

Benefit Eligibility

Benefit eligible employees must sign up or waive benefits within sixty days of their hire date. Benefits can begin on the employee's hire date if the employee completes the benefit forms and returns them to the Human Resources office on or before their hire date. Otherwise benefits will begin the first of the following month from the date that the benefit forms were received in the Human Resources office. Employees have a 90 day waiting period for the state contribution. If an employee chooses to begin coverage on their hire date the employee will have to pay the entire cost of the plan. **If no forms are received within the sixty days of the employee's hire date the employee will be put into our default plan A&M Care 350 and a deduction will be taken from the employee's check.** Premiums for each of our benefits plans are in the benefits booklet.

FY2009

| Date of Hire | 1st of the Month Following 90 Day Wait SGIP Eligibility Begins |
|-----------------|--|
| Sept 1 – Sept 2 | December 1, 2008 |
| Sept 3 – Oct 3 | January 1, 2009 |
| Oct 4 – Nov 3 | February 1, 2009 |
| Nov 4 – Dec 1 | March 1, 2009 |
| Dec 2 – Jan 1 | April 1, 2009 |
| Jan 2 – Jan 31 | May 1, 2009 |
| Feb 1 – Mar 3 | June 1, 2009 |
| Mar 4 – Apr 2 | July 1, 2009 |
| Apr 3 – May 3 | August 1, 2009 |
| May 4 – Jun 3 | September 1, 2009 |
| Jun 4 – Jul 3 | October 1, 2009 |
| Jul 4 – Aug 3 | November 1, 2009 |
| Aug 4 – Aug 31 | December 1, 2009 |

Benefit forms should be sent to the Human Resources Office via campus mail to Unit 5730.

You can find information at the following website:

- Benefit Booklet:
http://tamus.edu/benefits/publications/booklets/nebook08_09.pdf
The Benefit Booklet contains specific information on benefit programs including health, dental, vision, long-term disability and life insurance as well as premium information.
- New Employee Enrollment Form:
<http://tamus.edu/offices/shro/publications/forms/100.pdf>
This form must be completed even if you decide to waive all insurance benefits with the University.
- Dependent Enrollment Form:
<http://tamus.edu/offices/shro/publications/forms/101.pdf>
This form is used to sign up your dependents for insurance coverage. A dependent can be your spouse or a child under the age of 25 and not married.
- Beneficiary Designation Form:
<http://tamus.edu/offices/shro/publications/forms/103.pdf>
This form must be completed if you choose basic life, optional life or accidental death and dismemberment insurance.

If you need assistance completing forms please call 361-825-2630.

Adjunct Faculty who are teaching 50% or more will have retirement deductions through the Teacher Retirement System of Texas (TRS). A deduction of 6.4% of your monthly gross salary will be deducted and sent to TRS on your behalf. The University will contribute 6.58% of your gross monthly salary to TRS on your behalf. TRS has a five year vesting period before you become eligible for a TRS annuity at retirement age. This is a mandatory program and a payroll deduction will start on your hire date.