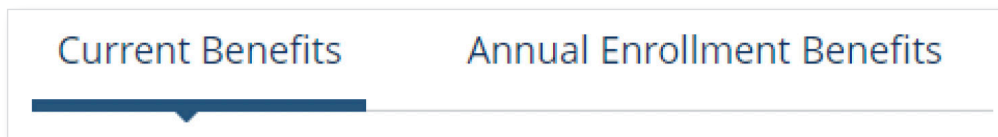


Enrolling as a New Hire During Annual Enrollment

New hires have an initial enrollment period of 31 days from their date of hire to enroll in their benefits beginning their date of hire through the rest of the plan year which ends August 31. If you're a new hire whose initial enrollment period is at the end of the UT Benefits plan year, paying attention to your enrollment is crucial. Here are some tips to help.

When Enrolling

The *My UT Benefits* online enrollment system should direct you to complete your new hire benefits first. Then you should be prompted to complete your annual enrollment elections. You'll see two tabs: Current and Annual Enrollment. Make sure you're making changes under the correct tab.



Current Benefits

Active through August 31

Annual Enrollment Benefits

Effective September 1 - August 31

You will also see plan years associated with the plan names.

Once you've completed your New Hire initial enrollment, the system will take you to make Annual Enrollment changes.

Disability Insurance

If you intend to elect disability insurance, it's best to elect it during your Current/New Hire benefits enrollment to get the guarantee issue/approval without completing a health statement.

UT FLEX FSA

Online enrollment in the UT FLEX plan in the current year (ending August 31) is disabled in July and August to avoid accidental enrollments into the current plan year which could result in large payroll deductions. If you need to add UT FLEX FSA for the remaining of the current plan year (through August 31), please contact your **HR/ Benefits Office** for assistance. You will be able to enroll in the upcoming plan year FSAs (9/1 – the following 8/31) in the Annual Enrollment tab of *My UT Benefits*.

Resources

[Newly UT Benefits Eligible](#) page

UT Benefits [Annual Enrollment](#) page