

IMPORTANT INFORMATION FOR EMPLOYEES PAID OVER NINE MONTHS

As a 9-month pay employee it is important to note that benefit premiums for the summer months, when you will not be receiving a paycheck, are pre-collected during the spring semester. These pre-collected amounts are evenly distributed throughout most of the pay periods in the spring semester for employees with benefits effective as of the first paycheck in January.

If for any reason we were unable to pre-collect a portion of your summer premiums during any pay period in the spring semester, those missed amounts will be collected in a lump sum on your first available paycheck after your benefit elections/changes are effective. This includes, but is not limited to, changes in your coverage level for qualified life events, waiting periods before benefits are effective, and employees who are hired after January 1st.

If you have a waiting period before your benefit elections are effective, you are advised to financially prepare for these catch-ups during the pay periods prior to your benefits effective date.

For additional information regarding pre-collected summer benefit premiums, please review “Insurance Premiums for Academic Employees Paid over Nine Months” on the HR website at: http://www.hr.arizona.edu/medical_insurance (click on the link for “Pre-collected rates for employees paid over the 9 month academic year”).

If you have any questions, please contact Human Resources at (520) 621-3662, Option 3, 8:00 a.m. to 5:00 p.m. Monday through Friday, or email benefits@email.arizona.edu.