

School of Medicine Health Sciences Compensation Plan Disability Insurance - Applies to the “Y” Component of Salary

AP/HR Generalist Process Guide – Initiation of a Hartford Disability Claim

1. Faculty member advises supervisor of a disability
2. Supervisor or department loops in AP/HR Gen
3. AP/HR Gen follows the standard processes already in place for faculty disability
4. In addition, AP/HR Gen Checks OLPPS screen, “HSDS” to see if the employee is eligible for Hartford Long Term Disability (LTD). If no, skip to #11. If yes, go to #5.
5. Is the disability expected to last for more than 90 days? If no, skip to #11. If yes*, go to #6.
6. The AP/HR Gen goes to benefits website and downloads Hartford Long Term Disability (LTD) Claim Form [hyper link]
7. AP/HR Gen follows steps on the “Hartford LTD Claim Form Instructions” [hyper link] to fill out the ‘Employer Section’ of the form – contacts Mikey Zeif of Academic Affairs to alert Mickey of the disability and to confirm the pre-disability salary data for the “Y” component of salary
8. Once the employer section is completed by AP/HR Gen, he/she sends LTD claim form to the faculty member to complete the ‘Employee Section’ of the form and advises the employee to obtain the physician’s statement, pages 9-10
9. AP/HR Gen advises employee to send the completed form to “The Hartford” at the address on the claim form
10. If the faculty member or AP/HR Gen has questions about how to complete the LTD claim form, please contact Hartford Customer Support Specialist, LaKeshia Smith (916) 294-1617 or lakesha.smith@thehartford.com
11. Faculty member continues to work with AP/HR Gen regarding leave status and follows the [Guide to Filing for Disability](#) to submit a Liberty Mutual Disability Claim form for the ‘X’ component of salary as appropriate

*Note plan benefits will not begin the faculty member is no longer on pay status, or is on a reduced schedule resulting from the disability. All claims are subject to plan approval.