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.
Hello! CISS Storrs Staff

Arthur Galinat

Dana Foster

Jeannie Slayton
Agenda

• Getting to know you
• The Graduate School
• UCAELI
• Payroll
• Human Resources
• 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 a previous welcome from the Dean 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 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**
    ■ “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](mailto: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 7.
  - 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, January 9)
● International Teaching Assistant English Proficiency Screening

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
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/english-proficiency-policy-for-ita/

Duolingo scores or Waivers for admission: The Proficiency Assessment is the first step of the screening process https://ita.uconn.edu/proficiency-assessment/
Microteaching Testing

**When:** Monday, January 8  
**Time:** 9:00 - 4:00 PM  
**Where:** Online

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

Deadline to register for the microteaching test: **December 20, 2023**

English Workshop: Wednesdays 5:00-7:00 PM starting January 24th  
Work on your speaking skills and meet new people! Free but you need to register: Check our website for more information. [https://ita.uconn.edu](https://ita.uconn.edu)
UConn Payroll

Ellen Lowe
Jessica Lowrey-Manning

https://payroll.uconn.edu/
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 Completed Tax Forms Here](#)

IMPORTANT: The above process may take 1-2 weeks and will not prevent you from being paid.
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 Completed Forms Here](#) so year end tax forms are generated correctly.
UConn Payroll

Paycheck information:
• Paid biweekly every other Thursday
• First paycheck for new Spring Graduate Assistants is 1/12/24 for 5 days (1/5 – 1/11/24)
• Paychecks are mailed to the HOME address in Core-CT
• Direct Deposit
• Self service access to Core-CT: Home | UConn Employee Self Service Portal
• Two Factor Authentication: Expansion of Duo Two-Factor Authentication (2FA) | Information Technology Services (uconn.edu)
• Payroll Calendar: 2024-Payroll-Calendar.xlsx (uconn.edu)
UConn Payroll

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.
Human Resources

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.
Effective Date
- First of month following hire date
  FALL: September 1\textsuperscript{st}
  SPRING: February 1\textsuperscript{st}

Changing Your Elections
- Annual Open Enrollment held in August
- Changes effective September 1\textsuperscript{st} 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

<table>
<thead>
<tr>
<th>Service</th>
<th>CT Partnership Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Office Visit</td>
<td>$15 Co-pay</td>
</tr>
<tr>
<td>Specialist Office Visit</td>
<td>$15 Co-pay</td>
</tr>
<tr>
<td>Vision Exams (one per calendar year)</td>
<td>$15 Co-pay</td>
</tr>
<tr>
<td>Inpatient Hospital</td>
<td>$0 Co-pay</td>
</tr>
<tr>
<td>Outpatient Surgical</td>
<td>$0 Co-pay</td>
</tr>
<tr>
<td>Emergency Room</td>
<td>$15 Co-pay</td>
</tr>
<tr>
<td>Urgent Care</td>
<td>$15 Co-pay</td>
</tr>
<tr>
<td>Walk In</td>
<td>$15 Co-pay</td>
</tr>
<tr>
<td>Lab/X-Ray</td>
<td>$15 Co-pay</td>
</tr>
<tr>
<td>High Cost Radiological &amp; Diagnostic Tests</td>
<td>$15 Co-pay</td>
</tr>
<tr>
<td>Acupuncture (20 visits/year)</td>
<td>$15 Co-pay</td>
</tr>
<tr>
<td>Chiropractic</td>
<td>$15 Co-pay</td>
</tr>
<tr>
<td>Nutritional Counseling (3 visits/year)</td>
<td>$15 Co-pay</td>
</tr>
<tr>
<td>Physical/Occupational Therapy</td>
<td>$15 Co-pay</td>
</tr>
<tr>
<td>Durable Medical Equipment</td>
<td>$15 Co-pay</td>
</tr>
<tr>
<td>Routine Hearing Screening (as part of an exam)</td>
<td>$15 Co-pay</td>
</tr>
<tr>
<td>Deductible</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Coinsurance</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Max out of pocket</td>
<td>$2,000 individual / $4,000 family</td>
</tr>
</tbody>
</table>

### PREVENTIVE SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>CT Partnership Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Care (Adult and Child Wellness Exams)</td>
<td>$0 Co-pay</td>
</tr>
<tr>
<td>Gynecologist Wellness</td>
<td>$0 Co-pay</td>
</tr>
<tr>
<td>Mammogram</td>
<td>$0 Co-pay</td>
</tr>
<tr>
<td>Lifetime Maximum</td>
<td>Unlimited</td>
</tr>
</tbody>
</table>

### OUT OF NETWORK

<table>
<thead>
<tr>
<th>Service</th>
<th>CT Partnership Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Deductible</td>
<td>$300 individual / $900 family</td>
</tr>
<tr>
<td>Coinsurance</td>
<td>20% of allowable UCR charges</td>
</tr>
<tr>
<td>Max Out-of-Pocket</td>
<td>$2,300 individual / $4,900 family</td>
</tr>
<tr>
<td>Lifetime Maximum</td>
<td>Unlimited</td>
</tr>
</tbody>
</table>

### PRESCRIPTION COVERAGE

<table>
<thead>
<tr>
<th>Type of Drug</th>
<th>MAINTENANCE DRUGS</th>
<th>NON-MAINTENANCE DRUGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic</td>
<td>$5</td>
<td>$5</td>
</tr>
<tr>
<td>Preferred/Listed Brand Name</td>
<td>$0</td>
<td>$20</td>
</tr>
<tr>
<td>Non-Preferred/Non- Listed Brand Name</td>
<td>$25</td>
<td>$35</td>
</tr>
<tr>
<td>Annual Maximum</td>
<td>Unlimited</td>
<td></td>
</tr>
<tr>
<td>Max out of pocket</td>
<td>$4,600 individual / $9,200 family</td>
<td></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 very comprehensive, it does not include “Repatriation of 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 of Remains” and “Medical Evacuation” to maintain your J-1 status.

Supplemental Insurance covering “Repatriation of 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

### 2023-2024 Monthly Premiums

<table>
<thead>
<tr>
<th>Plan</th>
<th>Premium</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>

### Paycheck Deductions

- **Fall**: 5 paychecks (coverage Sept – Jan)
- **Spring**: 7 paychecks (coverage Feb – Aug)*

*UCH GAs have biweekly deductions throughout the summer*

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

Your home for all State of Connecticut employee benefits information
Your personalized health benefits portal powered by Quantum Health is waiting for you.

CREATE AN ACCOUNT
or SIGN IN TO YOUR ACCOUNT

Forms
Benefits Enrollment

hr.uconn.edu | hr@uconn.edu | Phone: 860-486-3034
Information from Anthem

WEB & MOBILE PLAN RESOURCES
www.anthem.com/statect includes details and plan resources associated with your medical benefits through Anthem. You’ll find:

- Find doctors in-network for your plan
- Registration and login links to secure plan information
- Health and wellness programs that are part of your coverage
- Audio/Video tutorials on our new and enhanced digital resources
- Links to FREE community and caregiver support resources
- Many more tools and resources...

Don’t Forget! Your online plan experience will be more personalized and easier when you access and search for information as a registered anthem.com/statect user.

FIND DOCTORS & PROVIDERS
Our enhanced Find Care tool makes it easier to find high-quality doctors and other health professionals in your plan.

- Specialties and quality ratings
- NEW! Network of Distinction doctors
- Site of Service and Preferred Value Tier 1 Providers
- Side-by-side comparisons of different doctors
- Whether a doctor is accepting new patients
- More intuitive application and more powerful search capabilities

NEED HELP? Go to anthem.com/statect for detailed ‘Find Care’ search tutorials.

NEW! SYDNEY HEALTH MOBILE APP
Sydney Health is Anthem’s Mobile App. Anthem resources in the palm of your hand!

Register and log-in to:
- Check benefits information and claims details
- Search for doctors, hospitals and other health care professionals in your plan
- View, email and fax your digital ID card
- Seamless access to other resources through our Sydney Care Health Tool

PLUS -- Sydney Health can suggest resources to help you understand your benefits, improve your health and save money!

More Online Tools:
- Symptom Checker
- Virtual Health Visits
- Aunt Bertha – Help with food, transportation, job training and more.
- Ianacare – FREE app connects you to a personalized caregiver support team that helps you in providing care for your loved one.

hr.uconn.edu  |  hr@uconn.edu  |  Phone: 860-486-3034
<table>
<thead>
<tr>
<th>Network Options</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>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Applies to: Class I, II &amp; III expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calendar Year Deductible</td>
<td>Individual $50</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>Family $150</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>100%</td>
<td>No Charge</td>
</tr>
<tr>
<td>Oral Evaluations</td>
<td></td>
<td></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>
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<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>80%</td>
<td>After Deductible</td>
</tr>
<tr>
<td>Sealants: per tooth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Care to Relieve Pain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restorative: fillings</td>
<td></td>
<td></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></td>
<td></td>
</tr>
<tr>
<td>Repairs: dentures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Denture Relines, Rebases and Adjustments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class III: Major Restorative</td>
<td>50%</td>
<td>After Deductible</td>
</tr>
<tr>
<td>Endodontics: minor and major</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Periodontics: minor and major</td>
<td></td>
<td></td>
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<tr>
<td>Inlays and Onlays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prosthesis Over Implants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crowns: pre-fabricated stainless steel / resin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crowns: permanent cast and porcelain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bridges and Dentures</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Class III Benefits Waiting Period applies for 12 months. Applies to New Hires Only.
Dental Plan

<table>
<thead>
<tr>
<th>2023-2024 Monthly Premiums</th>
<th></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.
# Enrolling in Medical, Dental & Life Insurance

- **HR emails you enrollment instructions**
  
  - HR sends an email to your UConn account notifying you of the system availability and instructions for enrolling.
  - Newly hired employees will have access to CORE-CT the day following their date of hire.
  - A job aid for enrolling in benefits is available at [www.ess.uconn.edu](http://www.ess.uconn.edu).

- **You enroll for benefits online using ebenefits in Core-CT**
  
  - Upload proof documents required for dependents you are enrolling.
  - HR will provide a confirmation email to you, detailing your elections, after your enrollment has been processed.
  - Review the confirmation email and notify HR of any changes within the printed deadline.

- **Carriers mail benefit ID cards to your home**
  
  - Anthem for Medical/Prescription.
  - CIGNA for dental.
  - Contact Health Navigator if services are needed prior to receipt of cards.
  - ID cards are mailed to an employee’s address listed in CORE-CT.

- **You review deductions for accuracy**
  
  - The UConn Payroll Office will set up deductions manually to collect monthly premiums, as Grads are not paid over a 12-month period.
  - Paycheck dates where you will see deductions may be found at [https://hr.uconn.edu/ga-health-insurance/](https://hr.uconn.edu/ga-health-insurance/).

*Graduate FELLOWS do not have CORE-CT access and will be directed to an online form to submit elections.*

*UCH GAs will have their enrollment link emailed to their @uchc.edu email address.*

*UCFGs do not have CORE-CT access and will be directed to an online form to submit elections.*

*Graduate FELLOWS are charged via their Fee Bill, at the start of each Fall/Spring semester in which they are enrolled in coverage.*

---

hr.uconn.edu | hr@uconn.edu | Phone: 860-486-3034
Human Resources Contact Information

Depot Campus
9 Walters Ave.
Storrs, CT 06269-5075

Human Resources: 860-486-3034
Fax Line: (860) 486-0378
Email: hr@uconn.edu
Upcoming and Past Webinars

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

Wednesday, December 6 - Bursar's Office and Student Health and Wellness Requirements and Services
Important Upcoming Dates

Monday, January 1 - Deadline to submit Health History Form

**Thursday, January 11** - Move-in Date for International Graduate students who are signed up for International Welcome Program at Storrs Campus.

Friday, January 12 - Mandatory Welcome Program/Orientation for Storrs campus students

Friday, January 12 - Deadline to pay fee bill for **GRAD**

Monday, January 15 - Immigration Check-in at CISS

TBD - Student Health & Wellness Screening for Graduates students
Questions

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

The Graduate School  gradschool@uconn.edu

UCAELI -  register-ucaeli@uconn.edu

Payroll -  jessica.lowrey-manning@uconn.edu

Human Resources -  Benefits@uconn.edu