

**Subject:** Graduate Appointee Insurance for Spring Quarter 2024 begins April 1

Dear Payroll Coordinators, Graduate Program Assistants, and Graduate Program Advisors,

Important information and deadlines to ensure that eligible Academic Student Employees (ASEs) in your department receive timely benefits under the Graduate Appointee Insurance Program (GAIP) for the 2023-2024 plan year are detailed below and include critical deadlines.

**Notice highlights:**

- **The final deadline** to finalize GAIP eligible appointments in Workday is April 4.
- **Submit self-pay requests** by April 4.
- **Late entry of appointments** will require a department appeal to activate the student's GAIP coverage.

**DEPARTMENT RESPONSIBILITIES**

**DEADLINE:** For ASEs who are scheduled to be eligible for UW-paid GAIP coverage for Spring quarter 2024, the deadline for entering appointment and distribution information is April 4, 2024. *This deadline means the eligible appointment is completely approved at all levels, including the ISC.* Spring quarter GAIP coverage starts April 1, 2024.

Enter appointments in Workday in a timely manner (e.g. on the appointment start date). When appointments are entered late into Workday this will adversely impact the student's (and any dependent's) health coverage for the current quarter, it may also adversely impact the appointee's eligibility for Summer quarter coverage AND coverage for pre-existing medical conditions.

Under the UW/UAW contract, a represented ASE may file a grievance with the UAW if coverage is delayed due to a late appointment entry into Workday.

**SELF-PAY:** The UW Benefits office must receive your list of self-pay appointees on or before 3:00 p.m. April 4, 2024. Use the subject line: "Spring Quarter 2024 GAIP Self-Pay", include the eligible appointee's name, student ID number, local mailing address, and a brief summary of the source of outside funding. Send to: [UWGAIP@uw.edu](mailto:UWGAIP@uw.edu).

**VERIFY ELIGIBILITY:** Departments are responsible to enter accurate appointment information into Workday in a timely manner – e.g. on/before the appointment begin date, ensure the student's Workday record reflects a GAIP-eligible job class/compensation, and meets all [eligibility rules](#).

**FUNDING:** It is the responsibility of the department to ensure that appointments and distributions are processed on time. Workday reflects the date an appointment was entered prior to transmitting eligibility to the plan administrator. Look for the Options When Funding Is

Delayed information on the [GAIP: Information for Departments](#) webpage if there is budget uncertainty.

APPEALS: Departmental appeals for retroactive coverage based on budget issues will NOT be accepted.

ADDRESS UPDATES: Please ensure your appointees understand their responsibilities, including updating their local contact information in [Workday](#).

YOUR RESOURCES:

Who	What
<b>UW Benefits Office</b> <a href="mailto:UWGaip@uw.edu">UWGaip@uw.edu</a> , or 206-543-4444	Eligibility, plan communications, deadlines, funding, late Workday entry appeals, etc.
<b>UW Integrated Service Center (ISC)</b> <a href="mailto:isc@uw.edu">isc@uw.edu</a> , or 206-543-8000.	<a href="#">Workday</a> entry instructions

## STUDENT RESPONSIBILITIES

RESOURCES: The student's primary resource for GAIP coverage questions is [LifeWise](#). Students are responsible for confirming their department has entered their appointment into [Workday](#) in a timely manner and verifying Workday has their current home address to ensure all communication is received in a timely manner. Students are responsible to read all materials sent to them, and meet any required deadlines. Note: LifeWise cannot answer GAIP eligibility questions.

GRADUATE APPOINTEE COVERAGE: All eligible ASEs are automatically enrolled in GAIP appointee-only coverage.

DEPENDENT COVERAGE: ASE's can elect to enroll their eligible dependents once they receive notification from LifeWise that they themselves are enrolled. ASE's are responsible to enroll their eligible dependents online at LifeWise by April 30, 2024 for Spring quarter. This is [communicated directly to graduate students](#).

LOSS OF COVERAGE: For students losing eligibility for UW-paid GAIP coverage starting Spring quarter, LifeWise will send a self-pay notice to their home address in Workday after mid-April.

Thank you!