



OFFICE OF HUMAN RESOURCES

Enabling the Success of Others

2018-2019 Annual Enrollment FAQs

When is annual enrollment?

July 15 through July 31 is the annual enrollment period for the Plan Year 2018-2019.

What are the 2018-2019 benefit plan changes?

Highlights of Benefit Changes Plan Year 2018-2019:

- There will be no rate increase for the UT Select Medical Plan in 2018-2019. Plan rates will be available online through the [UT System Office of Employee Benefits \(OEB\) website](#) by July 15.
- UT Connect – Accountable Care Organization (ACO) Medical Plan Option. This is a new, stand-alone medical plan option available to employees and non-Medicare-eligible retirees living in the Dallas-Fort Worth area. [More details](#) regarding the new medical plan option are available [online](#).
- The [UT Health Network Tier](#) will continue to offer enhanced benefits when receiving services at UT System Health Institutions (excludes UT Southwestern Medical Center, UT Rio Grande Valley and MD Anderson).
- Hearing aid benefit increased from \$500 every four years to \$1,000 per ear every three years.
- Rate reduction for the UT Select Dental Basic PPO and Delta Care Dental HMO (Delta Dental).
- Frame allowance under the Vision Plus plan increased from \$150 to \$165.
- Slight reduction for Short-Term Disability rate (from \$0.28 to \$0.27 per \$100 monthly earnings).
- Federal annual maximum for UT FLEX Health Care Reimbursement Account increased from \$2,600 to \$2,650 per plan year.
- There are no rate or plan changes for Voluntary Group Term Life* and Accidental Death and Dismemberment (AD&D), Spouse Group Term Life*, Long-Term Disability, UT SELECT Dental Plus PPO and Vision Basic Plan.

*Higher individual [rates](#) may apply if your age on Sept. 1 corresponds to a higher age bracket.

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How can I compare my current benefits to my options for this plan year?

By July 15, employees will begin receiving the Annual Enrollment Coverage Option Letter from UT System. This letter lists your current elections and explains insurance options in detail. It also contains your log-in PIN and instructions on enrolling through [MY UT Benefits](#). If you have not received your letter by Monday, July 23, please email benefits@utdallas.edu.

What do I need to do to learn more about benefit changes?

Visit the [UT Dallas Employee Benefits webpage](#) and the [UT System OEB website](#) for more details.

Benefits-eligible individuals are also encouraged to attend the **UT Dallas Annual Benefits and Wellness Fair on Monday, July 23**, in the Student Union Galaxy Rooms (2.602). More information about the fair's schedule of events, presentations, prizes and karaoke contest will be announced soon. UT Select participants are encouraged to sign up for [Airrosti Evaluation](#). Individuals who signed up for a Catapult Health checkup must ensure they show up to their appointment time to avoid a no-show fee of \$160.

In addition, the UT System Office of Employee Benefits (OEB) will roll out a new tool called "[MyEvive](#)," where you can find the right benefits information at the right time. Look for more details from UT System OEB soon. Be sure to [register](#) through MyEvive to access valuable benefits information and help UT Dallas win a \$1,500 donation toward a UT Dallas-dedicated philanthropy by answering questions about your benefits throughout the enrollment period.

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.

What should I do if I do not want to change my current benefit elections?

If you do not wish to make changes to your coverage, your current insurance elections, as listed in the Coverage Option Letter from UT System, will continue. No action on your part is required. 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.

What is UT FLEX?

UT FLEX is a flexible spending account (FSA) that allows you to set aside pre-tax dollars to be used for qualified out-of-pocket medical and daycare expenses. We encourage eligible employees to take advantage of the tax-saving features available through UT FLEX. View the online [FSA Resources](#) and visit the [UT Benefits Maestro Health website](#) for more information.

Why do I need to re-enroll in UT FLEX if I signed up last year?

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 if I have coverage under another group health insurance program?

If you choose not to elect either the UT Select or UT Connect Medical Plan due to coverage under another employer group health insurance program (i.e. spouse group medical coverage), you may be eligible to receive the medical premium sharing of \$299.07 per month for full-time employees (30 or more hours) or \$149.54 per month for part-time employees (20 to 29 hours). This may allow you to cover the cost of dental, vision and AD&D coverage. If you are not enrolling in any of the medical plans 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.

When are new coverage elections effective?

Coverage changes made during annual enrollment will generally be effective **9/1/2018**. Coverage requiring Evidence of Insurability (EOI) may have a later effective date depending on vendor approval.



What should I do to ensure my elections are implemented correctly?

In October 2018, review your first paycheck of the new fiscal year to ensure that your coverage elections have been processed correctly. Email benefits@utdallas.edu to notify the HR-Benefits Team of any errors within 31 days of receiving your paycheck.

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, 2018 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

What is the deadline for submitting Evidence of Insurability (EOI) forms?

The deadline for submitting EOI forms for Life and Disability insurance is Aug. 15.

How do I complete an EOI?

After making your changes on My UT Benefits, an EOI tab will appear. Click on the EOI tab to begin.

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.



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What are the rates for different benefit plans?

Refer to the [FY2018-2019 Benefits Cost Worksheet](#) available by July 15 online through the UT System Office Employee Benefits website. Since there are no rate changes, FY2018-2019 Benefits Cost are the same as FY2017-2018. View the rates online for [employees](#) and [retirees](#).

I am a faculty member; where can I find nine-month rates for benefits plans?

Faculty members paid over a nine-month period will pay insurance premiums, including UT FLEX, over those nine months. Nine-month rates will be available on the [UT Dallas Benefits webpage](#) by July 15.

Where can I view a summary of my total compensation, including my benefits?

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, 2017.

Will Benefits Representatives be providing sessions throughout campus this year?

Yes, benefits staff will provide overview presentations and/or assist employees throughout campus with making changes and answering any questions they may have. A schedule will be posted online and announced to all departments.

Whom should I contact with questions about annual enrollment or my benefits?

You may email benefits@utdallas.edu or contact a Benefits Administrator directly:

The Office of Human Resources - Employee Benefits Team

- Marita M. Yancey - Employee Benefits Director - 972-883-2127
- Celeste Burnett - Leave Administrator - 972-883-2131
- Thi Nguyen - Benefits Analyst - 972-883-2605
- Tina Sharpling - HRIS Manager- 972-883-4132
- Kasia Yakel - Benefits Analyst - 972-883- 5343

Benefits Administrators

- Nora Pena - Benefits Administrator - 972-883-4559
- Sumi Shrivastava - Benefits Administrator - 972-883- 5151
- Debra York - Benefits Administrator - 972-883- 5338

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