



Office of Human Resources
Employee Benefits Checklist
 for Classified Staff, Academic Staff, Faculty

Instructions for the Department Payroll & Benefit Coordinator:

1. Complete Section 1 – Employee Information.
2. Have the employee read, sign and date Section 2 – Employee Acknowledgement.
3. Record in Section 3 the Application Received Dates.
4. Sign, date and retain a copy of this form for your files.

Section 1 – Employee Information

Last Name	First Name	Middle	Date of Birth (mm/dd/yyyy)
Department/Division	Person ID	Employment Start Date (mm/dd/yyyy)	

Section 2 – Employee Acknowledgement

I acknowledge I have been informed to locate the information and applications noted below at <http://benefits.wisc.edu> and that I have been informed to attend Benefits 101.

Employee Signature	Date (mm/dd/yyyy)

Section 3 – Benefit Information and Applications located at <http://benefits.wisc.edu>

Benefit Plan	Application Received Dates (mm/dd/yyyy)
State Group Health Insurance	
Dental and Excess Medical Insurance (Epic)	
Dental Insurance	
Vision Insurance	
Income Continuation Insurance (ICI)	
State Group Life Insurance	
Individual and Family Group Life Insurance	
University Insurance Association Life Insurance (UIA)	Mandatory for all eligible Unclassified employees. No Application Required.
UW Employees Inc. Life Insurance	
Accidental Death and Dismemberment Insurance (AD&D)	
Employee Reimbursement Accounts Program (ERA)	
Wisconsin Retirement System (WRS)	No Application Required.
Tax Sheltered Annuity 403(b) Program (TSA)	Voluntary Retirement Savings Program
Wisconsin Deferred Compensation (WDC)	Voluntary Retirement Savings Program

Coordinator Signature	Date (mm/dd/yyyy)



Benefits 101: Benefits Seminar for New Employees for employees covered by the Wisconsin Retirement System

Presented by: Office of Human Resources, Benefit Services

Welcome to the University of Wisconsin – Madison

If you are a new employee, or an existing employee who is newly covered by the Wisconsin Retirement System, register for this seminar within your first 30 days!

Register Today

go to www.ohrd.wisc.edu and select **Benefits 101**, under Learn About Your Benefits.

Benefits 101 will help you understand your benefit choices and options. You will receive a *personalized* worksheet with your enrollment deadlines.

Benefits 101 features:

- An overview of your extensive UW benefits package
- An explanation of the information and forms available to you on the benefits website
- An explanation of the value of your sick leave benefit
- An introduction to the mandatory Wisconsin Retirement System and optional retirement programs
- A live question and answer session with a benefits expert

Benefits 101 locations:

**21 North Park Street
Room 5045**



**Health Sciences Learning Center
750 Highland Avenue
Room 4201**



Benefits information: <http://benefits.wisc.edu>
Send questions to: benefits@ohr.wisc.edu