

UA Office of Human Resources

New Employee Orientation

Due Date Guide for Benefit Enrollment Forms

Employee

UA ID:

TKL:

Eclass:

Department:

Position:

Supervisor:

HR Coordinator:

Benefit Specialist:

Hire Date:

New Employee Orientation Date:

Required Action Items Due:

Date Completed	Action Item	Location
	Submit a healthcare* and supplemental** insurance election form	alaska.edu/benefits
	Submit retirement election forms	Sent via DocuSign after orientation
	Confirm HR address on UAOnline	uaonline.alaska.edu
	Complete your required training	myua.alaska.edu
	Complete your beneficiary form	alaska.edu/hr/benefits/insurance/basic-life.php

*Health care is effective on your 31st day

** Medical/Dependent Care Flexible Spending Accounts, Health Savings Account, Supplemental Life Insurance, and Accidental Death & Dismemberment Insurance

If no health care form is received (even if you are opting out) you will be defaulted into the HDHP for employee only. If no retirement forms are received, you will be defaulted into PERS or TRS and Fidelity for the UA Pension Plan.