

Content of an Employee Benefit Folder (not all documents may exist)

Death information

Disability packets

Form UBEN 114 Designation of Beneficiary/UC Retirement System

Form UPAY 718 Designation of Beneficiary Life and AD&A Insurance

Form 1939 - Universal Beneficiary Designation/Change Form

Form 1923 - Request to Add Beneficiary

Form 1922 - DepCare/HCRA Enrollment Agreement

Form 1924 - DepCare/HCRA Change or Cancellation Agreement

UPAY 717- Depcare/HCRA/Tip Enrollment, Change, or Cancellation (after 01-01-2004) (ended 6/1/06)

Form 1751a – Full Benefits Insurance Enrollment Form

Form 1751b - Mid-Level Insurance Enrollment

Form 1760 - Core Enrollment Form

Health Statement Request – Approval/Denial Letter

Leave w/o pay checklist

Notes - Communication Log/Email from Benefits Representative

Premium Sheet – Leave w/o pay coverage premiums

Termination of Medical Coverage

- Prudential Notice of Group Life Conversion Privilege
- AD&D Conversion Application (American Home Assurance Company)

Retirement Package

Tuition Waiver

Various

- Form 1925a – Affidavit of Same-Sex Domestic Partnership
- Form 1925b – Declaration of Domestic Partnership
- Form 1925c – Termination of Domestic Partnership
- Child Support Payment
- Durable Power of Attorney

Waiver of Life

- Prudential Evaluation Form Letter
- Notice of Life Waiver of Premium Claim
- Prudential Approval/Decline Letter
- LANL Notification Letter