

BENEFITS ENROLLMENT

PLANS	WHEN TO ENROLL	HOW TO ENROLL
Medical Dental Vision Flexible Spending Accounts Short Term Disability Supplemental Life Insurance	<p>You must enroll within your first 31 days of employment or eligibility.</p>	<p>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.</p>
Voluntary Retirement Plans – Voluntary 403(b) Plan – 457 Deferred Compensation Plan	<p>You may enroll at any time.</p>	<p>Set up a 403(b) plan directly through the NetBenefits website at https://nb.fidelity.com/public/nb/aus/home.</p> <p>Set up a 457 plan by contacting Klark Krauter at 800-796-9753 or 520-262-0348.</p>
Home/Auto Discount Program	<p>You may enroll at any time.</p>	<p>Contact the vendor directly to enroll.</p> <p>Liberty Mutual: 1-800-531-8201 http://www.LibertyMutual.com/univazemp</p> <p>Travelers: 1-888-695-4640 https://www.travelers.com/index.aspx</p>
Qualified Tuition Reduction (QTR)	<p>QTR applications must be submitted no later than the 35th day of the fall/ spring semesters or the last day for refunds for summer sessions. See the HR website for deadline dates.</p>	<p>Apply online at https://uaccess.arizona.edu. After logging in, select Main Menu > Self Service > Education Assistance Plan > EAP Application Form</p>

BENEFITS ENROLLMENT CONTINUED

PLANS	WHEN TO ENROLL	HOW TO ENROLL
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 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

All Classified Staff are required to participate in the Arizona State Retirement System (ASRS). Long Term Disability (LTD) is automatic with your ASRS enrollment.

HOW TO ENROLL	
ASRS	Visit the ASRS online enrollment website at. Your code is 69V00040 https://secure.azasrs.gov/web/MemberRegistrationWizard.do?execution=e1s1 . After completion of the online enrollment, ASRS will send you an email requesting beneficiary information.

Please refer to the “[Effective Dates](#)” sheet in your benefits packet for information on when ASRS and LTD contributions begin.

HR Solutions Team: 520-621-3660 or hresolutions@email.arizona.edu