



Eligibility

As a University of Dallas employee, you are eligible for benefits if you work at least 30 hours per week. Most of your benefits are effective on the first day of the month following your date of hire.

Eligibility for Your Dependents

You may choose to cover your eligible spouse and/or child(ren) under the University's benefits if they meet the following qualifications:

- Your legal spouse
- A natural child, stepchild, legally adopted child, child placed for adoption, or child for whom guardianship has been awarded to you or your spouse/domestic partner
- A child under age 26, regardless of income tax status, student status, marital status, or employment
- A child of any age who is not able to be self-supporting because of mental or physical disability
- Any dependent a participant or participant's spouse is court ordered to insure

PROOF OF DEPENDENT ELIGIBILITY

For 2026, the University will continue to offer dependent coverage for spouses and children. Employees who currently have one or more dependents enrolled do not need to re-submit proof of dependent eligibility to Human Resources.

If you are adding a new dependent to your plan (medical, dental or vision), please take the following actions:

- Add your dependents to bswift and submit the dependent eligibility documentation (i.e., birth certificate and Social Security card and/or a W-2 form)
- Submit hard copies to Human Resources
- Provide additional information to Human Resources

Note: The University is required to provide a tax form to benefits eligible employees (1095C). In order to produce this form, we may need additional information from you. Please review your dependent information in bswift and update, if necessary.

Qualifying Life Events

After you enroll, you may not make changes to your benefit elections until the next Open Enrollment period unless you have a qualifying life event. Qualifying events include:

- Marriage, legal separation, divorce or annulment
- Birth, adoption, placement for adoption of an eligible child, or legal guardianship of a child
- Death of a dependent
- Change in your spouse's employment status
- Change in your child's eligibility due to age
- Qualification by the plan administrator of a Medical Child Support Order

Qualifying event guidelines are set by the Internal Revenue Services (IRS) and may not be changed.

You must notify Human Resources within 30 days of the Qualified Life Event at benefits@udallas.edu. Depending on the type of event, you may need to provide proof of the event. If you do not contact Human Resources within 30 days of the qualified event, you will have to wait until the next annual Open Enrollment period to make changes (unless you experience another Qualified Life Event).