Benefits Enrollment Tips: Health and Other Benefit Plans
For New Hires and Newly Eligible Faculty and Staff

Hire Date and Benefits Effective Date

Return Forms within 30 Days

- **New Employee Benefits Enrollment Checklist** – Reference this checklist as a guide for forms to complete. Your employee ID number is also located here.
  o For more benefits coverage information, visit: [wmich.edu/hr/employees](http://wmich.edu/hr/employees); select your employee group; select Benefit details; then select Applicable benefits.

- **Health Plan**, if applicable
  o Complete Health Insurance Enrollment and Change Form; sign waiver if not enrolling.
  o When enrolling dependents, provide copy of marriage license, birth certificate, DEI, etc.
  o Sign Notice of Special Enrollment Form.

- **Life Insurance**, if applicable
  o Complete Life Insurance Enrollment and Change Form.
  o If you are eligible and elect coverage for your spouse and/or dependents, complete Dependent Life Insurance Enrollment and Change Form.
  o Sign waiver section if not enrolling.

- **Long Term Disability Insurance**, if applicable
  o Complete Long Term Disability Insurance Enrollment and Change Form.
  o Sign waiver section if not enrolling.

- **Flexible Spending Accounts**
  o Complete BASIC Flex Form and elect Medical Reimbursement and/or Dependent Care Account.
  o Sign waiver section if not enrolling.

- **Submit Health and other benefit plan forms to Human Resources staff:**
  o Meet with HR staff member and ask questions:
    ▪ 1300 Seibert Administration Building located at 1903 West Michigan Avenue.
    ▪ Walk-in Monday through Friday, 8:00 am – 5:00 pm.; no appointment necessary.
    ▪ HR Representative will review completed and signed enrollment forms.

- **Western Wellness**
  o Qualify for a reduction in your health care premiums by enrolling in the Western Wellness program and meeting program participation requirements.
  o Visit the website for wellness program options: [wmich.edu/wellness](http://wmich.edu/wellness)