

Enrolling as a New Hire During Annual Enrollment

New hires have an initial enrollment period of 31 days from their date of hire to enroll in their benefits beginning their date of hire through the rest of the plan year which ends August 31st. If you're a new hire whose initial enrollment period is at the end of the UT Benefits plan year, paying attention to your enrollment is crucial. Here are some tips to help.

When enrolling:

The My UT Benefits online enrollment system should direct you to complete your new hire benefits first. Then you should be prompted to complete your annual enrollment elections. You'll see two tabs: Current and Annual Enrollment. Make sure you're making changes under the correct tab.



Current Benefits Annual Enrollment Benefits

Current Benefits - Active date of hire through August 31

Annual Enrollment Benefits - effective September 1 - following August 31

You will also see plan years associated with the plan names:

Current Benefits (active through August 31) will have the year 2021-22

Annual Enrollment Benefits (effective September 1) will have the year 2022-23

Once you've completed your New Hire initial enrollment, the system will take you to make Annual Enrollment changes.

Disability Insurance – If you intend to elect disability insurance, it's best to elect it during your Current/New Hire benefits enrollment to get the guarantee issue/approval without completing a health statement.

UT FLEX FSA - Online enrollment in the UT FLEX plan current year (ending August 31, 2022) is disabled in July and August to avoid accidental enrollments into the current plan year which could result in large payroll deductions. If you need to add UT FLEX FSA for the remaining of the current plan year (through August 31), please contact your [HR/Benefits Office](#) for assistance. You will be able to enroll in the upcoming plan year FSAs (9/1 – the following 8/31) in the Annual Enrollment tab of My UT Benefits.

Living Well Powered by Limeade - The new Living Well platform is our well-being and engagement program designed to help you live your best life. Achieve your physical, emotional, financial, and work well-being goals with personalized activities. When you participate in activities, you'll earn points toward recognition all while achieving your best self. Visit ut.limeade.com to register, then download the Limeade ONE app to check in on your progress on the go! Enter "University of Texas" or "UTX" for employer code. Available to UT SELECT™ and UT CONNECT members (employees, retirees, and dependents) ages 18+. Please allow 5-7 business days from hire date before enrolling.

Resources

[UT Office of Employee Benefits Newly Benefits Eligible Page](#)

[UT Office of Employee Benefits Annual Enrollment Page](#)