

**OFFICE OF EMPLOYEE BENEFITS**

**ADMINISTRATIVE MANUAL**



**The University of Texas System  
Office of Employee Benefits**

**Administrative Manual**

**Table of Contents**

	Page
<a href="#"><u>Record of Revisions</u></a>	
<a href="#"><u>Introduction</u></a>	
<a href="#"><u>Mission Statement</u></a>	
<b>100. General Information</b>	
111. <a href="#"><u>Uniform Insurance Benefits Act for Employees of The University of Texas System and The Texas A&amp;M University System</u></a> (Rev. 06/04)	111.1
<ul style="list-style-type: none"><li>• Chapter 1601, Texas Insurance Code (effective 06/01/03, revised June 20, 2003 and September 1, 2003)</li></ul>	
120. <a href="#"><u>Office of Employee Benefits Administration</u></a> (Rev. 09/08)	120.1
130. <a href="#"><u>Office of Employee Benefits Terms and Definitions</u></a> (Rev. 09/08)	130.1
140. <a href="#"><u>Funding for Group Insurance Coverage</u></a> (Rev. 11/08)	140.1
141. <a href="#"><u>Waiting Period for Group Insurance Benefits</u></a> (Rev. 09/08)	141.1

142. [Premium Sharing for Graduate Students and Part-Time Employees](#) (Rev. 09/08) 142.1

150. [Program to Prevent, Detect & Mitigate Identity Theft](#) (Eff. 08/09) 150.1

## 200. Eligibility & Enrollment for Group Insurance

210. [Employees](#) (Rev. 11/08) 210.1

- [Certification of Health Insurance Waiver/Declination Election Form](#)

220. [Retired Employees](#) (Rev. 11/08) 220.1

- [Retirement Eligibility Flowchart](#)
- [Certification of Health Insurance Waiver/Declination Election Form](#)
- [ORP Declaration of Retirement for Group Insurance Purposes Form](#)

230. [Dependents](#) (Rev. 11/08) 230.1

231. [Special Dependent Application Process](#) (Rev. 11/08) 231.1

- [Special Dependent Application Form](#)
- [Application for Coverage of Incapacitated Over Age Dependent Form](#)

240. [Surviving Dependents](#) (NEW 09/08) 240.1

250. [COBRA Participants](#) (Rev. 11/08) 250.1

260. [Health Insurance Premium Payment Reimbursement Program](#) (Rev. 09/08) 260.1

270. [Evidence of Insurability \(EOI\)](#) (Rev. 11/08) 270.1

## 300. Benefit Status Changes

310. [Change In Status](#) (Rev. 09/08) 310.1

- [Change in Status Form for Mid-Year Benefit Election Changes](#)

320. [Active Military Duty](#) (Removed 09/08 - Under Review)

## 400. [Health Insurance Portability and Accountability Act \(HIPAA\)](#)

(April 14, 2003)

- The University of Texas System Administration HIPAA Privacy Compliance Manual
- Appendix
  - UT SELECT, UT DENTAL SELECT AND UT FLEX Notice of Privacy Practices
  - HIPAA Forms

**500. Benefit Plan Descriptions**

570. [UT FLEX Program](#) (Rev. 11/08) 570.1
571. [UT FLEX Contribution Reporting](#) (Rev. 09/08) 571.1
572. [Address Change Procedures for UT FLEX Debit Card Participants](#) (Eff. 11/08) 572.1

**600. Information Systems**

**700. Finance**

701. [Premium Billing & Reconciliation](#) (09/05) 701.1
702. [Billing of Postage to Components](#) (09/02) 702.1
705. [Employee Assistance Program](#) (07/05) 705.1
706. [BCBS Eligibility Audit](#) (09/02) 706.1
707. [Retroactive Eligibility Adjustments](#) (09/03) 707.1

**800. Retirement Programs**

810. [Optional Retirement Program](#) eff. April 1, 2006 (08/06) 810.1
820. [UTSaver Tax-Sheltered Annuity Program](#) eff. December 7, 2004 (08/06) 820.1
830. [UTSaver Deferred Compensation Plan](#) eff. August 1, 2005 (08/06) 830.1