Welcome to UConn!
New Employee Orientation
Before we get started:
exit | restroom | refreshments | cell phones
## Orientation Agenda

### This Morning

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30</td>
<td>University Overview</td>
</tr>
<tr>
<td>9:15</td>
<td>Information Technology</td>
</tr>
<tr>
<td>9:45</td>
<td>Your Payroll</td>
</tr>
<tr>
<td>10:30</td>
<td>Break</td>
</tr>
<tr>
<td>10:45</td>
<td>Your Parking</td>
</tr>
<tr>
<td>11:15</td>
<td>Your ID Card</td>
</tr>
<tr>
<td>11:45</td>
<td>“Working Lunch”</td>
</tr>
</tbody>
</table>

### This Afternoon

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:30</td>
<td>Benefits &amp; Retirement</td>
</tr>
<tr>
<td>2:00</td>
<td>Break/Paperwork</td>
</tr>
<tr>
<td>2:15</td>
<td>Campus Tour with stop at the UConn Dairy Bar</td>
</tr>
<tr>
<td>3:15</td>
<td>Meet Your Union</td>
</tr>
<tr>
<td>4:00</td>
<td>Adjourn</td>
</tr>
</tbody>
</table>

### Orientation Day 2

- 8:30 am to 12:15 pm
- School of Business Boardroom (Room 321)
Welcome New Employees

Our Workforce
- Administration
- Who We Are
- Campuses
- Bargaining Units

Getting Started
- Information Technology
- Payroll
- Parking
- Husky One Card
- Benefits/Retirement

Working at UConn
- Our Community
- Mission
- Growth/Initiatives
- Culture/Values
- Resources and Support
- Stay Connected

Day 2
- Compliance & Privacy
- Institutional Equity
- Public Safety
- Environmental, Health & Safety
- Diversity & Inclusion
- Ombuds
Introductions
your name | where you are from | your new job
Thomas C. Katsouleas
Appointed as the 16th President of the University of Connecticut.
His term began on Aug. 1, 2019.

Scott Jordan
EVP Administration and CFO

Radenka Maric
Vice President for Research

Andrew Agwunobi
EVP Health Affairs & CEO UConn Health

David Benedict
Director of Athletics

John Elliott
Interim Provost EVP Academic Affairs
UConn’s Workforce

Unclassified Employees
- Management Exempt
- Confidential Exempt
- AAUP
- Law School Faculty
- UCPEA
- Postdoctoral Fellows
- Graduate Assistants

Classified Employees
- Clerical
- Maintenance
- Police and Fire

Special Payroll
- Adjunct Faculty
- Instructional Support
- Temporary Program/Project Support
- Re-employed Retirees
- Faculty Summer Research/Teaching

hr.uconn.edu | hr@uconn.edu | Phone: 860-486-3034
Most University employees are represented by the American Association of University Professors (AAUP) or the University of Connecticut Professional Employees Association (UCPEA).

**American Association of University Professors**

“AAUP” is a national professional organization and the UConn Chapter is certified as the collective bargaining agent for the University's teaching and research staff.

**University of Connecticut Professional Employees Association**

“UCPEA” is the exclusive bargaining agent for over 2,000 non-teaching professionals at the University.
Graduate Assistants and Post Doctoral Research Associates are also unclassified staff.

**Graduate Employee Union (GEU-UAW)**

GEU represents graduate students who are Graduate Assistants performing teaching or research duties.

**Post Doctoral Research Associates**

Post Doctoral Fellowships and Traineeships offer an important aspect of post graduate degree training. Postdoc positions often serve an important step in a career trajectory, such as toward becoming a professor or a research leader in industry or government.
Management/Confidential and non-represented Faculty are exempt from collective bargaining or not represented by a union.
Classified Bargaining Units

Classified bargaining units are statewide bargaining units.

Administrative Clerical (AFSCME, NP-3)
NP-3 employees represent non-professional administrative and clerical positions at the University.

Connecticut Police & Fire Union (NP-5)
NP-5 employees represent campus police and fire professionals.

Maintenance & Service Unit (CEUI, NP-2)
NP-2 employees represent campus maintenance and service staff.
## UConn’s Workforce

<table>
<thead>
<tr>
<th>Faculty &amp; Staff</th>
<th>Storrs &amp; Regional Campuses</th>
<th>UConn Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Full &amp; Part-time</td>
<td>4,969</td>
<td>4,500</td>
</tr>
<tr>
<td>Full-time Faculty</td>
<td>1,540</td>
<td>534</td>
</tr>
<tr>
<td>Full-time Staff</td>
<td>3,228</td>
<td>2,954</td>
</tr>
</tbody>
</table>
### UConn’s Student Body

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Storrs Campus</th>
<th>Regional Campuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>19,133</td>
<td>4,845</td>
</tr>
<tr>
<td>Graduate</td>
<td>8,279</td>
<td>Includes UConn Health and Law School</td>
</tr>
</tbody>
</table>

**Total Student Enrollment 32,257**
Waterbury Campus
Stamford Campus
Downtown Hartford
School of Law
Hartford
Main Campus
Storrs
Working at UConn

Community | Mission | Growth & Initiatives | Culture & Values | Resources & Support
Our Community – UConn Nation

Contribute
Contribute your unique values and beliefs to our community.

Get Involved
Working at UConn can be more than just where you work.

Stay Connected
Keep up with UConn events and news.

UConn Nation is you. It is us. It is the spirit of UConn.
The University of Connecticut is dedicated to excellence demonstrated through national and international recognition. Through freedom of academic inquiry and expression, we create and disseminate knowledge by means of scholarly and creative achievements, graduate and professional education, and outreach.

With our focus on teaching and learning, the University helps every student grow intellectually and become a contributing member of the state, national, and world communities. Through research, teaching, service, and outreach, we embrace diversity and cultivate leadership, integrity, and engaged citizenship in our students, faculty, staff, and alumni.

As our state’s flagship public University, and as a land and sea grant institution, we promote the health and well-being of citizens by enhancing the social, economic, cultural, and natural environments of the state and beyond.
UConn’s Growth & Initiatives

Hire
259 new faculty (200 in STEM disciplines)

Enroll
an additional 6,580 undergrads students

Build
facilities to house related STEM disciplines

Upgrade
upgrade aging infrastructure

Expand
digital media and risk management programs

Innovation Partnership Building
We believe all members of the University community are entitled to an environment that ensures collegiality and mutual respect.

**CORE VALUES**
- Knowledge
- Honesty
- Integrity
- Respect
- Professionalism

**CULTURE**
- Respect
- Civility
- Trust
- Cooperation
- Collaboration
Working at UConn affords you many opportunities to help you manage work & life, including many unique support systems such as on campus fitness centers, cultural centers, and tuition reimbursement/ waiver programs. Visit [worklife.uconn.edu](http://worklife.uconn.edu) to learn more.

<table>
<thead>
<tr>
<th>Resources &amp; Support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health &amp; Wellness</strong></td>
</tr>
<tr>
<td>- Campus Recreation Centers</td>
</tr>
<tr>
<td>- Employee Assistance Program</td>
</tr>
<tr>
<td>- UConn Health Clinics</td>
</tr>
<tr>
<td>- Speech &amp; Hearing Clinic</td>
</tr>
<tr>
<td>- Financial Programming</td>
</tr>
<tr>
<td><strong>Services</strong></td>
</tr>
<tr>
<td>- University Libraries</td>
</tr>
<tr>
<td>- UConn Bookstore</td>
</tr>
<tr>
<td>- Dining Services &amp; Catering</td>
</tr>
<tr>
<td>- Software Purchase Program</td>
</tr>
<tr>
<td><strong>Arts &amp; Culture</strong></td>
</tr>
<tr>
<td>- Jorgensen Center</td>
</tr>
<tr>
<td>- Benton Museum</td>
</tr>
<tr>
<td>- Husky Heritage Museum</td>
</tr>
<tr>
<td>- Museum of Puppetry</td>
</tr>
<tr>
<td>- Museum of Natural History</td>
</tr>
<tr>
<td><strong>Professional Development</strong></td>
</tr>
<tr>
<td>- Job Skills Training</td>
</tr>
<tr>
<td>- Manager/Supervisor Training</td>
</tr>
<tr>
<td>- Tuition Reimbursement</td>
</tr>
<tr>
<td>- Tuition Waivers</td>
</tr>
<tr>
<td><strong>Spiritual/Cultural</strong></td>
</tr>
<tr>
<td>- Faith Communities</td>
</tr>
<tr>
<td>- Cultural Centers</td>
</tr>
<tr>
<td>- Women’s Center</td>
</tr>
<tr>
<td>- LGBTQIA+</td>
</tr>
<tr>
<td><strong>Family</strong></td>
</tr>
<tr>
<td>- Community Events</td>
</tr>
<tr>
<td>- Sports &amp; Learning Camps</td>
</tr>
<tr>
<td>- Child Care</td>
</tr>
<tr>
<td>- UConn Athletic Events</td>
</tr>
</tbody>
</table>
Stay Connected

web sites | daily digest | e-mail | publications | mobile app
University E-Mail / Daily Digest

Daily Digest Arrives at 11:00 am Monday - Friday
- UConn Today Headlines
- Human Resources Reminders
- Important University-wide Messages
- Department Submitted Announcements

Email:
› first name.lastname@uconn.edu
› first name.middle initial.lastname@uconn.edu

<table>
<thead>
<tr>
<th>University of Connecticut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Staff Daily Digest</td>
</tr>
<tr>
<td>Monday, May 6, 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UConn Today</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Sign Greets All Upon Arriving On Campus</td>
</tr>
<tr>
<td>Missing Molecule Hobbies Cell Movement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Training and Professional Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/9 InfoAssist</td>
</tr>
<tr>
<td>5/15 - Feedback and Assessment</td>
</tr>
<tr>
<td>5/15 W Teaching Orientation - Register Now</td>
</tr>
<tr>
<td>5/17 The Actors Tools &amp; How It Can Enhance Teaching</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scholarly Colloquia and Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8 PNB Seminar Series</td>
</tr>
<tr>
<td>5/10 Marine Sciences Seminar: Valentina Di Santo</td>
</tr>
<tr>
<td>5/24 Presenting Science to the Public in Post-Truth Era</td>
</tr>
<tr>
<td>Learn German Online - Summer 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Human Resources and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Open Enrollment</td>
</tr>
<tr>
<td>May Prudential Retirement Hours, Storis</td>
</tr>
<tr>
<td>New Employee Orientation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technology and Computing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus-wide ePortfolio license</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Safety, Health, and Wellness</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/7 Study Break with a Cop</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Events and Receptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8 UConn Athletics - Surplus Apparel &amp; Equipment Sale</td>
</tr>
<tr>
<td>5/18 Health and Social Media Research Conference</td>
</tr>
</tbody>
</table>

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

**UConn at Work**
Employees at all UConn campuses and UConn Health receive “UConn at Work,” a monthly email newsletter.

**UConn Magazine**
The University’s triannual alumni publication, *UConn magazine*, reaches roughly 200,000 alumni.

**UConn Today**
UConn Today is the hub for stories, videos, photos, and podcasts that reflect excellence University-wide.
myUConn

*myUConn is the official app of the University of Connecticut.*

There are many features included in myUConn from accessing emails and phone numbers of faculty, staff and students to LIVE tracking of buses and a great interactive campus map.
Puppy Love – A UConn Love Story
Getting Around

Bus Service | Accessible Van Service | Zip Car | Cycle Share
Getting Around

- Bus Service
- Accessible Van Service
- Zip Car
- Cycle Share
Day 1 Tasks

1 NETWORKS
NETID, Two Factor Authentication

2 PAYROLL
I-9 W-4 Direct Deposit, Employee Self Service

3 PARKING
Obtain a Parking Permit

4 ONE CARD
Husky One Card Picture

5 BENEFITS
Complete new hire paperwork.

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

Your digital identity provides you access to most online services at UConn. The tools available on netid.uconn.edu enable you to manage and protect your identity.

NetID

Password management

Display Name

Two-factor authentication with Duo
The foundation of your digital identity is your network identifier (NetID). Comprised of 3 lower-case letters and 5 numbers, it is your unique identifier and does not change.

Once you activate your NetID, you set your password. This should remain private and never be shared.
Password Management

ITS provides tools to help you recover and change your NetID password.

Reset your password, when you forget it.
Make sure to set up your password recovery options so that you can use this feature.

Change your password, when your password is old or if you suspect that your credentials have been compromised.
Periodic changes will improve your account security.
Email & Preferred Names

**Email alias:** You can elect to have up to six other aliases and choose the one published in the Global Address Book.

**Preferred Name:** Using the Preferred/Display Name tool, you can modify the name shown in some directories.
Two-Factor Authentication (2FA)

- Two-layers of identity verification
- Management portal on netid.uconn.edu
- Required for Core-CT; optional for others
Email & Calendaring

365
Office 365
• Outlook
• Web Access
• Mobile Access
• Shared Mailboxes & Calendaring

GS
G Suite
• Gmail
• Drive
• Opt-in
From: “Ammissah, Joshua  Joshua.amissah@uconn.edu
Sent: Thursday, August 8, 2019 9:45 PM
Subject:
We will be Shutting Down your Account due to suspicious Activity and Login from a Different IP with your Account which have made us take this decision to safeguard your Account. To avoid Shutting Down of this Account you will be Required to CLICK THIS LINK now and Submit Details as you have just 24Hrs to confirm your Account.

Regards,
System Administrator.
File Storage

Personal Storage
- Microsoft One Drive
- Personal P: Drive
- Google Drive

Departmental Storage
- SharePoint
- Departmental Q :Drive
Network Connections

- Wired
- Wireless
  - UConn Secure
  - eduroam
- Remote Access
  - Remote Desktop
  - VPN
  - Direct Access
Workspace Setup

- Managed Workstations
  - Patching & Updates
- Software
  - Software.uconn.edu
  - University-licensed
  - Personal and business
- Phones
  - Office, requested by department
  - Cellular, need determined by department
Technology Support Center

- Chat
- techsupport.uconn.edu
- techsupport@uconn.edu
- 860-486-4357
IT Status | itstatus.uconn.edu

INFORMATION TECHNOLOGY SERVICES

IT Systems Status

At a Glance

- ✅ Aurora
- ✅ Email
- ✅ HuskyCT
- ✅ Student Admin
- ✅ Wireless

Systems Status

All UConn Central IT Systems operating normally.

05:35 pm 6-10-2019
Welcome to the University of Connecticut! Below is an overview of the essential technology tools available to you. These are the basic services you need to get started at UConn. For a more extensive list of services available, please see the ITS Service Catalog.

For a list of all the services we provide, visit: its.uconn.edu/services
Questions?

Thank you!
Direct Deposit is recommended for all University of Connecticut employees. Employees who reside outside of Connecticut, or who work at regional campuses, are strongly encouraged to participate.

When will I receive my first paycheck?

- Paid biweekly every other Thursday
- Pay Calendars can be found on our website

How are paychecks distributed?

- Departments pick up checks in Payroll and distribute to their employees
- Mailed to Department for Friday of pay week delivery
- Checks are mailed to Regional Campuses for Thursday delivery and distribution
- Avery Point, Stamford, Waterbury checks are mailed for Friday delivery and distribution

payroll.uconn.edu
## Reviewing Your Paycheck

### Name & Address
Verify your name and address is correct.

### Hours & Earnings
Detailed summary of biweekly paycheck including hours paid and type of earnings.

<table>
<thead>
<tr>
<th>HOURS AND EARNINGS</th>
<th>TAXES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate</td>
<td>Description</td>
</tr>
<tr>
<td>27.472527</td>
<td>Fed Withholding</td>
</tr>
<tr>
<td>0.00</td>
<td>Fed MED/EE</td>
</tr>
<tr>
<td>0.00</td>
<td>Fed OASDI/EE</td>
</tr>
<tr>
<td>0.00</td>
<td>CT Withholding</td>
</tr>
<tr>
<td>70.00</td>
<td>Total:</td>
</tr>
<tr>
<td>1,923.08</td>
<td>Total:</td>
</tr>
<tr>
<td>9,615.02</td>
<td></td>
</tr>
</tbody>
</table>

### Taxes
Details Federal, and State tax withholdings, as well as FICA (MED and OASDI).

### Tax Withholding
Review tax withholding elections under Tax Data.
Reviewing Your Paycheck

Before Tax Deductions
Details before tax deductions such as retirement, and health insurance

After Tax Deductions
Details after tax deductions such as parking

Leave Balances
Details accrued leave time and entitlements vacation and sick for those who complete a timesheet

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERS TIER 3</td>
<td>67.51</td>
<td>337.27</td>
<td>UNonFedAmD</td>
<td>28.13</td>
<td>140.83</td>
</tr>
<tr>
<td>Retirement Health Fund</td>
<td>57.69</td>
<td>289.07</td>
<td>Group Life Ins • Basic</td>
<td>10.80</td>
<td>54.00</td>
</tr>
<tr>
<td>AnBC POE</td>
<td>31.85</td>
<td>159.25</td>
<td>GpLitSup</td>
<td>25.38</td>
<td>126.90</td>
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<tr>
<td>Med FlexSA</td>
<td>46.16</td>
<td>230.78</td>
<td>CrUnCSE</td>
<td>25.00</td>
<td>125.00</td>
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<tr>
<td>403b PreTax Flat</td>
<td>50.00</td>
<td>250.00</td>
<td>Parking • UCONN</td>
<td>4.67</td>
<td>23.35</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Balance</th>
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</thead>
<tbody>
<tr>
<td>Sick</td>
<td>47.7500</td>
</tr>
<tr>
<td>Vacation</td>
<td>342.7500</td>
</tr>
<tr>
<td>Personal</td>
<td>1.5000</td>
</tr>
<tr>
<td>Comp. Time</td>
<td>0.0000</td>
</tr>
<tr>
<td>Holiday Time</td>
<td>7.0000</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
<td>253.01</td>
<td>1,266.37</td>
<td>Total:</td>
<td>93.98</td>
<td>470.08</td>
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</table>

<table>
<thead>
<tr>
<th>Description</th>
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<th>YTD</th>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL GROSS</td>
<td>1,923.05</td>
<td>1,670.07</td>
<td>TOTAL TAXES</td>
<td>419.21</td>
<td>346.99</td>
</tr>
<tr>
<td>FED TAXABLE GROSS</td>
<td>1,670.07</td>
<td>8.369.65</td>
<td>TOTAL DEDUCTIONS</td>
<td>2,102.68</td>
<td>1,736.45</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NET PAY</td>
<td>1,156.68</td>
<td>5,796.89</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NET PAY DISTRIBUTION
Advice #0000000123456789 1,156.68

MESSAGE:

Total: 1,156.68
Core-CT Overview

Logging in to Core-CT
- https://ess.uconn.edu/
- NETID and password
- Do not share your NETID and password

Two Factor Authentication
- https://iam.uconn.edu/two-factor/
- Cannot login to Core-CT without establishing Two Factor Authentication

payroll.uconn.edu | Phone: 860-486-2423 | Budds Building, Room 334
Core-CT Overview

Logging in to Core-CT
- https://ess.uconn.edu/
- NETID and password
- Do not share your NETID and password

Two Factor Authentication
- https://iam.uconn.edu/two-factor/
- Cannot login to Core-CT without establishing Two Factor Authentication
Employee Self-Service

- Updating tax elections
- Changing your address
- Review benefit elections
- Update/Add direct deposit
- View paystubs
- Obtain your W2
Completing Your Timesheet

- Submit by COB Friday of pay week
- Supervisor approval by COB Monday of “off” pay week
- No timesheet/no approval = NO PAY
- Time and Labor job aides

https://ess.uconn.edu/core-ct-resource-page/
I-9 and Tax Forms

New Hire
- Must complete section 1 of Form I-9 by date of hire
- The federal Form W-4 should be completed, if no form default to highest tax rate
- The Form CTW4 should be completed, if no form default to highest rate
- The direct deposit form should be completed

Transfers from another State Agency
- Must still complete the Form I-9
- Tax elections and direct deposit will remain the same

Continuous Employment at UConn
- If no break in service we do not need a new Form I-9
- Tax elections and direct deposit will remain the same
- Rehire
- Must complete a new or reverified Form I-9
Completing Your Tax Forms

Federal Form W4

IRS withholding calculator
› https://www.irs.gov/individuals/irs-withholding-calculator

Form CTW4

Nonresident aliens
› Contact Jennifer Martin at jennifer.m.martin@uconn.edu
Payroll Information

Additional Resources

› https://payroll.uconn.edu/
› https://www.irs.gov/
› https://portal.ct.gov/drs
› https://ess.uconn.edu/core-ct-resource-page/
Break
Parking Services
3 Discovery Drive (Central Warehouse Building), Storrs Campus

Hours of Operation: 8:00 AM – 5:00 PM | 8:00 AM – 4:30 PM During Intercession
General Parking Information

Permits are required:
› Monday – Friday
› 7:00 AM – 5:00 PM and 24/7 in some areas
› Parking Charges are Payroll Deducted

Parking is available:
› North & South Garage ($20.08)
› Area 2 (Based on Salary)
› Area 3 (Free) on Outskirts – UConn Shuttle bus available at no charge (www.transpo.uconn.edu)
› Regional Campuses (Area 2 rates)

Keep information updated via Email or webform
› Lost & Stolen form

Permits are hangtags, they can be stolen!
→ Keep Your Vehicle Locked at all Times
Where Not to Park

No Parking Areas
› Handicap
› Fire Lanes
› Sidewalks
› Lawns
› Dirt Areas
› Tow Zones
› Otherwise Signed

Handicapped Spaces
› State-Issued Permits required along with UConn Parking Permit
› $150 Fine for Handicap Parking Violation

PLEASE NOTE:
Visit www.parking.uconn.edu for Construction Updates Impacting Parking Lots

Permits are hangtags, they can be stolen!

Keep Your Vehicle Locked at all Times
Pay or appeal all tickets within 14 days to avoid additional charges – *They Don’t Go Away.*

**Appeals Process**
- Appeal within 14 days
- Written appeals submitted online
- Verbal appeals may be requested upon denial of written appeal IF additional information can be provided
QUESTIONS?

Visit park.uconn.edu for complete rules and regulations, parking map, additional information.
Your Husky One Card
One Card Office, Wilbur Cross Building, Room 207
onecard.uconn.edu | onecard@uconn.edu | Phone: (860) 486-3129
What is the Husky One Card?

Where will I use my Husky One Card?

What are Husky Bucks?

How do I obtain a Husky One Card?

What if I lose my Husky One Card?
Husky One Cards are produced at the Storrs Campus One Card Office

Wilbur Cross Building, 2nd floor, Rm 207
233 Glenbrook Rd. U-4244, Storrs, CT 06269

Hours: Monday through Friday, 8am-5pm
Summer: Monday through Friday, 8am-4pm
Each regional campus has a designated office that distributes the One Card to employees.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Pick-up Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avery Point</td>
<td>Library, 1st Floor</td>
<td>9:15am - 5:45pm (M-Th); 9:15am - 4:45pm (F)</td>
</tr>
<tr>
<td>Law School</td>
<td>IT Help Desk, Rm 234</td>
<td>By Appointment</td>
</tr>
<tr>
<td>Stamford Campus</td>
<td>Registrar/Bursar Office, Rm 219</td>
<td>9am - 12pm (M-Th); 1pm - 4pm (M-Th)</td>
</tr>
<tr>
<td>Waterbury Campus</td>
<td>Info Desk in Main Hallway</td>
<td>By Appointment</td>
</tr>
<tr>
<td>Hartford Campus Prospect Street</td>
<td>Undergraduate &amp; School of Social Work</td>
<td>8:30am - 4:30 (M-F) or by Appointment</td>
</tr>
<tr>
<td></td>
<td>Office of Student Services, Rm 106</td>
<td></td>
</tr>
<tr>
<td>Hartford Campus Constitution Plaza</td>
<td>Graduate Business Learning Center</td>
<td>9am - 6pm (M-F)</td>
</tr>
<tr>
<td></td>
<td>Business Office Suite 503, 5th Floor</td>
<td></td>
</tr>
</tbody>
</table>
Functions of the Husky One Card

› It’s Your Official UConn ID
› Building/Lab Door Access
› Husky Bucks Account
› Tax Exemption
› Discounts
› Recreation Facility Access
   - with membership purchase
› University Library Card
› Travel on the Local City Bus (WRTD)
One Card Office
Information on Your One Card

Front of Your One Card: Your PeopleSoft #
› Used for Husky Bucks’ purchases
› This is NOT your Employee ID#

Back of Your One Card: Credential #
› This number is unique to the RFID chip in your One Card
› Provide this number to your Door Access Administrator to gain access to assigned buildings and labs

Do not punch a hole in your One Card!
› The One Card Office has cardholders available at no cost to you.

One Card Office
onecard.uconn.edu | Phone: (860) 486-3129 | Wilbur Cross Building, Room 207
Husky Bucks is a debit account on your Husky One Card.

Once funds are in the account, just swipe your card to make purchases, both on and off campus, without having to carry cash or other cards.

These are just a few of the merchants who accept Husky Bucks!
One dollar = One Husky Buck
Husky Bucks never expire
Cash withdrawals are not permitted
Refundable when you separate from UConn
Use at all on-campus restaurants, cafes, and businesses
Use off-campus at local restaurants and stores
Tax exemption at dining facilities operated by UConn
Use at UConn Bookstore
Where to get Husky Bucks:

› In Person at the One Card Office
  - We accept Cash, Check, and MasterCard, Visa, and Discover.

› At Husky Bucks Cash Deposit Terminals
  - Student Union, Library, and Bookstore

› The One Card Office Website
  - Using MasterCard, Visa, or Discover

› Through your Personal Bank’s Online Bill Pay System
  - Payee is “UConn Husky Bucks”
  - Account Number is your PeopleSoft Number (found on the front of your Husky One Card)
One Card Office
Our Website – Your Account

› Check Husky Bucks Balance and Recent Transactions!
› See Meals in Community Meal Plan
› Set Up Low Balance Notifications
› Make Husky Bucks Deposits
› Activate/Deactivate
› Your Husky One Card
› Upload your Photo
One Card Office
Obtain Your One Card

If you know your NetID:
⇒ You can take a picture today or you can upload your photo over the weekend.

Your One Card will be distributed on the second day of Orientation, if you have taken your photo or uploaded your photo in time.

When picking up your Husky One Card, bring a government issued ID.

Once you receive your NetID:
⇒ Upload your photo and upon receiving an approval email from our office, visit the One Card Office, (or designated regional office) to pick up your One Card.
Log in at onecard.uconn.edu

Under the “Navigate” section, you will find “Photo Upload”.

Read the Cardholder Agreement

Upload a head shot photo in JPEG format

Include an email address where confirmation/rejection emails will be sent.

Select the “Storrs” campus for card pickup
One Card Office
Lost Your One Card?

01
Deactivate it at onecard.uconn.edu

02
Visit the One Card Office or the designated regional campus office, to report your Husky One Card lost

03
$30 replacement fee

04
Remember, if you have door access to a building or a lab, check with your door administrator that the card credential has updated
Working Lunch
Human Resources
Employee Benefits Overview

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

State Funded Benefit Plans
- Medical
- Dental
- Life Insurance
- Retirement Plans

Employee Paid Supplemental Benefits
- Life Insurance
- Disability Insurance
- Long Term Care Insurance
- Flexible Spending Accounts
- Auto and Home Insurance
- Retirement Savings
Who is Eligible

- Legally married spouse or civil union partner
- Children to age 26 for medical (end of year) and age 19 for dental (end of month), unless disabled
  - Biological
  - Adopted
  - Step
  - Guardianship (must live with you)
  - Support Ordered

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

Changing Your Elections
- Annual open enrollment:
  Effective July 1 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
### Medical Plan Options

Each medical plan covers the same medical benefits, services and supplies. The differences are: 1) How you access care, 2) the provider networks, and 3) what you pay each paycheck.

<table>
<thead>
<tr>
<th>Plan</th>
<th>Point of Enrollment- Gated</th>
<th>Point of Enrollment</th>
<th>Point-of-Service</th>
<th>Out of Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>POE-G</td>
<td>- Primary care physician required&lt;br&gt;- Referrals to specialists&lt;br&gt;- Network-based care only</td>
<td>- No primary care physician required&lt;br&gt;- No referrals to specialists&lt;br&gt;- Network-based care only</td>
<td>- No primary care physician required&lt;br&gt;- No referrals to specialists&lt;br&gt;- In-Network and Out-of-Network</td>
<td>- Available only to non-CT residents&lt;br&gt;- No primary care physician required&lt;br&gt;- No referrals to specialists&lt;br&gt;- In-Network and Out-of-Network</td>
</tr>
<tr>
<td>POE</td>
<td>- No primary care physician required&lt;br&gt;- No referrals to specialists&lt;br&gt;- Network-based care only</td>
<td>- No primary care physician required&lt;br&gt;- No referrals to specialists&lt;br&gt;- Network-based care only</td>
<td>- No primary care physician required&lt;br&gt;- No referrals to specialists&lt;br&gt;- In-Network and Out-of-Network</td>
<td>- Available only to non-CT residents&lt;br&gt;- No primary care physician required&lt;br&gt;- No referrals to specialists&lt;br&gt;- In-Network and Out-of-Network</td>
</tr>
<tr>
<td>OOA</td>
<td>- Available only to non-CT residents&lt;br&gt;- No primary care physician required&lt;br&gt;- No referrals to specialists&lt;br&gt;- In-Network and Out-of-Network</td>
<td>- No primary care physician required&lt;br&gt;- No referrals to specialists&lt;br&gt;- Network-based care only</td>
<td>- No primary care physician required&lt;br&gt;- No referrals to specialists&lt;br&gt;- In-Network and Out-of-Network</td>
<td>- Available only to non-CT residents&lt;br&gt;- No primary care physician required&lt;br&gt;- No referrals to specialists&lt;br&gt;- In-Network and Out-of-Network</td>
</tr>
</tbody>
</table>

*Emergencies under all plans are covered as in-network.*

hr.uconn.edu | hr@uconn.edu | Phone: 860-486-3034
If you do not live/work in the carrier’s regional network, your only option for that carrier is Out of Area.
### 2019-20 Bi-Weekly Medical Paycheck Deductions

<table>
<thead>
<tr>
<th>MEDICAL PLAN</th>
<th>BARGAINING UNIT EMPLOYEES HIRED ON OR AFTER 7/1/17</th>
<th>NON-BARGAINING UNIT EMPLOYEES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EMPLOYEE ONLY</td>
<td>EMPLOYEE +1 DEPENDENT</td>
</tr>
<tr>
<td><strong>POE-G</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anthem</td>
<td>$43.92</td>
<td>$118.49</td>
</tr>
<tr>
<td>UHC</td>
<td>$32.52</td>
<td>$87.15</td>
</tr>
<tr>
<td><strong>POE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anthem</td>
<td>$47.08</td>
<td>$131.79</td>
</tr>
<tr>
<td>UHC</td>
<td>$37.57</td>
<td>$105.21</td>
</tr>
<tr>
<td><strong>POS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anthem</td>
<td>$57.56</td>
<td>$154.80</td>
</tr>
<tr>
<td>UHC</td>
<td>$46.75</td>
<td>$125.82</td>
</tr>
<tr>
<td><strong>OUT OF AREA</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anthem</td>
<td>$62.77</td>
<td>$194.63</td>
</tr>
<tr>
<td>UHC</td>
<td>$47.46</td>
<td>$129.01</td>
</tr>
</tbody>
</table>

FLES: Available when employee and spouse work for the state and have at least 1 child. One person enrolls in Employee Only coverage and the other enrolls self and child(ren) in FLES. Must be enrolled in same medical plan.
# Highlights of Medical Plans

<table>
<thead>
<tr>
<th>BENEFIT FEATURES</th>
<th>BOTH CARRIERS</th>
<th>BOTH CARRIERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>POE, POE-G AND OUT-OF-AREA IN NETWORK</td>
<td>POS IN NETWORK</td>
</tr>
<tr>
<td>Outpatient Physician Visits, Walk-in Centers and Urgent Care Centers</td>
<td>$15 co-pay</td>
<td>$80(^1)</td>
</tr>
<tr>
<td>Preventive Care</td>
<td>No co-payment for preventive care visits and immunizations</td>
<td>$80(^1)</td>
</tr>
<tr>
<td>Emergency Care</td>
<td>$250 co-pay(^2)</td>
<td>$250 co-pay(^2)</td>
</tr>
<tr>
<td>Diagnostic X-Ray and Lab</td>
<td>Preferred: 100% (prior authorization required for diagnostic imaging)</td>
<td>60(^5) (prior authorization required for diagnostic imaging)</td>
</tr>
<tr>
<td></td>
<td>Non-Preferred: 80% (prior authorization required for diagnostic imaging)</td>
<td></td>
</tr>
<tr>
<td>Pre-Admission Testing</td>
<td>100(^3)</td>
<td>$80(^1)</td>
</tr>
<tr>
<td>Inpatient Physician</td>
<td>100% (prior authorization required)</td>
<td>$80(^1) (prior authorization required)</td>
</tr>
<tr>
<td>Inpatient Hospital</td>
<td>100% (prior authorization required)</td>
<td>$80(^1) (prior authorization required)</td>
</tr>
<tr>
<td>Outpatient Surgical Facility</td>
<td>100% (prior authorization required)</td>
<td>$80(^1) (prior authorization required)</td>
</tr>
<tr>
<td>Ambulance</td>
<td>100% (if emergency)</td>
<td>100% (if emergency)</td>
</tr>
<tr>
<td>Routine Eye Exam</td>
<td>$15 co-pay, 1 exam per year(^3)</td>
<td>50%, 1 exam per year</td>
</tr>
</tbody>
</table>
| Annual Deductible                                     | Individual: $350\(^4\)  
Family: $350 each member\(^4\) ($1,400 maximum) | Individual: $300  
Family: $900 |
| Annual Out-of-Pocket Maximums                         | Individual: $2,000  
Family: $4,000 | Individual: $2,000 (plus deductible)  
Family: $4,000 (plus deductible) |
| Lifetime Maximum                                      | None | |

---

1. You pay 20\% of the allowable charge plus 100\% of any amount your provider bills over the allowable charge.
2. Waived if admitted.
3. HEP participants have $15 co-pay waived once every two years.
4. Waived for HEP-Compliant Members.
5. You pay 40\% of the allowable charge plus 100\% of any amount your provider bills over the allowable charge.
Cost Savings

<table>
<thead>
<tr>
<th>Preferred Site of Service List</th>
<th>Lower out-of-pocket costs for using Preferred Site of Service or Preferred Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Provider List</td>
<td>Pays you cash rewards for certain procedures performed at high quality locations</td>
</tr>
<tr>
<td>Smart Shopper</td>
<td>Focuses on prevention and the management of chronic conditions</td>
</tr>
<tr>
<td>Health Enhancement Program</td>
<td></td>
</tr>
</tbody>
</table>

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If you see an In-Network Specialist designated as PREFERRED PROVIDER: *$15 copayment is waived.*

**Current Specialties Include:**
- Allergy & Immunology
- Orthopedic Surgery
- OB/GYN
- Ear, Nose & Throat
- Cardiology
- Rheumatology
- Ophthalmology
- Gastroenterology
- Urology
- Endocrinology

If you receive care at a PREFERRED LAB or IMAGING CENTER: *$0 cost to you.*

**Examples Include:**
- X-rays
- MRIs
- Stool Tests
- Bloodwork
- Urine Tests
- CT Scans
### Smart Shopper Program

**STEP 1: SHOP**  
When your doctor recommends a medical test, service or procedure, call the Personal Assistant Team or visit SmartShopper online to search for a reasonably priced location in your area.

**STEP 2: GO**  
Have the procedure at one of the facilities on the SmartShopper list.

**STEP 3: EARN**  
Four to six weeks after the procedure, SmartShopper mails a check to your home. No forms. No hassles. It’s that easy.

<table>
<thead>
<tr>
<th>Sample Procedure</th>
<th>Reward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back Surgery</td>
<td>up to $500</td>
</tr>
<tr>
<td>Bariatric Surgery</td>
<td>up to $500</td>
</tr>
<tr>
<td>Colonoscopy</td>
<td>up to $250</td>
</tr>
<tr>
<td>Hip Replacement</td>
<td>up to $500</td>
</tr>
<tr>
<td>Hysterectomy</td>
<td>up to $500</td>
</tr>
<tr>
<td>Knee Replacement</td>
<td>up to $500</td>
</tr>
<tr>
<td>Knee Surgery (Arthroscopic)</td>
<td>up to $250</td>
</tr>
<tr>
<td>Mammogram</td>
<td>up to $50</td>
</tr>
<tr>
<td>Shoulder Surgery (Arthroscopic)</td>
<td>up to $250</td>
</tr>
<tr>
<td>Spinal Fusion</td>
<td>up to $500</td>
</tr>
<tr>
<td>Upper GI Endoscopy</td>
<td>up to $250</td>
</tr>
</tbody>
</table>
Health Enhancement Program (HEP)

**Participating Saves you Money**
- No added premium cost
- No plan deductible for in-network care
- No out of pocket costs for:
  - Physicals
  - Eye exams once every two years
  - Dental cleanings - up to two per year

**Additional incentive for members with:**
- Diabetes (Type 1 or 2)
- Asthma or COPD
- Heart disease/heart failure
- Hypertension (high blood pressure)
- Hyperlipidemia (high cholesterol)
  - Waived co-payment for office visits
  - Lower prescription co-pays
  - $100 annual compliance payment

**Not Participating Costs You Money**
- Additional premium cost of $100 per month
- In-network deductible of $350 individual, $1,400 family

---

New Hires have until December 31st of the year following hire date to be in compliance.

**Non-Compliance**
- Given notice and opportunity to rectify
- Can re-enroll the start of the next month

View HEP information online at www.cthep.com

---

hr.uconn.edu  |  hr@uconn.edu  |  Phone: 860-486-3034
# 2019 HEP Preventive Care Requirements

<table>
<thead>
<tr>
<th>Preventive Screenings</th>
<th>Age</th>
<th>0 - 5</th>
<th>6 - 17</th>
<th>18 - 24</th>
<th>25 - 29</th>
<th>30 - 39</th>
<th>40 - 49</th>
<th>50+</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preventive Visit</strong></td>
<td></td>
<td>1 per year</td>
<td>1 every other year</td>
<td>Every 3 years</td>
<td>Every 3 years</td>
<td>Every 3 years</td>
<td>Every 2 years</td>
<td>Every year</td>
</tr>
<tr>
<td><strong>Vision Exam</strong></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>Every 7 years</td>
<td>Every 7 years</td>
<td>Every 7 years</td>
<td>Every 4 years</td>
<td>50-64: Every 3 years 65+: Every 2 years</td>
</tr>
<tr>
<td><strong>Dental Cleanings</strong></td>
<td></td>
<td>N/A</td>
<td>At least 1 per year</td>
<td>At least 1 per year</td>
<td>At least 1 per year</td>
<td>At least 1 per year</td>
<td>At least 1 per year</td>
<td>At least 1 per year</td>
</tr>
<tr>
<td><strong>Cholesterol Screening</strong></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>Every 5 years (20+)</td>
<td>Every 5 years</td>
<td>Every 5 years</td>
<td>Every 5 years</td>
<td>Every 2 years</td>
</tr>
<tr>
<td><strong>Breast Cancer Screening (Mammogram)</strong></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>1 screening between age 35-39**</td>
<td>As recommended by physician</td>
</tr>
<tr>
<td><strong>Cervical Cancer Screening (Pap Smear)</strong></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>Every 3 years (21+)</td>
<td>Every 3 years</td>
<td>Every 3 years</td>
<td>Every 3 years</td>
<td>Every 3 years to age 65</td>
</tr>
<tr>
<td><strong>Colorectal Cancer Screening</strong></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Colonoscopy every 10 years or Annual FIT/FOBT to age 75</td>
</tr>
</tbody>
</table>

* Dental cleanings are required for family members who are participating in one of the state dental plans
** Or as recommended by your physician

For those with a chronic condition: The household must meet all preventive and chronic requirements to be compliant.
Pharmacy Benefits through Caremark

Maintenance and Non-Maintenance Drugs

**Same Cost for 30 or 90 Day Supply**

- **TIER 1: Preferred Generic**
  - $5
- **TIER 2: Non-Preferred Generic**
  - $10
- **TIER 3: Preferred Brand Name**
  - $25
- **TIER 4: Non-Preferred Brand Name**
  - $40

If your physician certifies the brand name drug is medically necessary.

**More Savings**

For chronic conditions covered by HEP’s disease education and counseling program:

- $0 copay for Tier 1 (generic)
- $5 copay for Tier 2 (preferred)
- $12.50 copay for Tier 3 (non-preferred)

**Mandatory 90-Day Supply for Maintenance Medications**

› Caremark mail order pharmacy, or
› Maintenance drug network pharmacy

CVS Caremark
## Dental Plan Options

Cigna is the Dental Carrier for all State of Connecticut Employee Dental Plans

<table>
<thead>
<tr>
<th>BASIC PLAN</th>
<th>ENHANCED PLAN</th>
<th>DENTAL HMO</th>
</tr>
</thead>
</table>
| › Any dentist  
› No deductible  
› Coinsurance based on services  
› No annual maximum  
   - $500 per person limit on periodontics  
› No coverage for orthodontia | › Network of dentists  
› Can use non-network dentists, subject to higher out-of-pocket costs  
› $25/$75 annual deductible  
› Coinsurance based on services  
› Annual maximum $3000/person  
› Lifetime orthodontic coverage $1,500 per person | › Primary care dentist required  
› Referrals to specialists  
› In-network services only  
› No deductible  
› No annual maximum  
› Schedule of copayments for services  
› Orthodontia is a covered service |

Contact Cigna at 1-800-244-6224 or visit cigna.com/stateofct for specific plan details and costs.
# Dental Plan Bi-Weekly Payroll Deductions

<table>
<thead>
<tr>
<th>Dental Plan</th>
<th>Employee</th>
<th>Employee + 1</th>
<th>Family</th>
<th>FLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic</td>
<td>$0</td>
<td>$13.92</td>
<td>$13.92</td>
<td>$7.13</td>
</tr>
<tr>
<td>Enhanced</td>
<td>$0</td>
<td>$11.99</td>
<td>$11.99</td>
<td>$6.14</td>
</tr>
<tr>
<td>Dental HMO</td>
<td>$0</td>
<td>$4.82</td>
<td>$6.84</td>
<td>$2.82</td>
</tr>
</tbody>
</table>

FLES: Available when employee and spouse work for the state and have at least 1 child. One person enrolls in Employee Only coverage and the other enrolls self and child(ren) in FLES. Must be enrolled in same dental plan.
Basic Life Insurance
› Coverage amount based on salary
› Reduced amount of insurance continued at no cost in retirement

Supplemental Life Insurance
› Available to AAUP, UCPEA and Unclassified Employees
› Must be enrolled in basic life insurance
› Coverage amounts from $5,000 to $50,000

- No evidence of good health required if you enroll within 31 days of hire.
- Effective date is six months following hire date.
Employee-Paid Supplemental Benefits

LIFE | DISABILITY | LONG TERM CARE

Life Insurance
- Term Life Insurance through Dearborn National
- Aetna Universal Life Insurance
- VOYA Universal Life Insurance

Short Term Disability Insurance
- The Hartford
- Colonial Life Insurance Company
- Lincoln National

- Long Term Disability Insurance through Aetna
- Long Term Care Insurance through TransAmerica

¹ Deadlines for guaranteed issue
More Employee-Paid Supplemental Benefits

**Auto and Homeowner Insurance**
- Metropolitan Casualty & Property Insurance Company & Affiliates
- Liberty Mutual Insurance Company
- Travelers

**Flexible Spending Accounts through Progressive Benefits Solutions**
- Dependent Care Assistance Program
- MEDFLEX
- Must enroll within 31 days of hire date

**Qualified Transportation Account through Progressive Benefits Solutions**
# Enrolling in Medical, Dental & Life Insurance

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HR emails you enrollment instructions</td>
</tr>
<tr>
<td>2</td>
<td>You enroll for benefits online using ebenefits in Core-CT</td>
</tr>
<tr>
<td>3</td>
<td>Carriers mail benefit ID cards to your home</td>
</tr>
<tr>
<td>4</td>
<td>You review deductions for accuracy</td>
</tr>
</tbody>
</table>

- **HR verifies your hire transaction in State system (Core-CT), which can take up to 10 days**
- **HR sends an email to your UConn account notifying you of the system availability and instructions for enrolling**
- **A job aid for enrolling in benefits is available at www.ess.uconn.edu**
- **Upload proof documents required for dependents you are enrolling**
- **A system-generated confirmation statement will be emailed to you after HR processes your enrollment**
- **Review the statement and notify HR of any changes within the printed deadline**
- **FLES elections cannot be made online; contact HR**
- **Carriers in which you have enrolled in coverage mail ID cards to your home address (listed in Core-CT) including:**
  - Medical (Anthem/UHC)
  - Prescription (Caremark)
  - Dental (CIGNA)
- **If you need care prior to receipt of ID cards, contact the carrier directly for ID numbers**
- **Paychecks can be viewed in Core-CT**
- **Initial deductions may be higher to make up for missed paycheck deductions**
- **Basic and Supplemental Life Insurance deductions will not appear until 6 months following your hire date**

## Additional Forms to Complete
- Employee Service Information Form
- List any prior State of CT employment
- CO-1300B Retiree Health Fund Form
- US Veteran Status Form
Retirement Benefits

Retiree Health Benefits

- Employees contribute 3% of pay for 15 years
- Exemptions available for those who have lifetime retiree health benefits through former employment
- Vested in benefit after 15 years of service
  - Under age 65: same medical and dental benefit options as active employees
  - Age 65+ Medicare replacement plan
  - Highly subsidized by State
- Contributions will be refunded to employees who leave State service prior to 15 years, upon request

Retiree Life Insurance

Paid by the State of CT
- Must be enrolled in Basic Life at time of retirement

50% of Basic Life Insurance amount just prior to retirement
- If 25 or more years of service
- Pro-rated amount if less than 25 years of service
Retirement Benefits

Retirement Plans

- New hires: SERS Tier IV
- AAUP, UCPEA, and unclassified employees can waive participation in SERS Tier IV by electing one of the following options:
  - Hybrid Tier IV
  - Alternate Retirement Program (ARP)
  - Teachers’ Retirement (available only to prior members of CT Teachers’ Retirement who have yet to retire)
- Postdocs, J1 and F1 visa holders are ineligible for retirement benefits
SERS Tier IV

**Defined Benefit Plan**

- **Contributory Plan**
  - Employees pay 5% pre-tax
  - Hazardous duty employees pay 8% pre-tax
  - Can be increased by up to 2% in years that the state pension fund underperforms
- **Funds are professionally managed by State**
- **Monthly lifetime payments in retirement based on formula (not fund performance):**
  - $1.3\% \times \text{years of service} \times \text{average earnings (highest 5 years)} = \text{annual income starting at normal retirement}$
- **Service purchase opportunities**
  - Prior military service
  - Service at CT municipality
  - Full-time service in another state with reciprocity
Defined Benefit Plan

- Added Feature: Defined contribution benefit
  - You contribute 1% that is matched by the State
  - Contributions go into an account at Prudential that you manage
  - Balance becomes available to you at retirement
SERS Tier IV

When you leave state service

• Less than 3 years of service: Refund of your contributions, forfeit state match
• Less than 10 years of service: Refund of your contributions, including state match
• After 10 years of service, but before retirement: Vested right to retirement benefit starting as early as age 58
• Retirement eligibility:
  • Minimum 10 years of service
  • Normal retirement:
    • Age 63 with 25 or more years of service
    • Age 65 with 10 to 25 years of service
  • Early retirement: Age 58
SERS Tier IV - Hybrid

Defined Benefit Plan

Same as Tier IV with two differences:

1. One-time election to cash out. Payout formula:
   - Your contributions, plus state match of 5% of earnings, plus annual interest of 4%

2. Your contributions are 3% higher
   - Employees pay 8%
   - Hazardous duty employees pay 11%
   - Can be increased by up to 2% in years that the state pension fund underperforms
Alternate Retirement Program

Defined Contribution Plan

- Your pre-tax contribution, choice of 5% or 6.5%
- State contribution 6.5%
- Immediate vesting
- Account at Prudential that you manage
- Options at retirement
  - Partial or lump-sum withdrawal
  - Systematic withdrawal
  - Annuity
  - Rollover
- If you leave state service with less than 10 years
  - Option to leave in or roll over to new employer plan
- If you leave state service with 10 or more years
  - Must wait until age 55 to access funds

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

- Do you anticipate working for the State for 10 or more years?
  - SERS Tier IV and Hybrid requires 10 years to vest
- Do you have service that may be eligible for purchase under the SERS options, such as military time?
- Are you likely to change employment to another State agency?
  - If you become employed by a State agency that is not Higher Education, you will have to change to SERS Tier IV, if not already enrolled
- Do you prefer stability or flexibility?
  - Formula-based payout versus accumulation based on investment performance
  - Monthly payments versus full access to funds
Supplemental Retirement Plans

403(b) & 457

- Pre-Tax Contributions
- Post-Tax Contributions (Roth)
- Convenient payroll deductions
- No State match
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
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Unions