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:

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

*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.