

INTRODUCTION

This Administrative Manual contains the policies and procedures for the Office of Employee Benefits (OEB) at The University of Texas System (System). It is to be used as a reference tool by benefits staff at the sixteen (16) higher education institutions of the System.

This manual is available at OEB's website: www.utsystem.edu/benefits/ in the following locations:

- on the "Forms and Publications" page; and
- in the "Benefits Library for HR Staff only" which is located in the Information Systems section.

You may print, reproduce and distribute as many copies as you need for the appropriate staff in your institution Benefits Office.

If you have any questions or comments concerning these policies, please contact:

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