

Prepaid Summer Deductions for Unclassified Nine Month Appointees

For UW Unclassified appointees (Academic Staff, Faculty, Graduate Assistants¹, and Employees-in-Training) who have nine month appointments and are expected to return for the Fall Semester, multiple insurance deductions will be taken from March, April and May earnings so that insurance coverage continues through the summer months. Since most insurance premiums are paid in advance of coverage, the additional deductions from these earnings (for June, July and August) will maintain coverage until deductions resume with September earnings.

If you are an existing UW Unclassified appointee with a nine month appointment and work during the summer, insurance deductions are not taken from your summer pay.

Prepaid Summer Deduction and Coverage Table

Insurance Plans	Deduction Month	Coverage Month(s)
Coverage paid one month in advance: State Group Health Insurance State Group Life Insurance EPIC Benefits+ Dental Wisconsin VSP Vision Insurance Individual and Family Group Life Insurance UW Employees Inc. Life Insurance Accidental Death and Dismemberment	March April May	April and July May and August June and Sept
Coverage paid one month in advance: State Group Life Insurance	March April May	April May and July June/Aug/Sept
Coverage paid for the current month: Income Continuation Insurance (ICI)	March April May	March April and June May/July/August

Other Plans²

Prepaid Summer deductions available only upon request. Contact benefits@ohr.wisc.edu
 Tax Sheltered Annuity 403(b) Program
 Wisconsin Deferred Compensation

Wisconsin Retirement System Creditable Service and Sick Leave during the Summer

For nine month 100% appointments covered by the Wisconsin Retirement System (WRS), one year of creditable service is earned after 1,320 hours. Creditable service is prorated for appointments less than 100%.

For nine month 100% appointments covered by the WRS, the annual sick leave allotment of 96 hours is earned over nine months; sick leave is not earned during the summer months. Sick leave is prorated for appointments less than 100%.

¹ Graduate Assistants who are expected to return for the Fall Semester with one of the following appointments titles: Research Assistant, Fellow, Advanced Opportunity Fellow, Scholar, Trainee, Teaching Assistant, Project Assistant, Program Assistant, Graduate Intern, Graduate Trainee, Post Doc Fellow, Post Doc Trainee, Post Graduate Trainee, Intern (non-physician), Research Intern, and Research Associate.

² Prepaid Summer deductions are not taken for the Other Plans.

UW Employees Experiencing a Family Change during the Summer

Update Your Benefit Coverage to Match Your Status

Most benefit plans have a special 30 day enrollment opportunity for making family status changes due to marriage, domestic partnership, the birth or adoption of a child, or divorce.

E-mail your benefit questions to: benefits@ohr.wisc.edu

Benefit Deductions for those leaving UW Employment in the Summer

UW Employees Retiring during the Summer

If you anticipate retiring during the summer, please read the following document:
Individual Retirement Counseling Appointments for UW-Madison Employees
http://www.bussvc.wisc.edu/ecbs/Benefits_Retirement_Appointment.pdf

If you are within 12 months of retirement, please call the Department of Employee Trust Funds (ETF) toll-free at (877) 533-5020, to request a retirement application/packet. Once you receive your packet, schedule an appointment with the Office of Human Resources to complete your retirement application and obtain information about benefit continuation.

To schedule an appointment online, click on this link: **Benefits Appointments**
<https://www.ohrd.wisc.edu/OHRDCatalogPortal/Default.aspx?tabid=29&SeriesKey=300>
When you select your desired month, the next page will display the available appointments for that month. Select your desired date and time, then click on "Login & Register" and enter your NetID and Password to complete the registration process. We are located at 21 N Park Street, Suite 5101 (5th floor). Metered parking is available on the first level.

Once you are registered for an appointment, a benefits specialist will contact you to obtain more information in order to prepare your retirement estimate.

E-mail your benefit questions to: benefits@ohr.wisc.edu

UW Employees Terminating Employment during the Summer

You will be sent continuation/conversion information for the benefit plans that you were enrolled in. Application deadlines apply to each benefit plan.

If you move, immediately change your home address in your My UW account or contact the Office of Human Resources by email at benefits@ohr.wisc.edu.