

Acknowledgement of Benefit Policies

All new employees must read and sign this form.
 Upon completion, return this form to your campus Human Resources.

Benefits-Eligible Employment

If you are employed in a regularly appointed position at 50% time or greater for a period scheduled to be at least nine months, you will be enrolled in basic University benefits programs and you will have the opportunity to enroll in optional benefits.

As a benefits-eligible employee you will be enrolled in basic life and basic disability insurance, both paid by the University with no cost to you. The University will contribute to the University Retirement Plan on your behalf and you will be required to contribute to your retirement account in the Plan.

You will also have opportunity to make additional University-matched and unmatched tax-deferred and post-tax contributions to your retirement account, to enroll in health and dental coverage, vision insurance, life insurance and other voluntary insurance programs and depending upon your salary level you may be eligible to purchase additional disability insurance.

All optional benefits enrollments, including any required dependent documentation, must be completed within 31 days of your benefits-eligible appointment date. After 31 days, you will be eligible to enroll or change enrollments only upon a qualifying status change event (such as marriage, divorce or the birth of a child) or when the University offers an open enrollment period.

Acknowledgement of Benefits-Eligible Employment _____ *your initials*

Non-Benefits-Eligible Employment (examples include concurrent employment, student workers, extra-help, temps and adjunct faculty)

If you are employed by the University in any non-benefited position you are still eligible to participate in the University Retirement Plan. You are eligible to make unmatched employee contributions on a tax-deferred or post-tax basis. You may increase, decrease or stop your contributions at any time. The University does not contribute to or match the retirement contributions by non-benefited employees.

Depending upon your average work hours as tracked by the University, you may also be eligible to enroll in the University Health Plan. Compliant with federal health care regulations, the University monitors the work hours of non-benefited employees and provides the offer of health plan enrollment to those meeting the minimum work hour guidelines. If you meet the work hour requirement you will receive a written offer of coverage including premium cost information.

Acknowledgement of Non-Benefits-Eligible Employment _____ *your initials*

Electronic Benefit Plan Documents

I understand that I can access the Summary Plan Descriptions (SPD's) of the University of Arkansas benefit plans at <http://benefits.uasys.edu/> and selecting my specific campus location. A printed copy is only available upon request.

Print your Name	Employee ID or Social Security Number
Sign your Name	Today's Date