Welcome to UConn!

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

#### Orientation Day 2
- **8:30 am to 12:15 pm**
- **School of Business Boardroom (Room 321)**

<table>
<thead>
<tr>
<th><strong>This Morning</strong></th>
<th><strong>This Afternoon</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8:30</strong></td>
<td>University Overview</td>
</tr>
<tr>
<td><strong>9:15</strong></td>
<td>Information Technology</td>
</tr>
<tr>
<td><strong>9:45</strong></td>
<td>Your Payroll</td>
</tr>
<tr>
<td><strong>10:30</strong></td>
<td>Break</td>
</tr>
<tr>
<td><strong>10:45</strong></td>
<td>Your Parking</td>
</tr>
<tr>
<td><strong>11:15</strong></td>
<td>Your ID Card</td>
</tr>
<tr>
<td><strong>11:45</strong></td>
<td>“Working Lunch”</td>
</tr>
<tr>
<td><strong>12:30</strong></td>
<td>Benefits &amp; Retirement</td>
</tr>
<tr>
<td><strong>2:00</strong></td>
<td>Break/Paperwork</td>
</tr>
<tr>
<td><strong>2:15</strong></td>
<td>Campus Tour with stop at the UConn Dairy Bar</td>
</tr>
<tr>
<td><strong>3:15</strong></td>
<td>Meet Your Union</td>
</tr>
<tr>
<td><strong>4:00</strong></td>
<td>Adjourn</td>
</tr>
</tbody>
</table>
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

hr.uconn.edu | hr@uconn.edu | Phone: 860-486-3034
Introductions
your name | where you are from | your new job
UConn’s Workforce

Teaching

Research

Building Services

Professional & Administrative

Health & Clinical

Student Services

Athletics

Public Safety

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Thomas C. Katsouleas
Appointed as the 16th President of the University of Connecticut.
His term began on Aug. 1, 2019.
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

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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**
UConn Campuses

- UConn Health
  - Farmington

- School of Law
  - Hartford

- Downtown Hartford

- Main Campus
  - Storrs

- Avery Point
  - Groton

- Waterbury

- Stamford
Waterbury Campus
Stamford Campus
Avery Point
Groton
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

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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 to learn more.

### Health & Wellness
- Campus Recreation Centers
- Employee Assistance Program
- UConn Health Clinics
- Speech & Hearing Clinic
- Financial Programming

### Services
- University Libraries
- UConn Bookstore
- Dining Services & Catering
- Software Purchase Program

### Arts & Culture
- Jorgensen Center
- Benton Museum
- Husky Heritage Museum
- Museum of Puppetry
- Museum of Natural History

### Professional Development
- Job Skills Training
- Manager/Supervisor Training
- Tuition Reimbursement
- Tuition Waivers

### Spiritual/Cultural
- Faith Communities
- Cultural Centers
- Women’s Center
- LGBTQIA+

### Family
- Community Events
- Sports & Learning Camps
- Child Care
- UConn Athletic Events
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

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

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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**
NetID

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.

NetID Password

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 | email.uconn.edu

**Office 365**
- Outlook
- Web Access
- Mobile Access
- Shared Mailboxes & Calendaring

**G Suite**
- Gmail
- Drive
- Opt-in
From: “Amissah, 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 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
New Employees | its.uconn.edu/new

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.

- Digital Identity
- Email and Calendaring
- File Storage
- Network connections
- Software
- ...
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
# Reviewing Your Paycheck

## Tax Withholding
Review tax withholding elections under Tax Data.

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

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

## Taxes
Details Federal, and State tax withholdings, as well as FICA (MED and OASDI).
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>
</tr>
</thead>
<tbody>
<tr>
<td>SERS TIER 3</td>
<td>67.31</td>
<td>337.27</td>
</tr>
<tr>
<td>Retirement Health Fund</td>
<td>57.69</td>
<td>289.07</td>
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<td>AmBC POE</td>
<td>31.85</td>
<td>159.25</td>
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<tr>
<td>Med FlexSA</td>
<td>46.16</td>
<td>230.78</td>
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<td>403b PreTax Flat</td>
<td>50.00</td>
<td>250.00</td>
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<table>
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<tr>
<td>Group Life Ins - Basic</td>
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<td>GnpLtiSup</td>
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<td>CrUnCSE</td>
<td>25.00</td>
<td>125.00</td>
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<tr>
<td>Parking - UCONN</td>
<td>4.67</td>
<td>23.35</td>
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<th>Description</th>
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<tbody>
<tr>
<td>Sick</td>
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<tr>
<td>Vacation</td>
<td>342.7500</td>
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<tr>
<td>Personal</td>
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<tr>
<td>Comp. Time</td>
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<tr>
<td>Holiday Time</td>
<td>7.0000</td>
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<table>
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<tr>
<td>Total:</td>
<td>253.01</td>
<td>1,266.37</td>
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<tr>
<td>Total:</td>
<td>93.98</td>
<td>470.08</td>
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<tr>
<td>Total:</td>
<td></td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>TOTAL GROSS</td>
<td>1,923.08</td>
<td>8,369.85</td>
</tr>
<tr>
<td>FED TAXABLE GROSS</td>
<td>1,670.07</td>
<td>8,369.85</td>
</tr>
<tr>
<td>TOTAL TAXES</td>
<td>419.21</td>
<td>2,102.88</td>
</tr>
<tr>
<td>TOTAL DEDUCTIONS</td>
<td>346.99</td>
<td>1,736.45</td>
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<tr>
<td>NET PAY</td>
<td>1,156.88</td>
<td>5,796.89</td>
</tr>
</tbody>
</table>

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Advice #0000000123456789</td>
<td>1,156.88</td>
</tr>
</tbody>
</table>

MESSAGE:
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 W4 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 I9
- 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 I9
- Tax elections and direct deposit will remain the same
- Rehire
- Must complete a new or reverified Form I9
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
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
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
Tickets & Approval Process

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

park.uconn.edu  |  parkingservices@uconn.edu  |  Phone: (860) 486-4930
QUESTIONS?

Visit park.uconn.edu for complete rules and regulations, parking map, additional information.
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 Office of Student Services, Rm 106</td>
<td>8:30am - 4:30 (M-F) or by Appointment</td>
</tr>
<tr>
<td>Hartford Campus Constitution Plaza</td>
<td>Graduate Business Learning Center Business Office Suite 503, 5th Floor</td>
<td>9am - 6pm (M-F)</td>
</tr>
</tbody>
</table>
One Card Office
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.

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
One Card Office
Husky Bucks – Campus Cash

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 - a useful tool

and the WINNER is OPTION ONE!
Thank You, Voters! The new Husky One Card will be coming this summer!

Quick Links
- Add Husky Bucks to another's Account
- All Husky Bucks Deposit Options
- How to be set up with a Guest account

Report Lost Card
- Locked Out of Your Building? Call Facilities Operation at 860-486-3113

Online Photo Submission
- One Card Reader Request

Husky One Card
- Money Services One Card
- Official UConn ID
- Husky Bucks Account
- Residence hall access
- Student Recreation Facility access
- Student and community meal plans
- Student Health Services access
- Library card
- Printing and discounts

One Card Office News
Spring into an adventure with Husky Bucks!
Did you know that you can use Husky Bucks in the UConn Bookstore or at the UConn Rec Adventure Center? You can also use Husky Bucks in Downtown Storrs at various merchants for a study break with friends! Load up on Husky bucks today, for your adventure that awaits.
March 20, 2013

Dave’s Deli now accepts Husky Bucks!
Attention UConn Community! Dave’s Deli at 1332 Storrs Rd. in Mansfield Center has joined the UConn Husky Bucks program! Have a group project, yet still need to eat? Try Dave’s Deli! Use your Husky Bucks at Dave’s Deli today.
December 5, 2011

Papers, projects, exams… don’t get caught without Husky Bucks!
October 16, 2011

Manage Husky One Card
- CARDHOLDER LOGIN

Make deposits, view statements, deactivate/reactivate card

Username: YOUR NETID
Password: YOUR NETID PASSWORD

Processing...
Loading your accounts...

jonathanxiv
1234567
University Mascot

onecard.uconn.edu | Phone: (860) 486-3129 | Wilbur Cross Building, Room 207
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.
One Card Office
Online Photo

01
Log in at onecard.uconn.edu
Under the “Navigate” section, you will find “Photo Upload”.

02
Read the Cardholder Agreement

03
Upload a head shot photo in JPEG format
Include an email address where confirmation/rejection emails will be sent.

04
Select the “Storrs” campus for card pickup
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Deactivate it at onecard.uconn.edu</td>
</tr>
<tr>
<td>02</td>
<td>Visit the One Card Office or the designated regional campus office, to report your Husky One Card lost</td>
</tr>
<tr>
<td>03</td>
<td>$30 replacement fee</td>
</tr>
<tr>
<td>04</td>
<td>Remember, if you have door access to a building or a lab, check with your door administrator that the card credential has updated</td>
</tr>
</tbody>
</table>
Working Lunch
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.
Medical & Dental Benefits Information

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

*PLEASE NOTE: 2020 Open Enrollment will be held in the Fall of 2020. Information will be provided in the Daily Digest at a later date.
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>Access to Care</th>
<th>Providers</th>
<th>Network Coverage</th>
<th>Referrals to Specialists</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>POE-G</strong></td>
<td>Point of Enrollment- Gated</td>
<td>Primary care physician required</td>
<td>In-Network and Out-of-Network</td>
<td>No referrals to specialists</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Referrals to specialists</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Network-based care only</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>POS</strong></td>
<td>Point-of-Service</td>
<td>No primary care physician required</td>
<td>In-Network and Out-of-Network</td>
<td>No referrals to specialists</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No referrals to specialists</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Network-based care only</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>POE</strong></td>
<td>Point-of-Enrollment</td>
<td>No primary care physician required</td>
<td>Network-based care only</td>
<td>No referrals to specialists</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No referrals to specialists</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Network-based care only</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OOA</strong></td>
<td>Out of Area</td>
<td>Available only to non-CT residents</td>
<td>In-Network and Out-of-Network</td>
<td>No referrals to specialists</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No primary care physician required</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No referrals to specialists</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Emergencies under all plans are covered as in-network.
Medical Carriers

Anthem Blue Cross Blue Shield
- Regional Network (Anthem): CT, MA, RI
- Nationwide Access (Blue Cross Blue Shield)

UnitedHealthcare Oxford
- Regional Network (Oxford): CT, NJ, NY
- Nationwide Network (UHC): Outside CT, NJ, NY

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-pay²</td>
<td></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%</td>
<td></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></td>
</tr>
<tr>
<td>Routine Eye Exam</td>
<td>$15 co-pay, 1 exam per year³</td>
<td>50%, 1 exam per year</td>
</tr>
<tr>
<td>Annual Deductible</td>
<td>Individual $350⁴</td>
<td>Individual: $300</td>
</tr>
<tr>
<td></td>
<td>Family $350 each member⁴ ($1,400 maximum)</td>
<td>Family: $900</td>
</tr>
<tr>
<td>Annual Out-of-Pocket Maximums</td>
<td>Individual: $2,000</td>
<td>Individual: $2,000 (plus deductible)</td>
</tr>
<tr>
<td></td>
<td>Family: $4,000</td>
<td>Family: $4,000 (plus deductible)</td>
</tr>
<tr>
<td>Lifetime Maximum</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

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

**Preferred Site of Service List**
Lower out-of-pocket costs for using Preferred Site of Service or Preferred Providers

**Preferred Provider List**
Pays you cash rewards for certain procedures performed at high quality locations

**Smart Shopper**
Focuses on prevention and the management of chronic conditions
State of Connecticut Preferred Lists

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.

### Sample Procedure Reward

<table>
<thead>
<tr>
<th>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
Pharmacy Benefits through Caremark

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
# 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.
# 2020 HEP Preventive Care Requirements

<table>
<thead>
<tr>
<th>PREVENTIVE SCREENINGS</th>
<th>AGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 - 5</td>
</tr>
<tr>
<td>Preventive Visit</td>
<td>1 per year</td>
</tr>
<tr>
<td>Vision Exam</td>
<td>N/A</td>
</tr>
<tr>
<td>Dental Cleanings*</td>
<td>N/A</td>
</tr>
<tr>
<td>Cholesterol Screening</td>
<td>N/A</td>
</tr>
<tr>
<td>Breast Cancer Screening (Mammogram)</td>
<td>N/A</td>
</tr>
<tr>
<td>Cervical Cancer Screening (Pap Smear)</td>
<td>N/A</td>
</tr>
<tr>
<td>Colorectal Cancer Screening</td>
<td>N/A</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.
Employee-Paid Supplemental Benefits

**Life Insurance**
- Term Life Insurance through Dearborn National
- Aetna 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 | HOMEOWNERS | FLEX SPENDING ACCOUNTS | TRANSPORTATION ACCOUNT

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

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## 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></td>
<td>- HR verifies your hire transaction in State system (Core-CT), which can take up to 10 days</td>
</tr>
<tr>
<td></td>
<td>- HR sends an email to your UConn account notifying you of the system availability and instructions for enrolling</td>
</tr>
<tr>
<td></td>
<td>- A job aid for enrolling in benefits is available at <a href="http://www.ess.uconn.edu">www.ess.uconn.edu</a></td>
</tr>
<tr>
<td>2</td>
<td>You enroll for benefits online using ebenefits in Core-CT</td>
</tr>
<tr>
<td></td>
<td>- Upload proof documents required for dependents you are enrolling</td>
</tr>
<tr>
<td></td>
<td>- A system-generated confirmation statement will be emailed to you after HR processes your enrollment</td>
</tr>
<tr>
<td></td>
<td>- Review the statement and notify HR of any changes within the printed deadline</td>
</tr>
<tr>
<td></td>
<td>- FLES elections cannot be made online; contact HR</td>
</tr>
<tr>
<td>3</td>
<td>Carriers mail benefit ID cards to your home</td>
</tr>
<tr>
<td></td>
<td>- Carriers in which you have enrolled in coverage mail ID cards to your home address (listed in Core-CT) including:</td>
</tr>
<tr>
<td></td>
<td>- Medical (Anthem/UHC)</td>
</tr>
<tr>
<td></td>
<td>- Prescription (Caremark)</td>
</tr>
<tr>
<td></td>
<td>- Dental (CIGNA)</td>
</tr>
<tr>
<td></td>
<td>- If you need care prior to receipt of ID cards, contact the carrier directly for ID numbers</td>
</tr>
<tr>
<td>4</td>
<td>You review deductions for accuracy</td>
</tr>
<tr>
<td></td>
<td>- Paychecks can be viewed in Core-CT</td>
</tr>
<tr>
<td></td>
<td>- Initial deductions may be higher to make up for missed paycheck deductions</td>
</tr>
<tr>
<td></td>
<td>- Basic and Supplemental Life Insurance deductions will not appear until 6 months following your hire date</td>
</tr>
</tbody>
</table>

### 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

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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

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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% x years of service x average earnings (highest 5 years) = annual income starting at normal retirement
• Service purchase opportunities
  • Prior military service
  • Service at CT municipality
  • Full-time service in another state with reciprocity
SERS Tier IV

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
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
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
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

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Storrs, CT 06269-5075

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Email: hr@uconn.edu
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