
From: UGA Business Services info. <BUSINESS-SERV-L@LISTSERV.UGA.EDU> on behalf of Jennifer D Collins <jfinch@UGA.EDU>
Sent: Tuesday, August 13, 2013 2:37 PM
To: BUSINESS-SERV-L@LISTSERV.UGA.EDU
Subject: Please help students who are mandated to have health insurance

This message was posted to the HR Partners listserv but is also being distributed on this list for broader dissemination.

To HR partners:

If your department hires graduate assistants for fall semester, please be aware of the two requirements for students to have access to their mandatory student health insurance coverage:

#1-Students must be registered for classes to obtain coverage

In order for a student to be included on the eligibility file, the student must be registered for classes for fall semester (see eligibility file information below).

#2-Graduate assistants must be set up in payroll to obtain coverage

- In order for students to have access to the insurance to which they are entitled, they must be set up in payroll; i.e., departments must submit all necessary paperwork and personnel reports for graduate assistants or the students cannot access their health insurance. A graduate assistant must be set up in payroll through at least 9/30/2013 at 33.33% time or more in order for the student's information to be included on the eligibility file (see eligibility file information below).
- If the student will be paid at least through September 30. If the department cannot set up the student in payroll through September 30 for funding or other reasons, please immediately contact Joanna Manzi in HR at 706-542-2222 or jmanzi@uga.edu.

These two things must occur in order for the student to be included on the mandated student eligibility file that UGA sends to the insurance company. Please help your graduate assistants by setting them on payroll as quickly as possible so students can access the insurance enrollment or waiver system.

Eligibility file

A student will not be able to activate his/her insurance coverage and access an insurance card or submit a waiver request unless the student is included on the mandated student eligibility file that UGA sends to the insurance company.

FYI - Which students are mandated to participate?

Certain groups of students at UGA are mandated to be covered under the mandatory student health insurance plan. The mandated groups of students are graduate students with a qualified graduate assistantship, fellowship, or training grant; international students with a J or F visa; and Doctor of Pharmacy students. These students are automatically enrolled in the mandatory plan. A student can elect to opt-out of the mandatory plan if he/she has other acceptable health insurance coverage by submitting a waiver request during the enrollment/waiver period. **The mandatory plan enrollment/waiver period is July 22 – August 30, 2013.**

Information about the mandatory student health insurance plan is on the Human Resources web site at <http://www.hr.uga.edu/mandatory-plan>.

Thank you for your assistance! Questions concerning student health insurance should be directed to Human Resources at 706-542-2222 or gshiplan@uga.edu.