adoption, etc.), gender, and contact information. These individuals can be added through the People to Cover step in the process.

Failure to provide this information will result in an incomplete enrollment for you and your dependents that will not be processed.

If you are planning to select a beneficiary that is not an eligible dependent (i.e., parent, other relative, etc.), you will add their information with all required fields.

DOMESTIC PARTNERS

If you are enrolling a Domestic Partner and/or DP's child/ren on your plan, UW Health requires a UW Health Domestic Partner Affidavit and the supporting documentation be submitted to the HR Service Center via an HR Help Desk request. Enrolling a Domestic Partner onto a UW Medical Foundation plan can only be done at time of new hire or during Open Enrollment.

If your Domestic Partner (and their child/ren, if applicable) qualify as your IRC Section 152 dependent, this would establish if Federal and/or State taxes will be applied to the cost of their benefit coverage. When you add these individuals in People to Cover, you will reflect their taxability by the Contact Type you select. Additional information regarding this election is provided in the *What You Need to Know While Enrolling* guide.

III. MAKE DECISIONS

UW Medical Foundation offers health, dental, life insurance options and more, available to eligible employees. Determine what plans are best for you and your family and who you will be providing coverage.