



**Madison Benefits Services**  
OFFICE OF HUMAN RESOURCES  
UNIVERSITY OF WISCONSIN-MADISON

## ACCESS TIER 2 PREMIUM REQUEST/CHANGE

State Group Health Insurance

**Department/Division Instructions:**

Effective January 2009, employees assigned to work outside of Wisconsin will be eligible for Access Plan premiums at the Tier 2 rate.

- Provide the following information, which will be used to determine the employee's Access Plan – State Group Health insurance premium.
- Submit the original request/change form to Madison Benefits Services with the employee's State Group Health Application. Provide a copy to the employee.
- Tier 2 premiums will become effective the 1<sup>st</sup> of the month on or following the employee's event date.
- This form will not be processed by Madison Benefits Services without an event date indicated.
- *Note: Faculty on approved sabbaticals who leave the state for the purpose of fulfilling their sabbatical proposal are considered to be assigned to work out-of-state.*
- *Tier 2 premium rates will continue until employee either switches to a HMO Health Plan or Madison Benefits Services is notified of a change request with the submission of a new Access Tier 2 Premium Request/Change Form.*

Employee Name: <i>(Last, First, Middle Initial)</i>		Employee ID:
Birthdate: <i>(MM/DD/YYYY)</i>	UW-Madison Division/Department at which employed:	
Employee is assigned to work outside of Wisconsin: <input type="radio"/> Yes <input type="radio"/> No	Event Date: <i>(i.e. Hire Date / Move from Service Area)</i>	
Reason for Request/Change: <i>(i.e. New Hire / Sabbatical / Move from Service Area)</i>		

Please contact the Office of Human Resources at 265-2257 if you have any questions about whether the faculty member is on assignment out-of-state.

**For Departmental Use Only:**

Department Representative Name:		Date:	
Department Representative Signature:		Telephone Number:	

**For Madison Benefits Services Use Only:**

Processed Date:		Processed By:	
Effective Date:			