

FULL TIME / PART TIME NEW HIRES AND REHIRES BENEFIT ELIGIBLE EMPLOYEES

- Full time appointed at 100% time
- Part time appointed at least 50% time but less than 100% time

As a new benefit eligible employee of the University of Texas Health Science Center who **qualifies for insurance**, you have a limited amount of time to enroll yourself and/or eligible dependents for insurance coverage. It is very important that you take time to review the information in the insurance packet which is being provided to you and make your selection during your enrollment period which is outlined below.

Have you been employed by a State of Texas agency or institution of higher education in the past 31 days? Yes No

Which agency/institution? _____ Separation Date? _____

Have you ever participated in the Teacher Retirement System of Texas? Yes No If yes, have you withdrawn your funds? Yes No

Have you ever participated in the Optional Retirement Program? Yes No

Which agency/institution? _____ Separation Date? _____

As a new employee, you have **31 calendar days from your hire date to elect optional coverage** for yourself and/or eligible dependents without Evidence of Insurability requirement. It is your responsibility to enroll for optional coverage for yourself and any eligible dependents within your first 31 days of employment. The medical coverage effective date will not begin until the first day of the month following your 30-day wait period. However, it is **MANDATORY** for you to do a manual enrollment with the Benefits Office before any coverage can become effective.

❖ NOTE: Part Time employees are NOT automatically enrolled in the medical plan. You must enroll with the Benefits Office for your medical coverage.

In order to enroll your eligible dependents with optional coverage you will be required to provide the following information:

- Legally Married Spouse – Marriage Certificate
- Biological Dependent Child(ren) – Birth Certificate of Child(ren)
- Step-Child(ren) – Birth Certificate of Child(ren), Birth Certificate of Spouse and Marriage Certificate
- Adopted Dependent Child(ren) – Legal Court Documentation of Adoption and Birth Certificate of Child(ren)
- Guardian of Dependent Child(ren) – Legal Court Documentation of Guardianship and Birth Certificate of Child(ren)
- Grandchild(ren) of Unmarried Covered Eligible Dependent(s) – Birth Certificate of Grandchild(ren)

If you fail to enroll during this 31 day period, you will not be able to enroll until subsequent annual enrollment periods. Certain policies require Evidence of Insurability approval before enrollment is allowed and a 30 day waiting period must be met after EOI approval.

Contact the Benefits Office at Extension 3935 to arrange an appointment to complete your insurance enrollment.

Return completed form to Benefits Department-UTHSC-Houston

Employee Signature

Printed Name

Date

