



**The Affordable Care Act (ACA) Employee Notice & Benefits Enrollment Deadline**

The Affordable Care Act (ACA, also known as Healthcare Reform) requires employers, including The University of Texas (UT), to send written notice to all employees about the Health Insurance Marketplace. Benefits-eligible UT employees and retirees who decide to shop for medical insurance in the Marketplace should know that full-time employees and all retirees pay no monthly premium for the member-only portion of the UT Medical Plan. In addition, employees and retirees who are currently covered under the UT Medical Plan and drop that coverage to purchase health insurance through the Marketplace will no longer be eligible for employer contributions (premium sharing). Anyone who does not meet the eligibility criteria to participate in the UT Medical plan may decide to shop for health insurance through the Marketplace. Please carefully review the “New Health Insurance Marketplace Coverage Options and Your Health Coverage” notice. A link to this notice is included at the bottom of this email. If you decide to shop for medical insurance coverage in the Marketplace, visit [www.Healthcare.gov](http://www.Healthcare.gov) to be guided through the process. Review the link below for Frequently Asked Questions to help you understand the purpose of this notice and how the Marketplace may impact you. <http://www.utsystem.edu/offices/employee-benefits/affordable-care-act>

UT Dallas students may also purchase health insurance coverage through the Student Health Insurance Program. Visit the [Student Health Center Website](#) for more details and requirements for both domestic and international student insurance coverage.

**Important Information to Benefits Eligible Employees:** Benefits eligible employee definition: Employees working 20 hours or more per week or at least 50% FTE for at least 4 ½ months (includes RA/TA but excludes other student positions). [Benefits eligible employees \(new hires and newly eligible due to job changes](#) i.e. increased FTE%) have 31 days to enroll in the insurance benefits from the effective date of employment or effective of the job change. Employees with [qualified life event status change](#) (i.e. birth/adoption of a child, divorce, marriage, loss of other group coverage due to ineligibility, ACA eligibility and FTE/job changes), have the option to make changes to the elected coverage within 31 days of the effective date of the status change. [Change\(s\) must be consistent with the life event status change](#). Please contact a [UTD Benefits Administrator](#) via [benefits@utdallas.edu](mailto:benefits@utdallas.edu) or by calling 972-883-2221 and submit the [UT Benefits Enrollment and Change Application Form](#) available online to enroll. Failure to enroll within the 31-day period will result in no coverage for the current Plan year except the default basic coverage (employee medical and \$40,000 basic life and \$40,000 AD&D) for full-time benefits eligible employees; part-time benefits eligible employees will be defaulted to no coverage. For more information about your benefits, please visit the [UT System Office of Employee Benefits Website](#).

All employees (including student employees) are also eligible to enroll in the [UT System Voluntary Retirement Programs \(403\(b\)-TSA and 457\(b\)-Deferred Compensation Plan](#) at any time subject to the payroll processing deadlines posted online through the [UT Retirement Manager](#). The deadline to enroll each month is on the 10<sup>th</sup> day of each month for the following month’s payroll deduction. You may enroll online through the [UT Retirement Manager](#). Do not hesitate to email [benefits@utdallas.edu](mailto:benefits@utdallas.edu) if you have any enrollment or other benefits questions.

**Special Notice to ORP Eligible Employees:** Benefits eligible employees will be automatically enrolled in the Teacher Retirement System of Texas at the time of employment or eligibility. **Certain employees are eligible for the Optional Retirement Program (ORP). ORP eligible positions include full-time faculty members, faculty administrators, counselors, professional librarians, chief and senior administrative officials, specialized professional positions (i.e. scientists, engineers), and athletic coaches and directors.** In lieu of participating in TRS, ORP eligible employees will have a **one-per-lifetime irrevocable option to enroll within 90 calendar days of hire or initial ORP eligible employment effective date.** Participants are vested after completing one year plus one day of ORP eligible employment and participation. **To enroll in ORP, the employee must complete and submit the [ORP Acknowledgement](#), [TRS 28 Form](#), and [enroll online](#) by selecting an ORP vendor(s) using the [UT Retirement Manager](#) within 90 days.** Failure to timely enroll in ORP will result in default participation in TRS. Contact the UT Dallas Office of Human Resources at [compensation@utdallas.edu](mailto:compensation@utdallas.edu) for questions or clarification of your ORP eligibility. Forms and additional information are available from the links below:

[Optional Retirement Program: https://www.utsystem.edu/offices/employee-benefits/optional-retirement-program](https://www.utsystem.edu/offices/employee-benefits/optional-retirement-program)

[Teacher Retirement System of Texas: https://www.trs.texas.gov/Pages/Homepage.aspx](https://www.trs.texas.gov/Pages/Homepage.aspx)

[UT Retirement Resources: https://www.utsystem.edu/offices/employee-benefits/ut-retirement-resources](https://www.utsystem.edu/offices/employee-benefits/ut-retirement-resources)

[TRS-28 Form – Notice to Elect to Participate in the Optional Retirement Program and/or Refund](#)

[ORP Acknowledgment Form](#)

[Enroll Online for ORP](#)

[Enrollment for ORP, TSA, Roth and DCP through Retirement Manager:](#)

<https://www.utsystem.edu/offices/employee-benefits/enroll-retirement-manager>

[Texas Higher Education Coordinating Board: www.thecb.state.tx.us](http://www.thecb.state.tx.us)

Click [here](#) to view the Notice and other ACA information online. For more information, visit the [UT System Office of Employee Benefits Website](#). If you have further questions, email [benefits@utdallas.edu](mailto:benefits@utdallas.edu).