# Unisys Technical Services (UTS)
## Employee Contact Sheet

<table>
<thead>
<tr>
<th>For Questions About . . .</th>
<th>Contact . . .</th>
<th>Range of Services . . .</th>
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</thead>
</table>
| **Company-Provided Life Insurance Plan** | Unisys Benefits Service Center (UBSC) 877-864-7972 [http://resources.hewitt.com/unisys](http://resources.hewitt.com/unisys) | • Coverage information  
• Report death claim  
**MetLife Services**  
• Conversion of group life insurance to individual policy  
• Plan information |
| **Dental Plan** | MetLife Dental 800-942-0854 [http://mybenefits.metlife.com](http://mybenefits.metlife.com) | • Claims questions/forms  
• Coverage information/questions  
• Plan information/provider directory |
| **Disability – Short-Term Disability Plan (STD)** | UBSC 877-864-7972  
E-mail: [mailto:Unisys.disability@hewitt.com](mailto:Unisys.disability@hewitt.com) | • Policy and procedures  
• Questions on existing STD claims Aetna can't resolve  
**Aetna**  
• Initial notification of STD  
• STD determination  
• Plan information  
• Questions on existing STD claims  
• Coordination with Workers Compensation |
| **Disability – Long-Term Disability Plan (LTD)** | UBSC 877-864-7972  
E-mail: [mailto:Unisys.disability@hewitt.com](mailto:Unisys.disability@hewitt.com) | • Questions on existing LTD claims Aetna can't resolve  
• Questions regarding Unisys policy as it pertains to employees working  
• LTD coverage  
• Rehabilitative employment  
**Aetna**  
• LTD payment questions  
• Plan information  
• Questions on existing LTD claims |
| **Discounts and Services** | [http://www.beneplace.com/unisys](http://www.beneplace.com/unisys) | • Discounts on a range of products and services including: Dell computers, movie tickets, travel, personal shopping, work/life services, etc. |
| **Employee Assistance Program (EAP)** | MagellanAssist 800-424-4103 [http://www.magellanassist.com](http://www.magellanassist.com) | • Consultation for a broad range of personal issues (for example, depression, relationship concerns, parenting issues, grief over a loss of a loved one, stress, etc.)  
• Available 24 hours a day/7 days a week for employees and eligible family members |
| **Employment Verification** | The Work Number 800-996-7566  
Salary Key Authorization 800-EMP-AUTH (800-367-2884) [http://lwww.unisys.com/employee/yf-pay-verify.asp](http://lwww.unisys.com/employee/yf-pay-verify.asp) | • Active employee employment verifications  
• Former employee employment verifications (1/1/1996 to present)  
• Company code 10654 |
| **Flexible Spending Accounts (FSAs) - Health Care FSA and Dependent Day Care FSA** | Benefit Payment Office - FSA 800-223-3580  
fax 888-238-3539 [http://www.aetna.com](http://www.aetna.com) | • Claims questions and forms  
• Plan information  
• Flexible Spending Accounts balances |
| **Group Universal Life Program (GULP)** | Marsh@Work Solutions 800-222-1617 [http://www.personal-plans.com/unisys](http://www.personal-plans.com/unisys) | • Billing/rate information  
• Cash accumulation account information  
• Coverage/changes/enrollment/information  
• Evidence of insurability process |
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| Health and Welfare Eligibility and Enrollment | UBSC 877-864-7972 [http://resources.hewitt.com/unisys](http://resources.hewitt.com/unisys) | • Report death claim
• Beneficiary designation/questions
• COBRA continued healthcare coverage enrollment/questions and direct billing questions (non-GULP)
• Contributions
• Election/eligibility/enrollment
• General/summary benefit information
• Life events (for example marriage, divorce, newborn, move, etc)
• Personal information changes (inactive employee address changes)
• Survivor benefits processing
• User ID/Password questions for Your Benefits Resources™ (YBR) |
| Long-Term Care Insurance | MetLife 800-438-6388 [http://mybenefits.metlife.com](http://mybenefits.metlife.com) | • Billing/rate information
• Coverage changes/information
• Enrollment and eligibility
• Satisfactory evidence of insurability process |
• Coverage information/questions
• ID cards (temporary card online)/questions
• Provider listing |
| Prescription drug coverage under UHC Choice Plus Account Based 70 | Medco 800-903-4734 [http://www.medco.com](http://www.medco.com) | • Claims inquiries/disputes/forms
• Covered medications/coverage information
• ID cards (temporary card online)/questions
• Home delivery questions/refills
• Participating pharmacy |
| Paid Time Off (PTO) | Unisys Payroll 701-221-7575 or Net 221-7575 | • PTO balance
• PTO usage process detail |
| Paychecks | Unisys Payroll 701-221-7575 or Net 221-7575 ProBusiness WorkCenter [https://workcenter.probusiness.com](https://workcenter.probusiness.com) | • Deductions questions
• Direct deposit changes/questions
• Earned Income Tax credit information
• Final paycheck questions
• Imputed income questions
• IRS Form W-2 (Wage and Tax Statement) questions/ replacements
• Paycheck re-deposit/re-issue
• Paycheck stop payments
• Short-Term Disability (STD) Plan payments
• Tax withholding changes/questions |
| Unisys Technical Services Concierge | Unisys HR Client Service Center 866-864-7971 or Net 334-5501 Mail to: uts.concierge@hewitt.com | • New Hire Kits |
| Vision Plan | Spectera Inc. 800-638-3120 [http://www.spectera.com](http://www.spectera.com) | • Claims questions
• Coverage information/questions
• Provider directory |
• Agent entry procedure
• Amended time sheet procedure
• Contractor’s activity sheet
• Recording your time |
Please note: Unisys Corporation reserves the right to amend or terminate any or all of the benefit plans/programs/policies, in whole or in part, at any time and for any reason without notice or consent to the extent permissible under applicable law.