

# Benefits Orientation for Newly Appointed Faculty

## What is Benefits Orientation?

Meetings to help you understand the benefits offered, answer questions you may have, help you complete the necessary forms and enroll in a timely manner.

## Why is it important for me to attend?

Understanding the benefits offered and enrolling in the plans for which you are eligible will help you maximize your benefits.



## Who is eligible for benefits?

Newly appointed regular full-time, temporary full-time, and regular part-time faculty.

## When must I enroll?

You must enroll within **30 days** of your appointment date.

## Why is it critical for me to enroll within 30 days?

If you fail to enroll within 30 days of your appointment date, you will be required to wait for annual open enrollment and your coverage effective date will be January 1, 2012.

## How do I reserve a seat in the Benefits Orientation?

To register for New Faculty Benefits Orientation, go to <http://www.hrtraining.ua.edu/hrtrain/jsp/index.jsp> to access that online registration site. Go into the Employee Orientation and Onboarding category and select the session date you want. You will need your myBama email address and CWID to log in. For questions about this process, please contact the HR Development office at 348-9700 or [hrdevelopment@ua.edu](mailto:hrdevelopment@ua.edu).

## What should I bring?

1. Documentation substantiating eligibility in order to enroll a dependent in any of our health, dental, or vision insurance plans. The types of documentation required can be found at <http://hr.ua.edu/benefits/NewDependentDocumentationRequirements.html>.
2. Proof of previous medical and dental insurance coverage for yourself and dependents age 19 and over (to waive the 6-month exclusion for pre-existing medical conditions and 12-month exclusion for pre-existing dental).
3. Total amount already tax-deferred in 2011 to a 401(k), 403(b), or 457(b) if enrolling in The University of Alabama 403(b) or 457(b) plan.

## When and where are the sessions held?

Day of Week	Date	Time	Location
Tuesday	7-26-11	1:00 pm – 4:30 pm	G-54 Rose Administration Building
Thursday	7-28-11	1:00 pm – 4:30 pm	G-54 Rose Administration Building
Monday	8-1-11	8:30 am – 12:00 pm	G-54 Rose Administration Building
Wednesday	8-3-11	8:30 am – 12:00 pm	G-54 Rose Administration Building
Monday	8-8-11	1:00 pm – 4:30 pm	G-54 Rose Administration Building
Thursday	8-11-11	8:30 am – 12:00 pm	G-54 Rose Administration Building
Tuesday	8-16-11	8:30 am – 12:00 pm	G-54 Rose Administration Building
Wednesday	9-7-11	5:00 pm – 8:30 pm	G-54 Rose Administration Building

## Who do I call if I have further questions about the Benefits Orientation?

Call the HR Service Center at 348-7732.