

WORKDAY & BENEFITS ELIGIBILITY

Benefits/Insurance coverage is directly linked to the employee's current Annual Work Period, Scheduled Hours, and Employee Type

To maintain insurance benefits when transferring an employee to a new job, changing their employee type or changing their scheduled hours, they must remain in the following 3 categories:

Employee Type	Scheduled Weekly Hours	Annual Work Period
Grad Asst /Staff/Faculty	At least 20 hours per week	At least 4.5 months

***If a data change occurs to change a disbursement plan/annual work period to less than a 4.5-month period OR scheduled weekly hours to less than 20, insurance will be turned off automatically by Workday without notification to the Benefits Partner. Notify the Benefits Partner or HR Partner if you need a **correction** to the Business Process. It's best to update the original event rather than create a new one.

REMINDERS

STAFF/ FACULTY / GRAD ASST = scheduled weekly hours must be **at least 20** **AND** annual work period must be **at least 4.5 months** for insurance.

TEMP/ CASUAL employees = scheduled weekly hours must be **less than 20** **OR** annual work period must be **less than 4.5 months**.