

# BENEFITS CHECKLIST

**UTA** Office of Talent, Culture, and Engagement



- 1** Review all benefits information and health care options.
- [go.uta.edu/benefits](https://go.uta.edu/benefits)



- 8** If needed, complete Evidence of Insurability (EOI) within 31 days of the eligibility period.
- [go.uta.edu/eoi](https://go.uta.edu/eoi)



- 2** Review all Legal Notices.
- [go.uta.edu/notices](https://go.uta.edu/notices)



- 9** If needed, submit dependent documentation within 31 days of the eligibility period.
- [go.uta.edu/benefits](https://go.uta.edu/benefits)



- 3** Attend New Employee Experience (Orientation).
- [go.uta.edu/hrtraining](https://go.uta.edu/hrtraining)



- 10** Keep a copy of your enrollment summary from My UT Benefits portal.
- [go.uta.edu/myutbenefits](https://go.uta.edu/myutbenefits)



- 4** Watch enrollment videos on the Office of Employee Benefits (OEB) website.
- [go.uta.edu/oebvideo](https://go.uta.edu/oebvideo)



- 11** Check your first paycheck after the benefits effective date to verify the coverage is correct.
- [go.uta.edu/essguide](https://go.uta.edu/essguide)



- 5** Ask all questions before enrolling in benefits.
- [go.uta.edu/bsvcscontacts](https://go.uta.edu/bsvcscontacts)



- 12** Register for online resources. See Benefit and Retirement Vendor Websites.
- [go.uta.edu/benefits](https://go.uta.edu/benefits)



- 6** Enroll in benefits within 31 days of your hire date.
- [go.uta.edu/myutbenefits](https://go.uta.edu/myutbenefits)



- 13** If desired, select a provider for the Voluntary Retirement Program.
- [go.uta.edu/voluntary](https://go.uta.edu/voluntary)



- 7** If eligible for Optional Retirement Program, enroll within 90 days of eligibility.
- [go.uta.edu/orp](https://go.uta.edu/orp)



- 14** If needed, contact Benefits Services within 31 days of a change of status event.
- [go.uta.edu/benefits](https://go.uta.edu/benefits)