Annual Benefits Enrollment Checklist

**Dates:** September 27 to October 22, 2021

**For:** Benefits Changes Starting January 1, 2022

**Prepare**
- ☐ Check your current benefits enrollments at my.wisc.edu (click Benefit Information).
- ☐ Attend the Benefits 2022: What you need to know presentation or watch the recorded session.
- ☐ Make sure your providers will be in network next year (health/dental/vision).
  - ☐ If you are enrolled in Quartz-Community, you must choose a new network of providers for 2022. (Quartz-Community is dividing into two new networks: Quartz-Central and Quartz-West.) The Quartz-UW Health network will remain in the Dane County area.
- ☐ Visit ALEX, your personalized virtual benefits counselor.
- ☐ See new insurance prices on UW System’s website: wisconsin.edu/abe

**Decide**
- ☐ You must **enroll every year** if you want to **start or continue these benefits**:
  - ☐ Health Insurance Opt-Out Incentive*
  - ☐ Health Savings Account (HSA) *
  - ☐ Limited Purposed Flexible Spending Account (LPFSA)*
  - ☐ Health Care Flexible Spending Account (Health FSA)**
  - ☐ Dependent Day Care Flexible Spending Account (Dependent FSA)**

- ☐ You can enroll, change, or cancel:
  - ☐ State Group Health Insurance with or without Uniform Dental (preventive dental)
    - • New for 2022 employees in craft-related classifications will be eligible for employer contribution towards health insurance.
  - ☐ Preventive Dental (stand-alone plan available to those not enrolled in State Group Health)
  - ☐ Supplemental Dental (major/restorative dental coverage only)
  - ☐ Supplemental Vision through Delta Vision
  - ☐ Accident Plan through Securian
  - ☐ Accidental Death & Dismemberment (AD&D) Insurance
  - ☐ Flexible Spending Accounts (FSA) – Health, Limited Purpose, Dependent Day Care

- ☐ If you are **already enrolled in** Individual & Family Life Insurance, you can increase your coverage. The Annual Benefits Enrollment period does not offer a new enrollment opportunity for life insurance if you are not already enrolled.

**Act**
- ☐ Choose your 2022 benefits at my.wisc.edu (click Benefit Information).
- ☐ You must save and then submit all 2022 benefits **by 4:30pm on October 22, 2021**.
- ☐ Make sure your Confirmation Statement is correct. (You will get an email 24-48 hours after you submit your choices; the email will tell you how to find your Confirmation Statement for benefits that start January 1, 2022). Contact the human resources office in your school, college, or division with questions.

* Only available to employees eligible for Wisconsin Retirement System (WRS) benefits
** Not available to non-service appointees (Fellows, Scholars, Trainees, Post-Doctoral Fellows/Scholars/Trainees and Grad Interns/Trainees) and University Staff-Temporary appointments