



2024 Benefits Enrollment Assistance

For Graduate Assistants & Short-Term Academic Staff

Office of Human Resources, Madison Benefit Services

If you are a Graduate Assistant, Scholar, Fellow, Post-Doc, Employee-in-Training, or Short-Term Academic Staff (non-WRS academic staff) member who is eligible to enroll in new employee benefits this fall, you have 30 days from your benefits-eligible hire date to enroll in or decline insurance.

- Attend a [New Employee Benefits Seminar](#), watch the [video](#), or review the [Benefits Summary](#)
- Decide which benefits you are electing.
- Navigate to your Benefits Information box in your [MyUW](#) and the “Enroll Now” button.

If you do not locate the Benefits Information box, contact your HR office and request that they link your student and employee accounts.

If you are not able to find the “Enroll Now” button or your page indicates you do not have an open benefits enrollment, please contact your [HR office](#) to verify your appointment has been entered. If the appointment has been entered (more than 2 days prior) and the “Enroll Now” button still does not appear, you will need to complete paper applications.

- If needing assistance enrolling in your benefits, [register for a 15-minute appointment](#): Come prepared with your decisions since these times are reserved for enrollments only.

Please select a date after your hire date

- Tuesday, August 27, 2024**
- Thursday, August 29, 2024**
- Tuesday, September 10, 2024**

- Be prepared to provide your/your family's personal information (as applicable). This may include, but not limited to, full legal name, sex, date of birth, Social Security Number (if any) and other supporting documentation (i.e. dependent's birth certificate).
 - Best practice is to enroll electronically. Electronic enrollments must be submitted no later than 4:30 p.m. on the last day of your 30-day deadline.
 - If you must complete paper applications, they must be received and signed in by your local [HR office](#) by 4:30 p.m. on the day of your 30-day deadline.
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