

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, tenure track 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, 2009.

How do I reserve a seat in the Benefits Orientation?

E-mail Bridget Busby at bbusby@fa.ua.edu or call 348-9700. Please provide your campus wide identification number (CWID) or social security number along with contact telephone number(s).

What should I bring?

1. Dependent and beneficiary information (birthdates, social security numbers and addresses).
2. Proof of previous medical coverage (to waive the 6-month exclusion for pre-existing medical conditions).
3. Total amount already tax-deferred in 2008 to a 401(k) or 403(b) if enrolling in TIAA-CREF or VALIC.

When and where are the sessions held?

Day of Week	Date	Time	Location
Wednesday	7-23-08	1:30 pm – 4:30 pm	G-54 Rose Administration Building
Wednesday	7-30-08	8:30 am – 11:30 am	G-54 Rose Administration Building
Monday	8-04-08	8:30 am – 11:30 am	G-54 Rose Administration Building
Tuesday	8-05-08	1:30 pm – 4:30 pm	G-54 Rose Administration Building
Thursday	8-07-08	8:30 am – 11:30 am	G-54 Rose Administration Building
Monday	8-11-08	1:30 pm – 4:30 pm	G-54 Rose Administration Building
Thursday	8-14-08	1:30 pm – 4:30 pm	G-54 Rose Administration Building
Tuesday	8-19-08	1:30 pm – 4:30 pm	G-54 Rose Administration Building
Thursday	8-21-08	5:00 pm – 7:00 pm	G-54 Rose Administration Building
Thursday	9-11-08	8:30 am – 11:30 am	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.

