



1.2 Graduate Health Insurance Policy

Policy Statement

The University of Georgia (UGA) provides health insurance coverage to its graduate students through a program administered by the Human Resources Department.

Reason for policy

This policy establishes responsibility for the graduate student health insurance.

Procedures

Information concerning graduate health insurance may be found at: <http://hr.uga.edu/students/>

Additional contacts

Joanna Manzi

Human Resources

Phone Number: 706-542-7362

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Finance Division

Policy Owner: Payroll

Policy Contact: Julie Camp

Phone Number: 706-542-3431

Record Retention

Explanation: This series documents academic, professional and classified employees participation in benefits programs at the institution and contains information such as hire date, employing department, choices of medical and dental coverage, dependent coverage, coverage dates, coverage amounts and premiums. Records may include but are not limited to: Applications for Life Insurance; [Authorizations for Electronic Deposit; Health and Dental Enrollment Forms; Benefits Worksheets for Payroll Corrections; Cancellations of Payroll Deduction Authorizations; Insurance Data Change Forms;

Employee Status Sheets; Enrollment Status Sheets; Letters of Approval for Coverage from insurance companies; Notices of Declination of Coverage from insurance companies; Notices of Approval of Group Insurance Coverage; Employee Union Membership Applications; Authorization for Payroll Deductions forms; insurance forms; Tax Deferred Investment information; designation of beneficiary forms; US Savings Bond Payroll Authorizations; and correspondence concerning related matters such as terms of coverage and explanations for changes in coverage. Portions may be exempt from public disclosure.

Retention: 7 years after discontinuation or change of benefits (Board of Regents: Employee Benefits Records 047204-011)

Record Copy: Human Resources will maintain information on employee benefits.

[Employee Benefit deductions Policy](#) | [Payroll Deductions](#)

Policy Dates

Effective Date:

Date Last Updated: 01/06/2017

Date of Last Review:

Date of Approval:

Previous Version of Policy: