

## Short Term Disability Enrollment

Coverage for all participants currently enrolled in Optional Short-Term Disability (OSTD) insurance will end on June 30, 2025. Employees who wish to add or continue OSTD insurance must re-enroll.

The University of Arkansas System is offering a special enrollment period from May 16, 2025, through May 31, 2025.

Employees who elect OSTD coverage during this special enrollment period will be exempt from the extended waiting period if they make a claim. If an employee enrolls after the special enrollment period, the extended waiting period will apply. New hires or newly benefits-eligible employees will also be exempt from the extended waiting period if they enroll within their 31-day initial enrollment period.

If you qualify for Optional Short Term Disability, you will be eligible for one of the following plans:

### Supplemental Short Term Disability Insurance

- If your employer provides Basic Short Term Disability (STD), you can choose to buy additional Supplemental Short-Term Disability (STD) insurance.
- The Basic STD plan covers the first \$45,000 of your pre-disability salary. If you choose to enroll in the Supplemental STD plan, your premium will be based on the portion of your salary that exceeds \$45,000, up to a maximum salary of \$216,000.

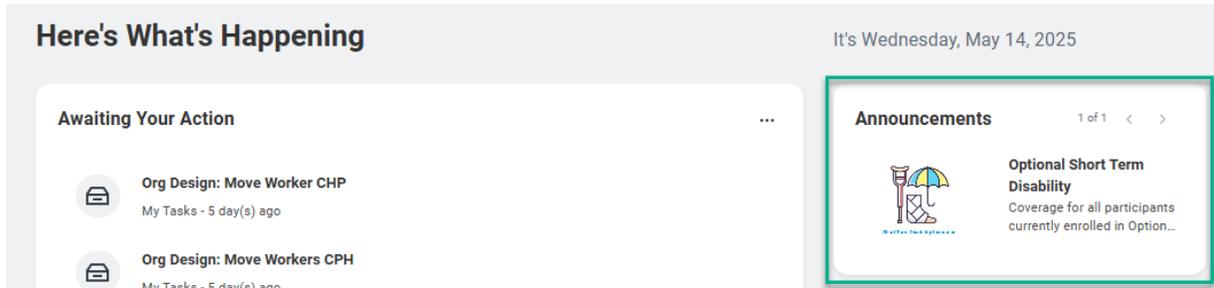
### Voluntary Short Term Disability Insurance

- If your employer does not provide Basic Short Term Disability, you can opt for Voluntary Short-Term Disability insurance. Your premium will be based on your full salary up to a maximum of \$216,000.
- Employees who receive Basic STD coverage are ineligible for enrollment in the Voluntary STD plan.

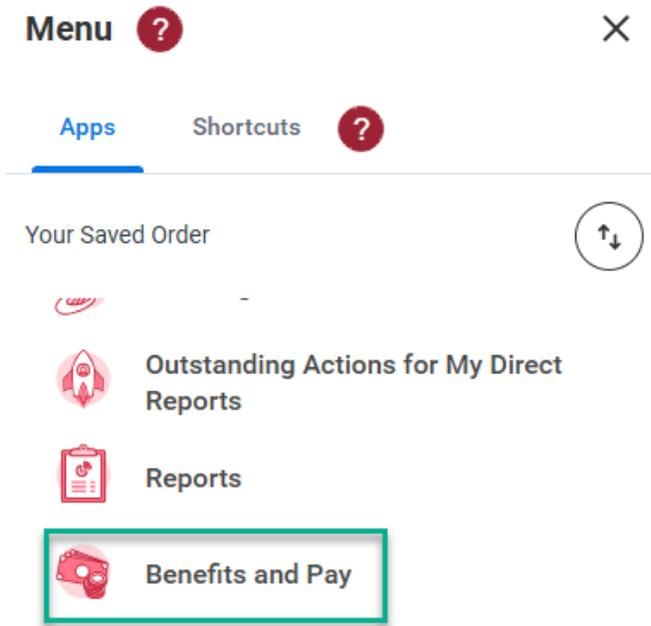
To enroll in coverage, please follow the steps outlined in this document. You **MUST** re-enroll for coverage after June 30, 2025.

**Step 1 - Initiate the Change Benefits task for special enrollment opportunity:**

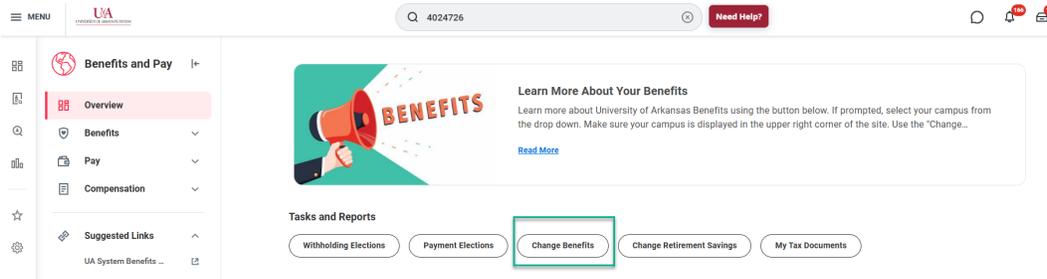
Option 1: You can initiate the Change Benefits task using the Announcement located on the Workday home page. Click on the announcement and use the BP: Change Benefits button at the bottom of the announcement to initiate the task.



Option 2: You can access the Change Benefits task in Workday using the Benefits and Pay app located in the Menu on the home page.



Once you are in the Benefits and Pay app, use the Change Benefits button at the top of the screen.



Option 3: Type “Change Benefits” in the search bar to access the task.

Once the task is initiated, select **\*\*Special Enrollment | Short Term Disability (STD)\*\*** from the Change Reason menu.

Enter 7/1/2025 in the date field.

## Change Benefits

Ashley Smith

Change Reason \* **\*\*Special Enrollment | Short Term Dis...** ▼

Enter 7/1/2025 \* 07/01/2025

Use the Submit button at the bottom of the screen to initiate the transaction.

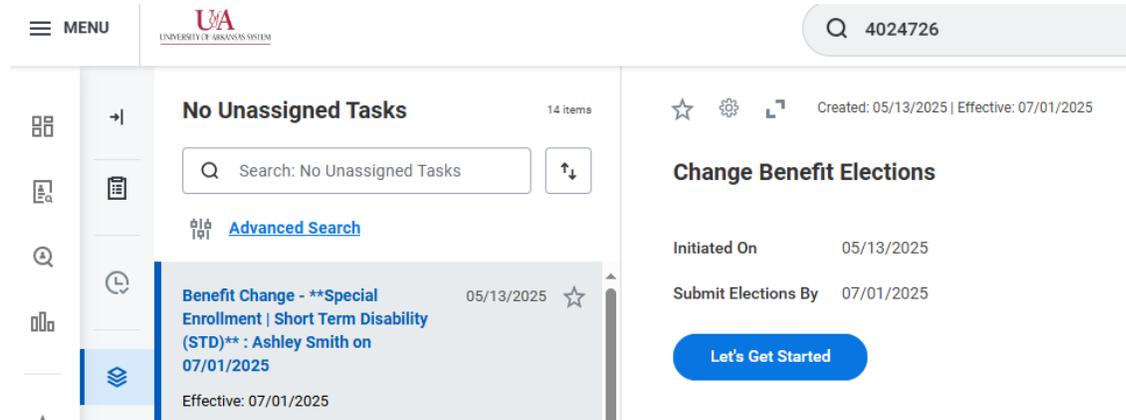
NOTE: If you do not enter 7/1/2025, you will receive an error message. The task will be in your inbox. You will need to change the date and submit it again to continue.

You MUST complete the remaining steps to enroll in OSTD insurance.

## Step 2 - Enroll in Optional Short Term Disability insurance

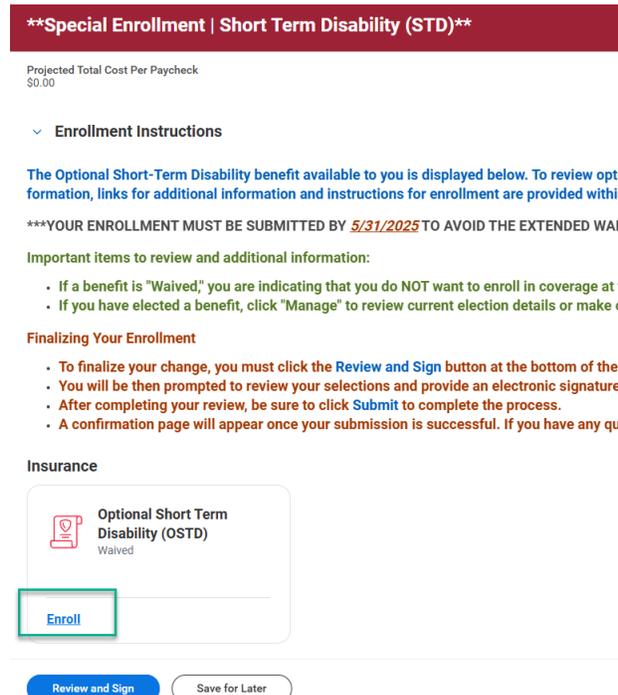
Once the Change Benefits task is properly submitted using the 7/1/2025 date, you will receive the Benefit Change - **\*\*Special Enrollment | Short Term Disability (STD)\*\*** enrollment event.

Click the Let's Get Started button to review the plans available to you and make your selection.



NOTE: if you do not receive the Benefit Change task you are NOT eligible for OSTD.

Click Enroll in the Optional Short Term Disability (OSTD) tile to view the plan available to you.



To enroll in the plan available to you, Select the plan.

If you Waive the plan, you are indicating that you do not want to enroll at this time.

Once you have made your selection, click the Confirm and Continue button.

### Optional Short Term Disability (OSTD)

Projected Total Cost Per Paycheck  
\$31.01

#### Plans Available

Select a plan or Waive to opt out of Optional Short Term Disability (OSTD).

1 item

Benefit Plan	*Selection	You Pay (Semimonthly)	Company Contribution (Semimonthly)
The Standard   Employee Voluntary Coverage for Full Salary up to \$216,000 (Employee)	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$31.01	

If you enroll, your coverage and estimated Plan cost per paycheck based on your current salary will be displayed. If your salary changes by 7/1/2025, your premium will adjust accordingly.

Click Save to complete your selection.

If you want to make changes, you can use the Manage option within the OSTD tile.

Once your selection is made, click Review and Sign.

Review your final selection, check the I Accept box and Submit your enrollment for processing.

### Electronic Signature

I agree that all the elections made and documents submitted are true to the best of my knowledge

- If I elect family (or dependent) coverage under any university plan, I may **not be covered as I**
- My dependent children may be **covered only under one parent's benefit plan** but not both.
- My coverage will not be approved until any required dependent documentation is submitted
- I have reviewed the [eligibility requirements](#) for enrollment of spouse and child participants, and employment. Further, I understand that the plan has the right to request reimbursement of p

I Accept



enter your comment

### Process History



Ashley Smith  
Change Benefits for Life Event– Awaiting Action

Submit

Save for Later

Cancel

If your submission is successful, you will receive a confirmation.

### Submitted

You've submitted your elections.

[ CONFIRMATION OF SUBMISSION: SPECIAL ENROLLMENT OF OPTIONAL SHORT TERM DISABILITY ELECTIONS HAVE BEEN SUBMITTED ]

Congratulations! You have successfully completed your OSTD Special Enrollment Event!  
Your changes will take effect on July 1, 2025. For questions or clarifications, please contact your campus Human Resources department.

[View 2025 Benefits Statement](#)