



# Enrollments Assistance Checklist

Updated \ \ January 2025

## For Graduate Assistants & Short-Term Academic Staff

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 HR](#) and request that they link your account.  
  
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 HR](#) 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 may need to complete paper applications.
- If needing assistance enrolling in your benefits, [Contact HR](#).
- Be prepared to provide your/family personal information (as applicable). This may include but not limited to: full legal name, sex, date of birth, social security number (if any) and supporting documentation (ie. dependent’s birth certificate).
- Best practice is to enroll electronically. Enrollment should take place 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.

