2017-2018 Annual Enrollment FAQs

When is annual enrollment?

July 15 through July 31 is the annual enrollment period for the Plan Year 2017-2018.

What are the 2017-2018 benefit plan changes?

Highlights for Benefits Plan Year 2017-2018:

- **Great News!** There will be no rate increase for all UT Benefit Plans in 2017-2018. View the rates for [employees](#) and [retirees](#).

- A new UT SELECT Tier Option will offer enhanced benefits when receiving services at certain UT System Health Institutions. Review the plan design and details for [employees](#) and [retirees](#) online.

- Dependent children are now eligible to stay enrolled in Dental, Vision and Voluntary Life and AD&D coverage up to age 26, rather than age 25. Dependents who lost eligibility at age 25 previously and have not reached age 26 can be added to your coverage during the annual enrollment period, even if they elected COBRA coverage. Dependents are still eligible to stay on UT Select Medical up to age 26.

- There are no rate or plan changes for Voluntary Group Term Life*, Accidental Death and Dismemberment (AD&D), Spouse Group Term Life*, Long- and Short-term Disability, UT SELECT Dental Basic PPO, UT SELECT Dental Plus PPO, Delta Care Dental HMO, Vision and Vision Plus Plans.

  *Note: Group Term Life age-banded rate increases may apply to employees as applicable.

- Federal annual maximum for UT FLEX Health Care Reimbursement Account increased from $2,550 to $2,600.
What are the important reminders I need to consider for the new Plan Year?

- If you choose not to elect the UT Select Medical Plan due to coverage under another group health insurance program (i.e. spouse group medical coverage), you may be eligible to receive medical premium sharing of $299.07 per month for full-time employees (30+ hours) or $149.54 per month for part-time employees (20-29 hours) that may allow you to cover the cost of dental, vision and AD&D coverage. If you are not enrolling in the UT Select Medical Plan for this reason, choose the “Waive This Coverage” option under the Medical section, and make sure you select dental, vision and AD&D. After you record your elections, upload a proof of other insurance coverage as noted on the “ACTION REQUIRED! Medical Waive Documentation” online prompt.

- If you do not wish to make changes to your coverage, your current insurance elections, as listed in the Coverage Option Letter, will continue. However, if you want to enroll in or continue participation in UT FLEX, you must make that election online each year through My UT Benefits.

We encourage eligible employees to take advantage of the tax-saving features available through UT Flex. View the online FSA Resources for more information.

- Faculty members who are paid over a nine-month period will pay insurance premiums, including UT FLEX, over those nine months. UT Flex for GA/RA/TA will be deducted over 12 months unless eligibility ends. These rates are available online for reference.

- The deadline for submitting Evidence of Insurability (EOI) forms for Life and Disability insurance is Aug. 15, 2017.

- The effective date for coverage elected and approved during Annual Enrollment is Sept. 1, 2017.

- While enrolling or making changes online, take the opportunity to review your Total Rewards Statement available through My UT Benefits under the Total Compensation Tab. The statement demonstrates the total estimated annualized value of your salary plus longevity and other state and UT Dallas benefits. The statements are personalized and based on each individual's estimated earnings and benefit selections as of Dec. 1, 2016.

- In October 2017, review your first paycheck of the new fiscal year to ensure that your coverage elections have been processed correctly. Notify the Benefits Office of any errors within 31 days of receiving your paycheck.
What do I need to do to learn more about benefit changes?


Attend the come-and-go, superhero-themed UT Dallas Annual Benefits and Wellness Fair from 9 a.m. to 4 p.m. on Monday, July 17, in the Student Union Galaxy Rooms (2.602). Learn more about the scheduled presentations, prizes and superhero costume contest on the event flyer. UT Select Medical Plan participants can also sign up for an Airrosti pain and injury evaluation and make an appointment for a free on-site health checkup through Catapult Health in the Gemini and Phoenix Rooms during the fair. Individuals who sign up for a Catapult Health checkup must ensure they make their appointment time to avoid a no-show fee of $160.00. Sign up as soon as possible as space is limited.

A schedule of presentations is included in the following chart.
**Presentation - Galaxy Rooms (SU 2.602)**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>9:00-9:25</td>
<td>Welcoming You with Superhero Strut</td>
</tr>
<tr>
<td>9:30-10:00</td>
<td>What is Super New in Benefits for FY2017-2018</td>
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<tr>
<td>10:10-10:40</td>
<td>Kick Butts for Super Healthy Lungs</td>
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<tr>
<td>10:45-11:15</td>
<td>Health and Financial Wellness Program</td>
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<tr>
<td>12:00-12:50</td>
<td>Superhero Costume Contest - All Benefits-Eligible Employees and Retirees</td>
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<tr>
<td>1:00-1:20</td>
<td>Know How SUPERior Your UT Select Medical Plan Is</td>
</tr>
<tr>
<td>1:20-1:40</td>
<td>Tobacco Cessation Program - UT Select Benefits</td>
</tr>
<tr>
<td>1:50-2:20</td>
<td>Naturally Slim</td>
</tr>
<tr>
<td>2:30-3:00</td>
<td>Maximizing Your UT Flex Benefits</td>
</tr>
<tr>
<td>3:10-3:45</td>
<td>Wrap it Up with Super Strength Training/Exercise</td>
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</tbody>
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**Activities - Galaxy Rooms (SU 2.602)**

<table>
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<tr>
<th>Time</th>
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<tbody>
<tr>
<td>8:00-2:30</td>
<td>Free On-Site Health Check-ups by Catapult (Gemini and Phoenix rooms)</td>
</tr>
<tr>
<td>9:00-4:00</td>
<td>Free Aircrft Pain and Injury Evaluation</td>
</tr>
<tr>
<td>9:00-4:00</td>
<td>Free 10-Minute Massage by KeKino Massage Academy and Institute</td>
</tr>
<tr>
<td>10:00-3:00</td>
<td>Super Foods: Power-up with Healthy Snacks</td>
</tr>
<tr>
<td>11:00-1:00</td>
<td>Blue Bear – BCBSTX Mascot</td>
</tr>
</tbody>
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**When are new coverage elections effective?**

Coverage changes made during annual enrollment will generally be effective **9/1/2017**. Coverage requiring Evidence of Insurability (EOI) may have a later effective date depending on vendor approval.

**Do I need to re-enroll in UT FLEX?**

Yes, our plan requires an annual election. Remember, you are electing an annual amount, not a monthly amount. Faculty members’ enrollment and deductions cover 9 months (September through May); all other employees’ enrollment and deductions cover 12 months, September through August, unless eligibility ends.
What should I do if I don’t want to change my current benefit elections?

Does the employee have UT FLEX? If yes, the employee will need to re-elect their FLEX benefits online. If no and they do not want FLEX for the upcoming plan year, no action is required.

Who are eligible dependents?

- Your spouse;
- Your unmarried child(ren) under age 26, including stepchildren, adopted children, and children for whom you are the legal guardian or who are the subject of a medical support order;
- Your unmarried grandchild under age 26, if the child qualifies and is claimed as your dependent for federal tax purposes; and
- Children over age 26 who are determined by OEB to be medically incapacitated and are unable to provide their own support.

What is evidence of insurability (EOI)?

Evidence of Insurability (EOI) is the documentation required by a carrier to determine if the participant’s health condition meets the carrier’s criteria to be approved for coverage. This is a record of your historical health events. EOI is proof of good health. Approval is not guaranteed. EOI forms must be submitted online or mailed to vendors directly with postmarked date of Aug. 15. Forms submitted or postmarked after Aug. 15, 2017 will not be processed.

When is EOI required?

- Increasing life insurance for yourself
- Increasing life insurance for your spouse beyond 10,000
- Short or Long-Term Disability application after the initial enrollment

How do I complete an EOI?

After you have made your changes on My UT Benefits, an EOI tab will appear. Click on the EOI tab to get started.

Will I be approved for EOI?

There is no guarantee of approval. The vendor will review and determine approval or denial of the application for coverage if EOI is required.
How do I enroll?

To enroll, login to My UT Benefits and enroll online.

How do I login to My UT Benefits?

There are several ways to login to My UT Benefits:

- Single Sign-On: Employees and working retirees may select the My UT Benefits link within Galaxy under My Menu or link directly to My UT Benefits and use their UTD NetIDs and network passwords to sign in.
- Benefits ID (BID) and PIN
- Campus ID (UT ID) and PIN

**Note:** Social Security is no longer a valid ID to use to login on My UT Benefits.

**Note:** PINs are sent by OEB via UT Dallas email addresses by July 15. The email subject line will appear as “Your UT Benefits Enrollment Options.”

What do I do if I lost my My UT Benefits PIN?

You may go to My UT Benefits and have your PIN resent to you. Select the ‘Forgot PIN’ link and follow the online directions.

Will Benefits Representatives be providing sessions throughout campus this year?

Yes, benefits staff will be providing overview presentations and/or assist employees throughout the campus with making changes and answer any questions they may have. A schedule will be posted online when available.

What are the rates for different benefit plans?

Refer to the FY2017-2018 Benefits Cost Worksheet available by July 15 online through the UT System Office Employee Benefits website. Since there are no rate changes, FY2017-2018 Benefits Cost are the same as FY2016-2017. View the rates online for employees and retirees.
Who should I contact if I need assistance during annual enrollment or have any questions about my benefits?

You may email benefits@utdallas.edu or call one of the Employee Benefits Team members listed below:

The Office of Human Resources - Employee Benefits Team

• Marita M. Yancey - Employee Benefits Director - 972-883-2127
• Celeste Burnett – Leave Administrator - 972-883-2131
• Tina Manor – Benefits Analyst - 972-883- 5343
• Thi Nguyen – Benefits Analyst - 972-883-2605
• **Nora Pena – Benefits Administrator - 972-883-4559**
• Tina Sharpling - HRIS Manager- 972-883-4132
• **Sumi Shrivastava – Benefits Administrator - 972-883- 5151**
• **Debra York – Benefits Administrator - 972-883- 5338**