

Insurance Selections Process - Institution Benefit Administrator Tasks

*** All references to furlough on this page refer to instances when the Furlough Insurance Selections form has been used (only for employees on consecutive furlough for greater than 30 days).

- _____ 1. Notification letter is sent to employee and includes benefit information.
- _____ 2. Verify the Job Data row has been added with the correct effective date = first day of Furlough or Temporary Work Reduction.
- _____ 3. Verify the employee's benefit primary appointment is WRS eligible and eligible to earn sick leave. (See KB [18124](#), [sick leave policy](#) and [furlough information](#)).
NOTE: If the employee does not meet above criteria, they are not eligible to use accrued sick leave for employee share of state group health.
- _____ 4. Counsel employee on impact on benefits.
NOTE:
 - Furlough is treated same as LOA with inclusion that an employee may use accrued sick leave to pay for State Group Health. (see [furlough information](#)).
 - Changes can be made to HSA/FSA deductions with the election change [form](#) and faxing or emailing to UW-Shared Services, Service Operations (FSA changes are for furlough only)
- _____ 5. Direct employee to complete the Furlough (consecutive furlough for greater than 30 days) or TWR (consecutive furlough less than 30 days or temp work reduction) Insurance Selections Form.
NOTE: Form must be completed by the employee, unless a time restraint exists in which case the benefit administrator can sign on behalf of the employee.
- _____ 6. Form must be submitted electronically, or by fax or mail to UW-Shared Services, Service Operations team and can be sent directly by the employee.
- _____ 7. Verify dates are correct on the Intention letter sent from Service Operations, with a cc to the institution.
NOTE: If the dates are incorrect or change respond to the ticket.

Additional Considerations:

- If employee chooses to lapse coverage, they have 30 days upon return to work to submit applications to reinstate lapsed coverage (furlough only).
- If the employee's spouse works for UW or another State agency and is benefit eligible; health, vision or dental coverage may be transferred to the spouse (furlough only).
- Accrued Sick Leave will be used for the deduction month in which there is consecutive day furlough being taken.
- The employee is eligible for the employer share towards the premiums the first payroll it effects, plus 3 additional payrolls. If the employee is still on consecutive furlough for the 4th additional payroll the employee will be responsible for the entire premium.
NOTE: The employee is not required to meet the 30 days back at least 50% requirement for it to be deemed over.

- Benefit Billing will be used if there are not sufficient earnings to take deductions.
 - Furlough - If the employee does not pay, the insurance will be lapsed.
 - All others - If the employee does not pay, the insurance is CANCELLED and they are not eligible to re-enroll.
- If HSA/FSA is changed it can be changed back when the employee returns.

Service Operations Tasks:

- Communicate directly with the employee on any questions, changes or when coverage lapses.
- Update HRS based upon employee benefit decisions; lapse coverage, benefit billing, payroll deduction and manage changes.
- Communicate with benefit vendors if necessary.
- If sick leave is used, reduce sick leave and notify institution benefit administrator of sick leave reduction, found in the Intention letter.
- When complete – notify employees who lapsed coverage with reminder of need to resubmit applications to resume coverage (furlough only).