

Graduate Student Assistants Benefits Enrollment Guide

As a Graduate Student Assistant new to the University of Michigan or newly eligible for U-M benefits, this document is designed to help you find the information you need to make your benefits choices and guide you through the online enrollment process. Please be aware that enrollment for most benefits is not automatic and you will need to enroll in benefits within **30 days** or as specified by your collective bargaining agreement if you are in a union.

Resources

<p>U-M Shared Services Center Contact Center – or enrollment Monday-Friday, 8:00 a.m. – 5:00 p.m. Eastern Time. SSC unavailable daily 1 – 2 p.m. Call: 5-2000 or 734-615-2000 or 866-647-7657</p>	<p>SSC Benefits Transactions – Fax: 734-763-0363</p>
<p>Websites To review benefits information University Human Resources Website hr.umich.edu/benefits-wellness</p>	
<p>To view your rates, enroll in benefits Wolverine Access wolverineaccess.umich.edu</p>	

Key Points:

- 1) You must enroll for most benefits (particularly those health-related) within **30 days** of your date of hire, the date you became newly eligible, the date you received notification of eligibility, or whichever is later, as required by your collective bargaining agreement if you are a union member. See the Benefits Enrollment Deadlines and Defaults document [here](#).
- 2) Visit the University Human Resources website at hr.umich.edu/benefits-wellness for details on eligibility for you and your dependents and information on the available benefits plans, options, and rates.
- 3) Please set aside time to review your Benefits Enrollment and Eligibility at hr.umich.edu/benefits-eligibility.
- 4) Once enrolled online, your health benefits are retroactive to the date of hire or date of eligibility and remain in effect until **December 31** (as long as you remain employed). Compare options carefully; the last opportunity to choose differently will be during the next Open Enrollment event unless you experience a qualified status change. See [here](#) for more information.

Enrollment for most benefits is NOT automatic

STEP-BY-STEP Online Enrollment Instructions

- To identify the benefits plans available at hr.umich.edu/benefits-wellness
- To enroll in benefits plans available under “quick links” on the wolverineaccess.umich.edu **Wolverine Access**

- 1) **Benefits Self-Service.**
- 2) **Log In Benefits Self Service**



There are many ways to navigate through Wolverine Access and to customize your homepage.

For quick access to benefits enrollment, enter **Benefits** in the search bar and then click **Benefits Self-Service**.

For illustration only. Your display may differ.

- 3) Click the **UM New Benefits Eligibility**
- 4) Follow the online instructions to make your benefits selections. Choose each benefit for you and your eligible
- 5) **At this time, all selections are final and no further changes can be made.** After making an online election, you can view or print your submitted confirmation statement immediately after your elections are submitted. If you are unable to enroll online, call the SSC Contact Center immediately.

NOTES

- DEADLINES** ...
- LIMITATIONS** ...
- DUAL U-M FAMILIES** ...
- WAIVE BENEFITS** ...
- EFFECTIVE DATE** ...