

**TYPES OF EMPLOYEE DISTRIBUTION OF INFORMATIONAL MATERIAL
(Not all Inclusive)**

MATERIAL	TYPE	DISTRIBUTION METHOD	FREQUENCY	TIMELINE
Trust Fund News – ETF	Newsletter	Hard Copy/Email with URL – varies	3 per year	January May September
It's Your Benefit – ETF	Newsletter	Hard Copy/Email with URL – varies with Inst/Campuses	3 per year	January May September
Safe and Sound – DOA	Newsletter	Hard Copy/Email with URL – varies with Inst/Campuses	2 per year	Spring Fall
TSA News – University	Newsletter	Hard copy	2 per year	1 st Week April 1 st Week Oct
UIA Ballot – University	Voting Ballot	Hard copy	Annually	August
Health Insurance Report Card – ETF	Survey	Email	Annually	February
Statement of Benefits – University	Benefit Statement	Hard copy and portal	Annually	April
Annual Statement of Benefits – ETF	WRS Earnings and Creditable Service	Hard copy	Annually	April/May
SECC/United Way, etc	Enrollment	Hard copy	Annually	Sept
Individual and Family Term Life Ins Optional Enrollment – University	Increase Option and Enrollment	Hard copy	Annually	March
It's Your Choice (Grad Asst, Short Term and Reg WRS) - ETF	Health Ins Dual Choice Information	Hard copy/Email with URL	Annually	Late Sept
ERA Open Enrollment – ETF	Open Enrollment Information	Hard copy/Email with URL	Annually	Late Sept
TSA New Employee Notice – University	Education on TSA's	Hard copy/Email with URL	Annually	
Other Benefit Plans Provisional Improvements and Changes – e.g. ICI, AD&D, - ETF and University	Educational and Informational – Plan Changes	Email with URL	Annually	Throughout the Year
Tax Renewal Notices – University	Tax Expirations for special tax filings e.g. foreign nationals, reciprocal state residents, etc.	Email with URL	Annually	November – January

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Unclassified Leave Statement and Reports - University	Leave Balances, Usage and Reporting	Hard copy/Email with URL/Portal	Monthly – Regular and EOM Payrolls	Throughout the Year
Earnings Statements – University	Pay and Deduction Information	Hard copy/SFTP to Campuses/Portal – File format varies by campus	Bi-weekly and Monthly – Basically once per week and could be more, depending on the occurrence of the payroll calcs	Throughout the Year