

The University of Texas System
Office of Employee Benefits
Administrative Manual

Record of Revisions

Policy	Description	Initial Date	Revised Dates
111	Uniform Insurance Benefits Act	06/03	06/04; 08/13
120	Employee Group Insurance Program Administration	09/02	09/05; 09/08
130	Employee Group Insurance Program Terms and Definitions	03/03	09/03; 09/05; 09/08; 07/10; 9/10; 04/14; 09/15
140	Funding for Group Insurance Coverage	09/05	09/05; 03/06; 09/06; 09/08; 11/08; 09/10; 04/14; 09/15
141	Waiting Period for Group Insurance Benefits	09/03	03/06; 09/08; 07/10; 04/14; 09/14
142	Premium Sharing for Graduate Student Employees and Part-Time Employees	09/03	03/06; 09/06; 09/08; 07/10; 09/14; 09/15
150	Program to Prevent, Detect & Mitigate ID Theft	08/09	
160	Tobacco Premium Program	09/12	11/12
210	Employee Eligibility and Enrollment	05/03	03/05; 05/05; 07/05; 09/05; 03/06; 09/08; 11/08; 07/10; 09/10; 09/14; 01/15; 09/15; 03/16; 09/17
211	Certain Non-Employee Eligibility and Enrollment	06/13	
220	Retired Employee Eligibility and Enrollment	06/04	07/04; 03/05; 03/06; 09/08; 11/08; 07/10; 09/10; 09/14; 04/15; 09/17
230	Dependent Eligibility and Enrollment	10/03	06/04; 03/05; 03/06; 09/06; 01/08; 09/08; 11/08; 09/09; 07/10; 09/10; 07/12; 02/14; 07/15
231	Special Dependent Application Process	10/03	06/04; 03/05; 09/05; 09/08; 11/08; 07/10 (Discontinued and included in Policy 230 eff 07/12)

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240	Surviving Dependents	09/08	07/10; 08/13
250	Consolidated Omnibus Reconciliation Act (COBRA)	09/05	09/08; 11/08; 07/10; 08/13
260	HIPP	03/03	09/08
270	Evidence of Insurability (EOI)	09/03	03/05; 09/08; 11/08; 07/10; 09/10; 08/13; 02/14; 01/15
310	Change in Status	09/02	12/03; 03/05; 07/05; 09/08; 07/10; 02/14; 01/15
320	Active Military Duty	07/10	
400	HIPAA	04/03	9/23/2013
570	UT FLEX Program	09/03	06/04; 02/06; 06/06; 09/06; 09/08; 11/08; 11/08; 07/10; 09/10
571	UT FLEX Contribution Reporting	09/03	02/06; 09/08; 08/13
572	Address Change Procedures for UT FLEX Debit Card Participants	11/08	
573	Annual Base Benefit Rate (ABBR) Calculation	09/13	NEW
701	Premium Billing & Reconciliation	09/05	09/14; 11/15
702	Billing of Postage to Components	09/02	
705	Employee Assistance Program Credit to Premium Funding	07/05	10/09; 01/11

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706	BCBS Eligibility Audit	09/02	
707	Retroactive Eligibility Adjustments	09/03	
810	Optional Retirement Program (ORP)	04/06	
820	UTSaver Tax-Sheltered Annuity Program	12/04	
830	UTSaver Deferred Compensation Plan	08/05	
840	Investment Policy Statement	03/10	12/11