

BENEFITS ENROLLMENT

PLANS	WHEN TO ENROLL	HOW TO ENROLL
Medical Dental Vision Flexible Spending Accounts Short Term Disability Supplemental Life Insurance	You must enroll within your first 31 days of employment or eligibility. Benefits Enrollment will not be available in UAccess Employee until you have completed your Retirement Enrollment.	Visit UAccess Employee at https://uaccess.arizona.edu/ . You will need your UA NetID and password to enroll. Select Employee/Manager Self Service > Self Service > Benefits > Benefits Enrollment. Select your Benefits Enrollment event. Please be sure to “Submit” your elections and complete the enrollment process.
Voluntary Retirement Plans <ul style="list-style-type: none"> • Voluntary 403(b) Plan • 457 Deferred Compensation Plan 	You may enroll at any time.	Set up a 403(b) plan directly through the NetBenefits website at https://nb.fidelity.com/public/nb/aus/home . Set up a 457 plan by contacting Klark Krauter at 800-796-9753 or 520-262-0348.
Home/Auto Discount Program	You may enroll at any time.	Contact the vendor directly to enroll. Liberty Mutual: 1-800-531-8201 http://www.LibertyMutual.com/univazemp Travelers: 1-888-695-4640 https://www.travelers.com/index.aspx
Qualified Tuition Reduction (QTR)	QTR applications must be submitted no later than the 35 th day of the fall/ spring semesters or the last day for refunds for summer sessions. See the HR website for deadline dates.	Apply online at https://uaccess.arizona.edu/ . After logging in, select Main Menu > Self Service > Education Assistance Plan > EAP Application Form

BENEFITS ENROLLMENT CONT'D

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Savings Bonds	You may purchase savings bonds at any time.	Open your TreasuryDirect account at: www.treasurydirect.gov . Direct deposit instructions are available in TreasuryDirect, under Manage Direct, View My Funding Options. You may log in at https://uaccess.arizona.edu to request payroll direct deposit.
Child Care/Elder Care Programs	You may enroll at any time.	Contact HR Life and Work Connections directly at 520-621-2493 or http://lifework.arizona.edu/

- Visit <https://upktraining.uits.arizona.edu/odstrack/content/employee/toc0.html> for an online Benefits Enrollment Tutorial. Click on Employee Self Service > Benefits > New Hire Benefits Enrollment. You will need your UA NetID and password.
- If you encounter problems or need assistance navigating through the UAccess site, please call 520-626-TECH.
- Open enrollment for health, dental, vision, life insurance, disability insurance, and Flexible Spending Accounts occurs annually in November with elections effective January 1. You may not make changes to your elections until Open Enrollment unless you experience a Qualified Life Event (QLE). QLE changes must be submitted to HR using the QLE Form located at <http://hr.arizona.edu/sites/default/files/hr/forms/BEN-QLE.pdf>
- When you go to the doctor for services, you will need your Health Insurance ID, not your EmplID or Social Security Number. To learn your Health Insurance ID, visit UAccess Employee at <https://uaccess.arizona.edu> and select Employee/Manager Self Service > Self Service > Benefits > Benefits Summary.

RETIREMENT ENROLLMENT

You have 30 days from your date of hire/eligibility to elect either the Arizona State Retirement System (ASRS) or the Optional Retirement Plan (ORP) as your mandatory retirement plan. If an election is not made within 30 days of your hire/eligibility date, you will default to ASRS. Your retirement election is irrevocable.

Enrollment in Long Term Disability (LTD) is automatic and based on which retirement plan you elect. For more information on LTD and effective dates please refer to the “Benefit Plans Overview” and “Effective Dates” information in your benefits packet.

HOW TO ENROLL	
ORP	<p>1. Open an account with Fidelity Investments or TIAA. Visit that provider's website to open an ORP account.</p> <p><u>Fidelity Investments</u> – Visit https://nb.fidelity.com/public/nb/aus/home, click on “Enroll.” Your Plan ID is 67444.</p> <p><u>TIAA</u> – Visit https://www.tiaa.org/public/tcm/arizona/home and click on “Ready to Enroll.”</p> <p>You may wish to speak with an investment provider representative prior to enrolling. Contact information can be found at: http://hr.arizona.edu/employees-affiliates/benefits/retirement-plans#hdr-7</p>
	<p>2. Visit UAccess Employee at https://uaccess.arizona.edu/. You will need your UA NetID and password to enroll. Select Employee/Manager Self Service > Self Service > Benefits > Benefits Enrollment. Select your Retirement Enrollment event and follow the prompts. Please be sure to “Submit” your elections and complete the enrollment process. Print your confirmation statement.</p> <p>Contributions to the ORP will be applied retroactive to your date of hire/eligibility. You may qualify for immediate vesting (see ORP plan details in your benefits packet for more information). It is your responsibility to provide requested vesting information to the Human Resources Department.</p>
ASRS	<p>1. Visit UAccess Employee at https://uaccess.arizona.edu/. You will need your UA NetID and password to enroll. Select Employee/Manager Self Service > Self Service > Benefits > Benefits Enrollment. Select your Retirement Enrollment event. Please be sure to “Submit” your elections and complete the enrollment process.</p> <p>2. Visit the ASRS online enrollment website at https://secure.azasrs.gov/web/MemberRegistrationWizard.do?execution=e1s1. Your code is 69V00040. After completion of the online enrollment, ASRS will send you an email requesting beneficiary information.</p> <p>Please refer to the “Effective Dates” sheet in your benefits packet for information on when ASRS contributions begin.</p>

If you encounter problems or need assistance navigating through the UAccess site, please call 520-626-TECH. HR Solutions Team: 520-621-3660 or hresolutions@email.arizona.edu