Benefits Enrollment Instructions

Appointed Personnel will need to complete a retirement enrollment before being able to access the benefits enrollment. See page 2 for retirement enrollment instructions.

To Enroll in Benefits

1.) Go to UAccess Employee/Manager Self Service at http://www.uaccess.arizona.edu/ and log in using your NetID and password.
2.) Select Self Service.
3.) Select Benefits.
4.) Select Benefits Enrollment.

You will see an **Open Benefit Events** box. The event description will be **Hire**. Click the *Select* button.

On the **Benefits Enrollment** screen you will see "Current: No Coverage" under each option (medical, dental, vision, etc.), and a message in blue letters stating an election is **required**. Starting with medical, select *Edit.*

On the next page, select *Overview of All Plans* to access costs for each plan. Select *Return* to return to the medical page and continue your enrollment.

Elect your healthcare vendor by selecting the check box next to the vendor's name. Enroll your dependent(s) by selecting *Add/Review Dependents*. Select *Add a Dependent or Beneficiary*.   **Please add your dependents and/or beneficiaries before continuing. Social security numbers are required for all enrolled dependents.**

The final screen in the medical enrollment process will include your chosen vendor and your per-pay period cost. Select *OK* to pend your selection, or you may select E*dit* to change your vendor selection.

Once you have selected *OK*, you will return to the **Benefits Enrollment** screen and your new coverage status will reflect the medical vendor you selected.

Select the *Edit* button to enroll in the next type of coverage such as dental, vision, etc. You must select *Decline* for all benefits you do not want to elect or you will not be able to complete your enrollment.

After you have made all of your benefit elections, you will arrive at the **Submit Benefit Choices** screen. If you want to make any changes to your elections, select *Cancel* to go back and edit your choices.

When you are ready to submit your elections, select *Submit*. On the **Submit Confirmation** page, **select** *Confirmation Statement* **to save or print your enrollment confirmation for future reference**. Your confirmation statement will be required if there be any inconsistencies with your enrollment.

Retirement Enrollment Instructions – Appointed Personnel

*If you are enrolling in the Optional Retirement Plan (ORP):
First visit an investment company website to establish your account. Then continue with Step 1 below.

Fidelity Investments: https://www.mysavingsatwork.com/atwork/abor.htm
Use access code Plan Number 67444
Fidelity Investments contacts: Damond Petersen 866-588-2612; Scott Thomas 480-263-1622.

TIAA-CREF: http://enroll.tiaa-cref.org/azus/enrollment.html
Use access code AZQ192
TIAA-CREF contacts: Mark Largent 866-548-3705 ext. 457749; TIAA-CREF Counseling Center 800-842-2252.

*If you are enrolling in the Arizona State Retirement System (ASRS):
Visit the ASRS website (https://www.azasrs.gov/web/EnrollOnline.do?execution=e1s1) and complete the online enrollment. The code is **69V00040**. Then continue with Step 1 below.

1.) Go to UAccess Employee/Manager Self Service at http://uaccess.arizona.edu/ and log in using your NetID and password.
2.) Select Self Service.
3.) Select Benefits.
4.) Select Benefits Enrollment.

You will see an **Open Benefit Events** box. The **Event Description** will be "Retirement Election (ORP elig)" and the Event Status will be "Open". Click *Select*.

The next screen will show an **Enrollment Summary**. The table for costs will show zero, however, this is expected and does not actually reflect before and after tax costs. Select *Edit*.

You will be on the **ORP Account and Vesting Cert** page. If you have not established an ORP account with an ORP vendor, you must do so before continuing (see above). If you have already established an account, you may select the applicable checkbox.

Additionally, this screen gives you the opportunity to indicate your eligibility for immediate vesting of employer contributions. (If you indicate that you may qualify for immediate vesting, an email will be sent

to you from HR **after** enrollment requesting information about your previous retirement account). Once you have completed this page, select *Accept*.

You will now be on the **Benefits Enrollment** screen to select your retirement plan: ASRS for ORP eligible employees, Fidelity or TIAA-CREF. Once selected, click *Continue* or go back and change your selection by selecting *Cancel*.

The next screen reflects your election; however, you can still make changes by selecting *Edit*. To continue, select *OK* to pend your selection.

The next page is very similar to the Enrollment Summary at the beginning of your enrollment process. However, it will now reflect your election. The costs table will still have the default zero amounts; this is expected. If your election is correct, select *Submit*. If you would like to change your election, select *Edit*.

The next screen is the **Submit Benefits Choices** screen. If you are ready to finalize your ORP election, select *Submit*. If you are not ready to finalize your selection, select *Cancel* to return to the Enrollment Summary screen. (If you do not submit this page, you may return to the Enrollment Summary as many times as you wish until the conclusion of your 30 day enrollment period).

Finally, you will arrive at the **Submit Confirmation** screen, which shows the retirement plan you have just selected. This is the final step in your retirement enrollment process. **Select the *Confirmation Statement* button to print or save your confirmation.** It is very important to have your confirmation statement if there are any inconsistencies with your retirement enrollment.

Once the retirement enrollment is completed, you can complete your benefits enrollment. See page 1 for instructions. If your benefits enrollment is not available immediately, please check back the following day.

Retirement Enrollment Instructions – Classified Staff

You do not need to select a retirement plan in UAccess Employee. However, you must visit the Arizona State Retirement System (ASRS) website at https://www.azasrs.gov/web/EnrollOnline.do?execution=e1s1 within 30 days of your date of hire/eligibility and complete an online enrollment. The code is **69V00040**.

All retirement-eligible classified staff employees must enroll in ASRS.