UCONN

Important University Business and Deadlines

ISSS, Office of the Bursar, Student Health and Wellness (SHaW),Payroll, The Graduate School, Human Resources

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.

December 8, 2022

Hello!

Arthur Galinat, Storrs, ISSS



Dana Foster, Storrs, ISSS



Nadine Boudissa Storrs,ISSS



Agenda

- ISSS
 - ISSS To-Do List for New Students
- One Card Office
- Office of the Bursar
 - Paying your UConn Fee Bill
- Student Health and Wellness (SHAW)
 - Health History Form, MyHealth.uconn.edu, Enrolling in Student Health Insurance
- Payroll
 - New employee paperwork for new Grad Assts. (Withholding & SSN)
- The Graduate School
 - Graduate School Orientation and New Grad Student responsibilities
- Human Resources
 - Graduate Assistant/Intern/Fellow Benefits Overview

ISSS To-Do List

- Review ISSS Pre-Arrival Information and "International Student Welcome Guide" https://isss.uconn.edu/prepare-for-arrival/
- 2. Prepare to arrive on campus by the start of classes
 - a. Storrs campus degree students need to arrive by January 12 to move into campus housing and for orientation/welcome program January
 13
 - Storrs campus exchange students need to arrive and move in January 15
 - c. Graduate and Regional campus students confirm orientation dates with your academic departments and arrive early enough to attend.

ISSS To-Do List cont'd

3. Review Prior New Student Webinars

isss.uconn.edu/webinars/

4. Attend ISSS In-Person Orientation Session

See <u>isss.uconn.edu/orientation/</u> for your orientation schedule

slido



What degree are you starting at UConn?

(i) Start presenting to display the poll results on this slide.

slido



What UConn campus are you admitted to?

① Start presenting to display the poll results on this slide.

slido



What country are you joining us from today?

(i) Start presenting to display the poll results on this slide.

UCONN

It's More Than Your ID!

Husky One Card – One Card, Many Services

One Card Office onecard@uconn.edu

Husky One Card - Your Key to Campus

Functions of the Husky One Card:

- Official UConn ID
- Husky Bucks Account
- Residence Hall and Lab Access
- Resident and Community Meal Plans
- Recreation Facility Access
- Access to Athletic Events
- Student Health & Wellness Services
- University Library Card
- Printing
- Transportation Services through U-Pass





Online Photo Submission

- Log into onecard.uconn.edu through the cardholder login with your NetID and password
- Step 1: Upload a photo of your government issued ID in JPEG format
- Step 2: Upload a head-shot photo in JPEG format according to the photo upload quidelines

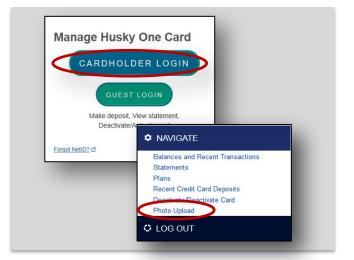


Photo Upload Guidelines

- JPEG format, color photo (no black and white)
- Photo must be from the top of shoulders to top of head with some blank space above the head
- Looking straight ahead (no profile or ¾ angle)
- No hats, caps, scarves, or sunglasses
- No copyrighted photos or proofs
- No animals or props
- No photo filters
- Solid light background
- No shadows on face
- A straight face or smile no funny faces, please
- NOTE: If your photo does not accurately represent you, you will be asked to retake your picture in the One Card Office before we issue your card to you.

How do I obtain my Husky One Card?

UConn Campus	Distribution Location	Hours
UConn - Avery Point	Library, 1 st Floor	8:30am-6pm (M-Th) 8:30am-4pm (F)
UConn - Graduate Business Learning Center (GBLC)	Business Office Suite 503, 5 th Floor	9am-6pm (M-Th) 9am-5pm (F)
UConn – Hartford (Undergraduate & SSW Programs)	Office of Student Services, Hartford Times Building, Room 106	8:30am-4:30pm (M-F)
UConn - Law	Law Library, IT Help Desk, Room 234	By Appointment
UConn - Stamford	Operations Department, Room 101	9am-4pm (M-Th)
UConn - Storrs	Student Union, Room 228	8am-4pm (M-F)
UConn - Waterbury	Info Desk in Main Hallway	8am-6pm (M-Th) 9am-2pm (F)



If you experience difficulties uploading your photo documentation, please send a detailed email to onecard@uconn.edu, including the documents to be uploaded in JPEG format.



Contact Information



Office of the Bursar



Amanda Ehrhardt,
Office of the Bursar

Fee Bill Due Dates

- You will receive an email when bill is issued. View fee bill in your Student Administration system.
- <u>Undergraduate</u> Spring fee bills will be issued by end of June and <u>due 1/8</u>
- Graduate Spring fee bills will be issued by early July and due 1/13
- What happens if bill isn't paid on time?
 - Late fees up to \$300
 - Hold restricting you from adding classes and other University services such as the Rec Center until paid in full

Paying Internationally? No problem!

Pay through Convera GlobalPay for Students

- Send payment in your home currency
- All fees shown upfront
- Allows for tracking and research if there's an issue
- Begin by registering the payment through our custom link

https://students.convera.com/geo-buyer/universityofconnecticut#!/

Please do not send a wire directly to UConn!

<u>Important!!</u> Only wire what is due to your fee bill. Any overpayment will be returned back to the originating bank account.

Regional Campus Bursars

Avery Point Campus, Bursar's Office

Address	1084 Shennecossett Road. Groton, CT 06340
Location	Room 303, in the Branford House
Hours	Monday-Friday, 8:30am-4:00pm (Subject to change during registration periods and holidays)
Phone	(860)405-9007
Fax	(860)405-9075
EMail	averypointbursar@uconn.edu
Website	https://averypoint.uconn.edu/admissions/tuition-and-aid/

Waterbury Campus, Bursar's Office Address 99 East Main Street. Waterbury, CT 06702 Location Room 228b, Student Services Suite, Second Floor Hours Monday-Friday 8:30am - 4:30pm (Subject to change during registration periods and holidays) Phone (203) 236-9829 Fax (203) 236-9906 Email kit.casey@uconn.edu Website https://waterbury.uconn.edu/admissions/tuition-and-aid/ ♥

Hartford Campus, Bursar's Office

Traition Campus, bursar's Office				
10 Prospect Street, Hartford, CT 06103-2817				
First Floor, Room 105				
Monday-Friday, 8:30am-4:30pm (Subject to change during registration periods and holidays)				
(959) 200-3832				
(860) 246-0312				
Hartford.bursar@UConn.edu				

Stamford Campus, Bursar's Office

Address	One University Place. Stamford, CT 06901
Location	Room 121 Stamford Campus, Corner of Washington Blvd. and Broad St.
Hours	Monday-Friday, 9:00am-4:30pm
Phone	(203) 251-8444
Fax	(203) 251-8556
Email	stamfordbursar@uconn.edu
Website	http://bursar.stamford.uconn.edu/_ @

More Info on our Website

www.bursar.uconn.edu

We're here to help!

- Email: bursar@uconn.edu
 - Phone: 860-486-4830
- Live Chat on our website
- In-Person at our office in the Wilbur Cross Building



Student Health and Wellness (SHaW): Important Business & Deadlines



STUDENT HEALTH AND WELLNESS



VACCINATION REQUIREMENTS



Required Vaccinations (Immunizations)__

Measles, Mumps, and Rubella (or MMR)

- Two vaccinations
 - First dose on or anytime after your 1st birthday, and second dose no sooner than 28 days after your first dose **OR** documentation of positive titers (blood test)

Varicella (Chicken Pox)

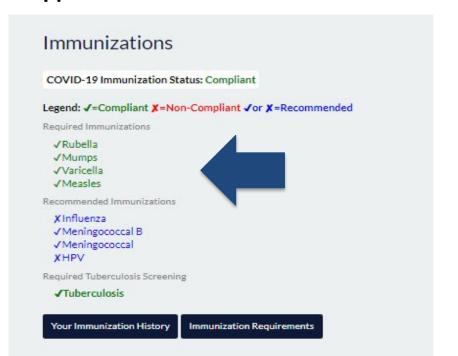
- Two vaccinations
 - First dose on or anytime after your 1st birthday, and second dose no sooner than 28 days after your first dose **OR** documentation of positive varicella titer (blood test)

Tuberculosis Screening

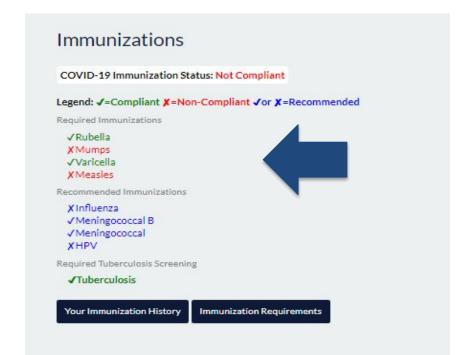
- Complete "Tuberculosis (TB) Risk Assessment" in Student Health Portal.
- If you answer "yes" to any question you will need a TB test.
- Tuberculosis testing must be done within 6 months of your matriculation date.

Do I Have To Schedule An Immunization Appointment?

If you are 100% compliant, you do NOT need to schedule an immunization appointment.



If you are NOT compliant, you DO need to schedule an immunization appointment!



Submitting Your Health Requirements

1. Obtain a copy of your official vaccination record from your doctor's office.

2. Go to your <u>Student Health</u> <u>Portal</u> (<u>myhealth.uconn.edu</u>).

3. Select "Pending Forms" and Upload your official vaccination record OR

<u>Health History Form.</u>

4. Complete your Student Health Questionnaire.

HEALTH INSURANCE



How Healthcare is Different in the United States

- The United States does **not** have universal healthcare.
- All medical services have a cost.
- The cost of services depends on the insurance you have.
- With insurance, you may still need to pay a co-pay, co-insurance, or deductible for medical appointments or services
- What is a Co-Pay?
 - A fixed amount (\$20, for example) you pay for a covered health care service.
- May need to see a general doctor before you can see a specialist

Health Insurance

- It is University policy that all full-time students must have medical insurance coverage while at UConn
- How much you pay for your plan can determine what is covered
- Generally, plans with lower monthly payment have higher deductibles. Plans with higher monthly payments usually have lower deductibles.
- Some low-cost plans do not cover preventative care like immunizations and physicals. They only cover you in an emergency.

Health Insurance

- Student Health Insurance Plan (SHIP)
 - Obtain an ID card through the "Wellfleet Cigna" Secure
 Member Portal Account
- Plan you buy yourself (i.e. Medicaid, Access Health, Exchange Plan)
 - Plan carried by a parent or spouse
 - Plan provided by an employer

Student Health Insurance Plan (SHIP)

Check your Spring 2023 fee bill. If you were not billed, contact shaw-businessoffice @uconn.edu to be enrolled.

UCONN Term Fee Bill

Term Fees

Credits

Spring 2023

Jonathan Husky

University of Connecticut

Deleges Francisco

Empl ID: 1234567

Balance Forward:	\$0.00		
	Personalize Find 💷 🔣	First 🐠	1-12 of 12 🕦 La
Term Charges		Date Posted	Due Date
Technology Fee	75.00	11/03/2021	01/08/2022
Transit Fee Storrs	84.00	11/03/2021	01/08/2022
Activity Fee UG Storrs	96.00	11/03/2021	01/08/2022
Infrastructure Fee UG Storrs	234.00	11/03/2021	01/08/2022
Student Recreation Center Fee	250.00	11/03/2021	01/08/2022
Student Health & Wellness Fee	318.00	11/03/2021	01/08/2022
Visa Compliance Fee	350.00	11/03/2021	01/08/2022
University Fee UG Storrs	690.00	11/03/2021	01/08/2022
Health Insurance	1,733.00	11/03/2021	01/08/2022
Value Meal Plan	3,010.00	11/03/2021	01/08/2022
Double Room	3,619.00	11/03/2021	01/08/2022
Ugrad OS Tuition Storrs UENGR	18,849.00	11/03/2021	01/08/2022
Total Term Fees:	\$29,308.00		

Personalize | Find | 4 |

First 1 of 1 Las

Health Insurance for Families

- If you have family here with you at UConn that are **not** students, it is important they have insurance too.
- Spouses or children can be enrolled in the Student Health Insurance Plan (SHIP)

Health Insurance for New Graduate Assistants, Fellows, & Interns

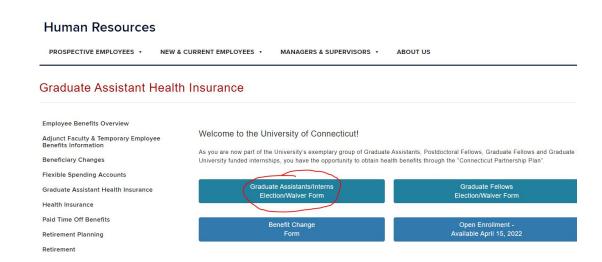
New Graduate Assistants:

You have **31 days** from your start date to enrolled in healthcare coverage through the Connecticut Partnership Plan.

Coverage is effective on February 1st, 2023.

Failure to enroll means waiting until August 2023.

If you have questions, please contact Human Resources at benefits@uconn.edu or call 860-486-3034.



hr.uconn.edu/ga-health-insurance

IMPORTANT DATES



Important Dates

- January 1, 2023: Deadline to Submit Immunizations and Student Health Questionnaire
- January 3, 2023: AlcoholEdu Opens
- February 5, 2023: Last day to waive school insurance

Have Questions About Health Requirements or Insurance?

SHaW Business Office

shaw-businessoffice@uconn.edu

SHaW Health Information Management

studenthealth@uconn.edu



UCONN | UNIVERSITY OF CONNECTICUT

STUDENT HEALTH AND WELLNESS

studenthealth.uconn.edu

860-486-4700

studenthealth@uconn.edu



UConn Payroll



Ellen Lowe, Non-Resident Alien Taxation - Payroll

<u>ellen.lowe@uconn.edu</u> <u>payroll@uconn.edu</u>

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

STEP 1: Complete the online <u>Foreign National Information Form</u> upon arrival in the US

STEP 2: Payroll will send you pre-populated tax forms with explanations for your review and signature

STEP 3: Return your signed tax withholding forms via the secure link in the email.

IMPORTANT: The above process may take 1-2 weeks and will not prevent you from being paid.

Foreign National Information Form

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



UConn Payroll

Apply for Social Security Number (SSN):

- SSN is an identification number for tax purposes
- Must be employed to apply for SSN
- ISSS will assist with SSN application process
 - o <u>isss.uconn.edu</u> > Resources > Driving, SSN and Taxes
 - https://isss.uconn.edu/social-security-itin-2/

IMPORTANT: You can begin working without SSN but you must provide a copy to the Payroll Department via the secure link <u>Upload SSN here</u> so year end tax forms are generated correctly.

Tax Return

If you work on campus or have a taxable scholarship/fellowship you will need to file a tax return annually using SSN.

There are two resources to help international students:

- Volunteer Income Tax Assistance (VITA) can assist with tax return filing process https://accounting.business.uconn.edu/undergraduate/vita-program/
- Sprintax software from ISSS

ISSS will hold several tax workshops to explain more about the tax filing procedures in the U.S. starting every year in January 2023.

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: <u>Upload SSN here</u>
- Payroll Website: www.payroll.uconn.edu
- Students receiving a grant, scholarship or fellowship should contact taxcompliance@uconn.edu for further tax related instructions

The Graduate School



Megan Petsa, The Graduate School

The Graduate School's New Student Orientation

The Graduate School's New Student Orientation

- For all newly-matriculated graduate students
- Fully online
- New graduate students will receive an emailed invitation in early January
- 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 <u>Orientation Page</u>

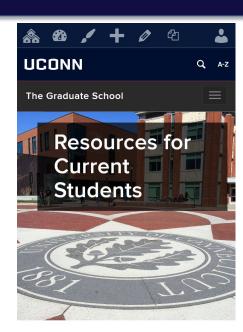


Information for New Graduate Students

Information for New Graduate Students

- 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 <u>Information for New Graduate Students</u> webpage

- Register for classes every semester
 - Self-enroll through the <u>Student Administration System</u>
 - Important Registration Information for Graduate Students



As you continue on your graduate student journey, there will be challenges along your path. We created this repository of resources to help current students at all stages of their graduate journey. There are links ortant forms, student services, and unities on campus. We hope these resources

will foster academic, professional, and personal growth.

Arrival Dates

Arrival Dates for Graduate Students:

- First day of the semester: January 17
 - Policy regarding arrival by the first day of the semester
- GAs are expected to arrive by the start date of their appointment each semester.
 - Arrangements to arrive between January 5 and January 17 and use time off for those business days can be made directly with your supervisor
- Keep in mind potential requirements, such as departmental orientations, CETL orientation, ITA orientation, required safety trainings, as you make your plans
- Exceptional circumstances



Graduate Assistants

"Graduate Assistant (GA)" is an umbrella term that includes both Teaching Assistants (TAs) and Research Assistants (RAs).

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

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 <u>GA payroll deductions</u> to pay their student fees each semester

Graduate Assistants

- New Graduate Assistant Onboarding Page
 - This page will orient GAs who fall under the Graduate Employees 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 <u>and</u>
 Student Admin. To update Student Admin, use the <u>Biographical Update Request</u>
 <u>Form.</u>
 - 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.

Graduate Assistant Onboarding Page

Graduate Assistant Trainings

Required Trainings:

- 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)
- New TA Orientation at the Center for Teaching and Learning (Tuesday, January 10)
- International Teaching Assistant Orientation
- "U Got This 2!" Interpersonal Violence Prevention training required for all new <u>graduate students</u>, not just Graduate Assistants

Learn more at The Graduate School's **GA Mandatory Trainings Page**



Human Resources

Graduate Assistant/Intern/Fellow Benefits Overview

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

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

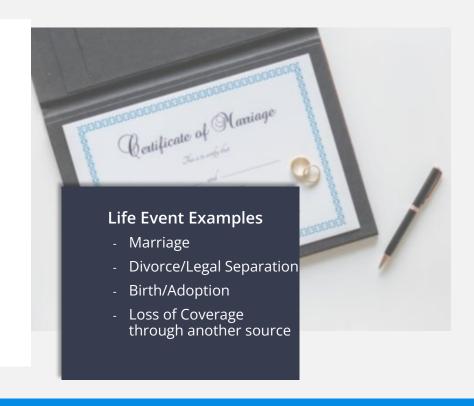
SPRING: February 1st

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





POS MEDICAL BENEFIT SUMMARY

Unlimited

Lifetime Maximum

Anthem. . .

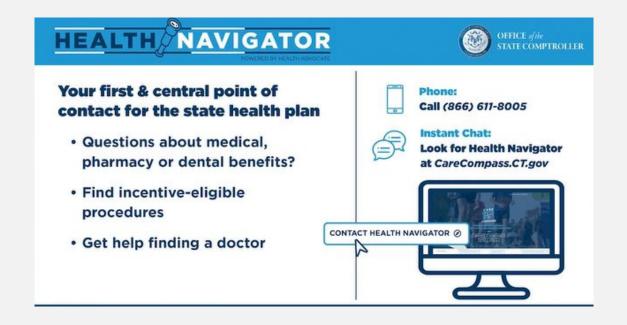
INNETWORK	CT Partnership Plan	OUT OF NETWORK	CT Partr	nership Plan
Medical Office Visit	\$15 Co-pay	Annual Deductible	\$300 individual/\$900 family 20%	
Specialist Office Visit	\$15 Co-pay	Coinsurance	of allowable UCR charges	
Vision Exams (one per calendar year)	\$15 Co-pay	Max Out-of-Pocket	\$2,300 individual / \$4,900 family	
Inpatient Hospital	\$0 Co-pay	Lifetime Maximum	Unlimited	
Outpatient Surgical	\$0 Co-pay			
Emergency Room	\$35 Co-pay (waived if admitted)	PRESCRIPTION	MAINTENANCE	NON-MAINTENANCE
Urgent Care	\$15 Co-pay	COVERAGE	DRUGS*	DRUGS
Walk In	\$15 Co-pay	Generic	\$5	\$5
Lab/ X-Ray High Cost Radiological & Diagnostic Tests	\$0 Co-pay	Preferred/Listed Brand Name	\$10	\$20
Acupuncture (20 visits/year)	\$15 Co-pay	Non-Preferred/Non-Listed Brand Name	\$25	\$35
Chiropractic	\$0 Co-pay	Annual Maximum	Unlimited	
Nutritional Counseling (3 visits/year)	\$0 Co-pay	Max out of pocket \$4,600 individual / \$9,200 family *For maintenance drugs, you are required to get 90-day fills at the Maintenance Drug Network		dual / \$9 200 family
Physical/Occupational Therapy	\$O 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	CT Partnership Plan			
Primary Care (Adult and Child Wellness Exams)	\$0 Co-pay			
Gynecologist Wellness	\$0 Co-pay			
Mammogram	\$0 Co-pay			

Where to Find Benefits Information





Concierge Services





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

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

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-i nsurance/
- *Graduate Fellows are charged via their Fee Bill



Cigna Dental Benefit Summary University of Connecticut Partnership Plan Plan Renewal Date: 09/01/2022



Insured by: Cigna Health and Life Insurance Company

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 extremests.

	Cigna D	ental PPO		
Network Options	In-Network: State of CT Client Specific Network		Non-Network: See Non-Network Reimbursement	
Reimbursement Levels	Based on Contracted Fees		Maximum Allowable Charge	
Calendar Year Benefits Maximum Applies to: Class I, II & III expenses	\$3,000		\$3,000	
Calendar Year Deductible Individual Family	\$50 \$150		\$50 \$150	
Benefit Highlights	Plan Pays	You Pay	Plan Pays	You Pay
Class I: Diagnostic & Preventive Oral Evaluations Prophylaxis: routine cleanings X-rays: routine X-rays: non-routine Fluoride Application Space Maintainers: non-orthodontic	100% No Deductible	No Charge	100% No Deductible	No Charge
Class II: Basic Restorative Sealants: per tooth Emergency Care to Relieve Pain Restorative: fillings Oral Surgery: minor and major Anesthesia: general and IV sedation Repairs: bridges, crowns and inlays Repairs: dentures Denture Relines, Rebases and Adjustments	80% After Deductible	20% After Deductible	80% After Deductible	20% After Deductible
Class III Benefit I	Vaiting Period applies	for 12 months. Applie	s to New Hires Only.	37
Class III: Major Restorative Endodontics: minor and major Periodontics: minor and major Inlays and Onlays Prosthesis Over Implant Crowns: prefabricated stainless steel / resin Crowns: permanent cast and porcelain Bridges and Dentures	50% After Deductible	50% After Deductible	50% After Deductible	50% After Deductible

Medical Plan

2022-2023 Monthly Premiums				
Employee Only	\$21.67			
Employee + 1	\$120.00			
Family	\$151.83			

Rates are subject to change each year on September 1st and are communicated during the annual open enrollment.





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



Important Upcoming Dates

- Sunday, 1/1/2023- Deadline to submit Health History Form
- Sunday, 1/8/2023- Deadline to pay fee bill for Undergraduate students
- Thursday, 1/12/2023- New Student Move In Date
- Friday, 1/13/2023- Mandatory International Graduate Student Orientation for Storrs campus students

Questions



One Card Office - https://onecard.uconn.edu/

Office of the Bursar - bursar@uconn.edu

Student Health and Wellness studenthealth@uconn.edu

Payroll - <u>payroll@uconn.edu</u>
Human Resources- <u>hr@uconn.edu</u>

The Graduate School gradschool@uconn.edu

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