WELCOME! We will begin at 8:30 a.m.

Introduce yourself in the chat. Please tell us your name and where you are joining from.

June 14, 2023
Hello!

Jennifer King,
International Student & Scholar Services

Dana Foster,
International Student & Scholar Services
Agenda

- Getting to know you
- The Graduate School
- Payroll
- Human Resources
- UCAELI
- Upcoming Webinars and Important Dates and Information
What UConn campus are you admitted to?

Click Present with Slido or install our Chrome extension to activate this poll while presenting.
What country are you joining us from today?

Click Present with Slido or install our Chrome extension to activate this poll while presenting.
The Graduate School’s New Student Orientation

- For all newly-matriculated graduate students
- Fully online
- New graduate students will receive an emailed invitation
- Modules through HuskyCT can be done asynchronously
- A recording of the Fall 2021 welcome and student panel is available on our YouTube channel

The Graduate School’s Orientation Page

- You can find details about our orientation here along with links to other University orientations and resource pages
- Continually updated--check back for updates!
- Visit our Orientation Page
Information for New Graduate Students

- **Information for New Graduate Students** webpage
  - What you need to know and what you need to do to get off to a great start, including information on:
    - Registration resources
    - Technology tutorials
    - Housing options
    - Policies and procedures
  - Visit our [Information for New Graduate Students](#) page

- **Arrive on time**
  - Per the Graduate Catalog, grads in on-campus programs are required to be here by the first day of the semester or the start date of their GA appointment
Registration and Fee Bills

● Registration
  ○ Register for classes every semester
  ○ Self-enroll through the Student Administration System
  ○ Full-time enrollment for graduate students is nine credits, unless appointed as a GA. If appointed as a GA, full-time is six credits.
  ○ Important Registration Information for Graduate Students
  ○ Review holds on your account
    ■ “U Got This 2!” Interpersonal Violence Prevention training
    ■ Student Financial Responsibility Agreement
    ■ GEMB hold - cannot be removed until present in the U.S.
  ○ Add/drop period ends the tenth day of the semester

● Fee Bills
  ○ Due date for grads is the Friday before classes begin
  ○ Direct questions to the Office of the Bursar at bursar@uconn.edu
“Graduate Assistant (GA)” is an umbrella term that includes both Teaching Assistants (TAs) and Research Assistants (RAs).

- **Appointment Start Date**
  - The fall appointment start date is always August 23. The spring start date for the GA contract is ~January 6.
  - GAs are typically expected to be here by the start date of their appointment.
  - You should not begin your GA duties until you are here in the U.S.

- **Registration**
  - Deadline to register: the start date of your GA appointment
  - For GAs, 6 credits is considered full-time. (For non-GA grads, full-time = 9 credits.)
  - You can still adjust your schedule through the add/drop period but you must maintain six credits of enrollment
  - [Important Registration Information for Graduate Students](#)
Graduate Assistants

- **Tuition Waiver and Fee Bill**
  - Your tuition waiver will not appear on your account unless there is both an active payroll authorization (processed by your department) **and** you are enrolled in six credits.
  - GAs have access to **GA payroll deductions** to pay their student fees each semester. Payroll deductions must be enrolled in by the tenth day of the semester. Enrollment does not carryover each term.

- **Stipend Levels**
  - Stipend levels are determined by both program and experience.
    - Level 1 (B) - Master’s degree students; doctoral students without a master’s or master’s equivalency
    - Level 2 (M) - Doctoral students with 30 graduate-level credits or previous master’s degree in a related field of study
    - Level 3 (PhD) - Doctoral student who have the General Exam milestone on their record
  - If Grad Admissions shared in your matriculation letter that they need a copy of your final transcript, please be sure to have your official transcript showing degree conferral sent to The Graduate School from your prior institution. For GAs in a doctoral program, there must be evidence of your conferred master’s degree on record in order to be eligible for a Level 2 stipend.
Graduate Assistants

Graduate Assistant Onboarding Page

- This page will orient GAs who fall under the Graduate Employee Union (GEU) and provide information, resources, and to-do items specific to your role as a GA, including:
  - Social Security Number (SSN) updates
    - Once you have received your SSN, you will need to update both Payroll and Student Admin. To update Student Admin, use the Biographical Update Request Form.
  - GA Health Insurance
  - Parking
  - ITA Orientation and testing
  - Required Trainings

This page will answer many questions you may have as you start your assistantship and will help you connect with the offices that can answer specific questions.

Visit the Graduate Assistant Onboarding Page
Graduate Assistant Trainings

Required For All GAs:
● Employee Safety Training Assessment (during your first week of employment)
● Diversity Awareness Training (during your first semester of employment)
● Sexual Harassment Prevention Training (during your first semester of employment)
● Compliance Training (annually)

May Be Required for Your Position:
● New TA Orientation at the Center for Teaching and Learning (Tuesday, August 22)
● International Teaching Assistant Orientation (Monday, August 14)

Learn more at The Graduate School’s GA Mandatory Trainings Page
The Graduate School is here to support you at all stages of your graduate career.

Read about academics, guidance and support, career support, and more at our Current Student Resources Page

Graduate Student & Postdoctoral Affairs (GSPA) Team

What Does GSPA Do?
Supports graduate education by developing engaged communities across multiple disciplines at the University of Connecticut. We help graduate students and postdoctoral scholars across the University achieve their academic, professional, and personal goals during their time at the University of Connecticut.

How Can GSPA Help You?
– Advocacy and Referral
– Individual Direct Private Support
– Mediation and Conflict Resolution
– Academic Leave of Absence
– Partner with Grad Student Organizations
UConn Payroll

Ellen Lowe
Jessica Lowrey-Manning,
Payroll

https://payroll.uconn.edu/
UConn Payroll

Tax Withholdings:

● Wages are subject to federal and state taxes
● Each individual’s situation is different and can affect tax liability
● To determine your withholding,
  ○ Complete the online Foreign National Information Form upon arrival in the US
  ○ I will send you pre populated tax forms with explanations for your review and signature
  ○ Return your signed tax withholding forms via the secure link Upload Signed International Tax Forms here

IMPORTANT: The above process may take 1-2 weeks and will not prevent you from being paid.
Complete the online Foreign National Information Form upon arrival in the US

Visit: https://payroll.uconn.edu/forms/
> Foreign National Information Form

Scan and Bookmark
Social Security Number (SSN) and Tax Return:

- SSN is an identification number for tax purposes
- Must be employed to apply for SSN
- ISSS will assist with SSN application process
- Each employed individual will need to file a tax return annually using SSN
- Volunteer Income Tax Assistance (VITA) can assist with tax return filing process [https://accounting.business.uconn.edu/undergraduate/vita-program/](https://accounting.business.uconn.edu/undergraduate/vita-program/)

IMPORTANT: You can begin working without SSN but you must provide a copy to the Payroll Department via the secure link [Upload SSN here](#) so year end tax forms are generated correctly.
Additional Information:

- **Form I-9**: Employment Eligibility Form. Must be completed with your department on the first day of hire.
- **Direct Deposit**: Can be set up once you begin working.
- **Social Security Number**: Upload SSN here.
- **Payroll Website**: [www.payroll.uconn.edu](http://www.payroll.uconn.edu)
- Students receiving a grant, scholarship or fellowship should contact [taxcompliance@uconn.edu](mailto:taxcompliance@uconn.edu) for further tax related instructions.
Graduate Assistant/Intern/Fellow Benefits Overview

Joanna Smith, Human Resources
Medical & Dental Benefits Information

Who is Eligible
- Legally married spouse or civil union partner
- Children to age 26 (end of year) unless disabled.
  › Biological | Adopted | Step | Support Ordered
  › Guardianship (must live with you)

Important:
- You may only enroll dependents who are eligible under the rules of the plan.
- As your family situation changes, be sure that the people you have covered are still eligible.
- It can be a costly oversight if you continue to cover an ineligible person.
Medical & Dental Benefits Information

Effective Date
- First of month following hire date
  - FALL: September 1st
  - SPRING: February 1st

Changing Your Elections
- Annual Open Enrollment held in August
- Changes effective September 1st each year

Qualifying Status Change/Life Event:
- Notify HR within 31 days
- Changes effective first of the month following life event date
- Proof documentation required

Life Event Examples
- Marriage
- Divorce/Legal Separation
- Birth/Adoption
- Loss of Coverage through another source
# POS Medical Benefit Summary

## In Network
- Medical Office Visit: $15 Co-pay
- Specialist Office Visit: $15 Co-pay
- Vision Exams (one per calendar year): $15 Co-pay
- Inpatient Hospital: $0 Co-pay
- Outpatient Surgical: $0 Co-pay
- Emergency Room: $35 Co-pay (waived if admitted)
- Urgent Care: $15 Co-pay
- Walk In: $15 Co-pay
- Lab/X-Ray: $0 Co-pay
- High Cost Radiological & Diagnostic Tests: $0 Co-pay
- Acupuncture (20 visits/year): $15 Co-pay
- Chiropractic: $0 Co-pay
- Nutritional Counseling (3 visits/year): $0 Co-pay
- Physical/Occupational Therapy: $0 Co-pay
- Durable Medical Equipment: $0 Co-pay
- Routine Hearing Screening (as part of an exam): $15 Co-pay
- Deductible: Not applicable
- Coinsurance: Not applicable
- Max out of pocket: $2,000 individual / $4,000 family

## Preventive Services
- Primary Care (Adult and Child Wellness Exams): $0 Co-pay
- Gynecologist Wellness: $0 Co-pay
- Mammogram: $0 Co-pay
- Lifetime Maximum: Unlimited

## Out of Network
- Annual Deductible: $300 individual / $900 family
- Coinsurance: 20% of allowable UCR charges
- Max Out-of-Pocket: $2,300 individual / $4,800 family
- Lifetime Maximum: Unlimited

## Prescription Coverage

<table>
<thead>
<tr>
<th>Maintenance Drugs*</th>
<th>Non-Maintenance Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic</td>
<td>$5</td>
</tr>
<tr>
<td>Preferred/Listed Brand Name</td>
<td>$10</td>
</tr>
<tr>
<td>Non-PREFERRED/Non-Listed Brand Name</td>
<td>$25</td>
</tr>
<tr>
<td>Annual Maximum</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Max out of pocket</td>
<td>$4,600 individual / $9,200 family</td>
</tr>
</tbody>
</table>

*For maintenance drugs, you are required to get 90-day fills at the Maintenance Drug Network

*Different from the Student Health Insurance (SHIP)
Special Notes for J-1 Visa Holders
Medical Evacuation and Repatriation of Remains supplemental insurance

CT Partnership Plan Insurance is very comprehensive! You can see an overview of the CTPP coverage [here](#). While the coverage is good, it does not include “Repatriation or Remains” or “Medical Evacuation” coverage which are required of all J-1 visa holders. Graduate Assistants enrolling in the CTPP with a J-1 visa will need to purchase supplemental insurance that covers “Repatriation or Remains” and “Medical Evacuation” to maintain your J-1 status.

Supplemental Insurance covering “Repatriation or Remains” and “Medical Evacuation” is required for all J-1 visa holders. While it is not required for F-1 visa holders it is a very good idea to purchase this supplemental coverage in the event of a medical emergency.

Article 22 of the GEU contract permits for reimbursement of repatriation insurance by the university for international GAs covered by the GEU contract. International GAs who purchase supplemental insurance should contact HR@uconn.edu to learn how to be reimbursed for this coverage.
# Medical Plan

<table>
<thead>
<tr>
<th>2023-2024 Monthly Premiums</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$21.67</td>
</tr>
<tr>
<td>Employee + 1</td>
<td>$120.00</td>
</tr>
<tr>
<td>Family</td>
<td>$151.83</td>
</tr>
</tbody>
</table>

Rates are subject to change each year on September 1st and are communicated during the annual open enrollment, held in August each year.
Where to Find Benefits Information

CARE COMPASS

Centralized online hub dedicated to state health plan

www.carecompass.ct.gov
Concierge Services
Cigna Dental Benefit Summary
University of Connecticut Partnership Plan
Plan Renewal Date: 09/01/2022

This material is for informational purposes only and is designed to highlight some of the benefits available under this plan. Consult the plan documents to determine specific terms of coverage relating to your plan. Terms include covered procedures, applicable waiting periods, exclusions and limitations. Your DPPO plan allows you to see any licensed dentist, but using an in-network dentist may minimize your out-of-pocket expenses.

<table>
<thead>
<tr>
<th>Cigna Dental PPO</th>
<th>In-Network: State of CT Client Specific Network</th>
<th>Non-Network: See Non-Network Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursement Levels</td>
<td>Based on Contracted Fees</td>
<td>Maximum Allowable Charge</td>
</tr>
<tr>
<td>Calendar Year Benefit Maximum</td>
<td>Applies to: Class I, II &amp; III expenses</td>
<td>$3,000</td>
</tr>
<tr>
<td>Calendar Year Deductible</td>
<td>Individual</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>Family</td>
<td>$150</td>
</tr>
<tr>
<td>Benefit Highlights</td>
<td>Plan Pays</td>
<td>You Pay</td>
</tr>
<tr>
<td>Class I: Diagnostic &amp; Preventive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Evaluations</td>
<td>100%</td>
<td>No Charge</td>
</tr>
<tr>
<td>Prophylaxis: routine cleanings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X-rays: routine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X-rays: non-routine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluoride Application</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Space Maintenance: non-orthodontic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class II: Basic Restorative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sealants: per tooth</td>
<td>80%</td>
<td>After Deductible</td>
</tr>
<tr>
<td>Emergency Care to Relieve Pain</td>
<td>After Deductible</td>
<td>After Deductible</td>
</tr>
<tr>
<td>Restorative: fillings</td>
<td>After Deductible</td>
<td>After Deductible</td>
</tr>
<tr>
<td>Oral Surgery: minor and major</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anesthesia: general and IV sedation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repairs: bridges, crowns and inlays</td>
<td>80%</td>
<td>After Deductible</td>
</tr>
<tr>
<td>Repairs: dentures</td>
<td>20%</td>
<td>After Deductible</td>
</tr>
<tr>
<td>Denture Reline, Rebases and Adjustments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class III Benefits Waiting Period applies for 12 months. Applies to New Hires Only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class III: Major Restorative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endodontics: minor and major</td>
<td>50%</td>
<td>After Deductible</td>
</tr>
<tr>
<td>Periodontics: minor and major</td>
<td>50%</td>
<td>After Deductible</td>
</tr>
<tr>
<td>Inlays and Onlays</td>
<td>50%</td>
<td>After Deductible</td>
</tr>
<tr>
<td>Prosthesis Over Implant</td>
<td>50%</td>
<td>After Deductible</td>
</tr>
<tr>
<td>Crowns: prefabricated stainless steel / resin</td>
<td>50%</td>
<td>After Deductible</td>
</tr>
<tr>
<td>Crowns: permanent cast and porcelain</td>
<td>50%</td>
<td>After Deductible</td>
</tr>
<tr>
<td>Bridges and Dentures</td>
<td>50%</td>
<td>After Deductible</td>
</tr>
</tbody>
</table>
# Dental Plan

## 2023-2024 Monthly Premiums

<table>
<thead>
<tr>
<th>Plan</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$10.67</td>
</tr>
<tr>
<td>Employee + 1</td>
<td>$21.51</td>
</tr>
<tr>
<td>Family</td>
<td>$43.03</td>
</tr>
</tbody>
</table>

Rates are subject to change each year on September 1st and are communicated during the annual open enrollment, held in August each year.
<table>
<thead>
<tr>
<th>Enrolling in Medical, Dental &amp; Life Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HR emails you enrollment instructions</strong></td>
</tr>
<tr>
<td>› HR sends an email to your UConn account notifying you of the system availability and instructions for enrolling</td>
</tr>
<tr>
<td>› Newly hired employees will have access to CORE-CT the day following their date of hire</td>
</tr>
<tr>
<td>› A job aid for enrolling in benefits is available at <a href="http://www.ess.uconn.edu">www.ess.uconn.edu</a></td>
</tr>
<tr>
<td><strong>You enroll for benefits online using ebenefits in Core-CT</strong></td>
</tr>
<tr>
<td>› Upload proof documents required for dependents you are enrolling</td>
</tr>
<tr>
<td>› HR will provide a confirmation email to you, detailing your elections, after your enrollment has been processed</td>
</tr>
<tr>
<td>› Review the confirmation email and notify HR of any changes within the printed deadline</td>
</tr>
<tr>
<td>*Graduate Fellows do not have CORE-CT access and will be directed to an online form to submit elections</td>
</tr>
<tr>
<td><strong>Carriers mail benefit ID cards to your home</strong></td>
</tr>
<tr>
<td>› Anthem for Medical/Prescription</td>
</tr>
<tr>
<td>› CIGNA for dental</td>
</tr>
<tr>
<td>› Contact Health Navigator if services are needed prior to receipt of cards</td>
</tr>
<tr>
<td>› ID cards are mailed to an employee's address listed in CORE-CT</td>
</tr>
<tr>
<td><strong>You review deductions for accuracy</strong></td>
</tr>
<tr>
<td>› The UConn Payroll Office will set up deductions manually to collect monthly premiums, as Grads are not paid over a 12-month period</td>
</tr>
<tr>
<td>› Paycheck dates where you will see deductions may be found at <a href="https://hr.uconn.edu/ga-health-insurance/">https://hr.uconn.edu/ga-health-insurance/</a></td>
</tr>
</tbody>
</table>

*Graduate Fellows are charged via their Fee Bill*
Jeannie Slayton,
Director of Intercultural Programs & Support, UCAELI
English Proficiency Policy for TA’s

All Teaching Assistants for whom English is not a primary language must pass an oral English proficiency test regardless of citizenship or visa status in order to have direct instructional responsibilities. A primary language is defined as a language used to communicate since childhood.

Screening: Begins with the TOEFL or IELTS Speaking score, the PTE score. More information about score requirements can be found on our website: https://ita.uconn.edu/testing-english-proficiency-certification-effective-for-teaching-assistants-starting-in-fall-2014-or-after/

Duolingo scores or Waivers for admission: Interview is the first step of the screening process
This orientation is for prospective international TA’s who have never taught in the U.S.
International TAs who are coming to UConn after having taught at another U.S. institution should submit written evidence of the TA position to the UCAELI office. English proficiency may be certified based on previous TA experience, but the student is still welcome to attend the UConn ITA orientation.

When: Monday, August 14
Time: Check-in 9:00 AM, 9:15 AM - 12:00 PM
Where: Rowe Center for Undergraduate Education, Classroom 122

Link to register for orientation:
https://ita.uconn.edu/orientation/

*Important note: registration for Orientation does not include microteaching. All students who need a microteaching test must register for that separately.
Microteaching Testing

**When:** Tuesday, August 15  
**Time:** 9:00 - 4:00 PM  
**Where:** Classroom location to be announced. We are planning for in-person testing at this point.

**Link to register for microteaching testing**  
[https://ita.uconn.edu/testing/](https://ita.uconn.edu/testing/)

Deadline to register for the microteaching test: **July**

*If you need a microteaching test, you must register for the test separately from Orientation.*
Upcoming and Past Webinars

https://isss.uconn.edu/webinars/

Wednesday, June 28, 2023-
Making Friends and Finding Yourself at UConn
Important Arrival Dates

Friday, August 11, 2023 - Early Move-in Date for Graduate Students (additional fee)

Friday, August 18, 2023 - Early Move-in Date for International Graduate
Important Information and Upcoming Dates

Review ISSS Pre-Arrival Information and “International Student Welcome Guide”

https://isss.uconn.edu/prepare-for-arrival/

Saturday, July 1, 2023- Deadline to submit Health History Form
Monday, August 14, 2023- ITA Orientation (International Teaching Assistant who never taught in the U.S.)
Monday, August 21, 2023- Mandatory International Graduate Student Orientation for Storrs campus students. Sign up here:
Thursday, August 24, 2023- Student Health & Wellness Screening for Graduates students

Friday, August 25, 2023 Deadline to pay fee bill for GRAD, LAW, LLM
Questions

International Student and Scholar Services (ISSS)  international@uconn.edu

The Graduate School  gradschool@uconn.edu

Payroll - payroll@uconn.edu

Human Resources - Benefits@uconn.edu

UCAELI - register-ucaeli@uconn.edu