

— ANNUAL ENROLLMENT —

BENEFITS CHECKLIST



Attend Annual Enrollment Events

- In-person or virtual Annual Enrollment Presentation on July 9
- Benefits and Wellness Fair on July 10 (Learn more at go.uta.edu/benefits.)



Review by July 15

- Online Annual Enrollment (AE) resources, including newsletter
- Your current UT Benefits at go.uta.edu/myutbenefits
- UT Benefits 2024-2025 options at go.uta.edu/annualenrollment
- UT SELECT™ Medical PPO plan
- Dependent eligibility requirements at go.uta.edu/benefits
- UT Retirement Program at go.uta.edu/voluntary
- Beneficiary designations at go.uta.edu/myutbenefits
- Announcement emails



Make Benefits Elections July 15–July 31

- Log into My UT Benefits at go.uta.edu/myutbenefits.
- Declare tobacco user or non-user status.
- Add or drop coverage.
- Add or remove dependents.
- Review Employee Voluntary Group Term Life plan and enroll or change coverage.
- Enroll or decline UT Flex (You must actively enroll for the 2024-2025 plan year.)
- Enroll in or change UT Retirement Program at go.uta.edu/retirement.
- Register for the UT Living Well platform at go.uta.edu/livingwell.
- Review and save your Confirmation Statement from My UT Benefits.



Follow Up by August 15

- Review your Confirmation Statement from My UT Benefits at go.uta.edu/myutbenefits.
- Upload dependent documents if required at go.uta.edu/myutbenefits.
- Submit Evidence of Insurability (EOI) if required at go.uta.edu/myutbenefits.
- Mark your calendar for the new plan year on September 1.
- Set a reminder to check your October 1 paycheck for new benefit premium deductions.



FOR MORE INFORMATION, VISIT:
[GO.UTA.EDU/ANNUALENROLLMENT](https://go.uta.edu/annualenrollment)

UTA
Benefits Services