

Welcome to UConn!

New Employee Orientation

UConn
HUMAN RESOURCES







Before we get started:

exit | restroom | refreshments | cell phones

Orientation Agenda

This Morning

8:30 University Overview

9:15 Information Technology

9:45 Your Payroll

10:30 Break

10:45 Your Parking

11:15 Your ID Card

11:45 "Working Lunch"

This Afternoon

12:30 Benefits & Retirement

2:00 Break/Paperwork

2:15 Campus Tour with stop
at the UConn Dairy Bar

3:15 Meet Your Union

4:00 Adjourn

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



Working at UConn

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



Getting Started

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



Day 2

- Compliance & Privacy
- Institutional Equity
- Public Safety
- Environmental, Health & Safety
- Diversity & Inclusion
- Ombuds



Introductions

your name | where you are from | your new job



Human Resources

University Overview

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

UConn's Workforce

Teaching

Research

Athletics

Building Services

Professional & Administrative

Health & Clinical

Public Safety

Student Services

UCONN

University Administration

University President



Thomas C. Katsouleas

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

Administration



Scott Jordan

EVP Administration and CFO

Research



Radenka Maric

Vice President for Research

UConn Health



Andrew Agwunobi

EVP Health Affairs & CEO UConn Health

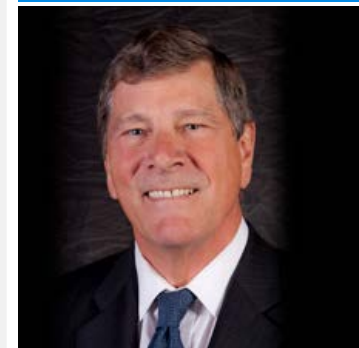
Athletics



David Benedict

Director of Athletics

Academic Affairs



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

Unclassified Bargaining Units

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.

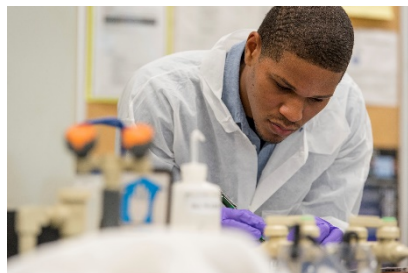
Unclassified Bargaining Units

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.

Unclassified Exempt Employees

Management/Confidential and non-represented Faculty are exempt from collective bargaining or not represented by a union.

University Administrators



Law School Faculty



Confidential



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.



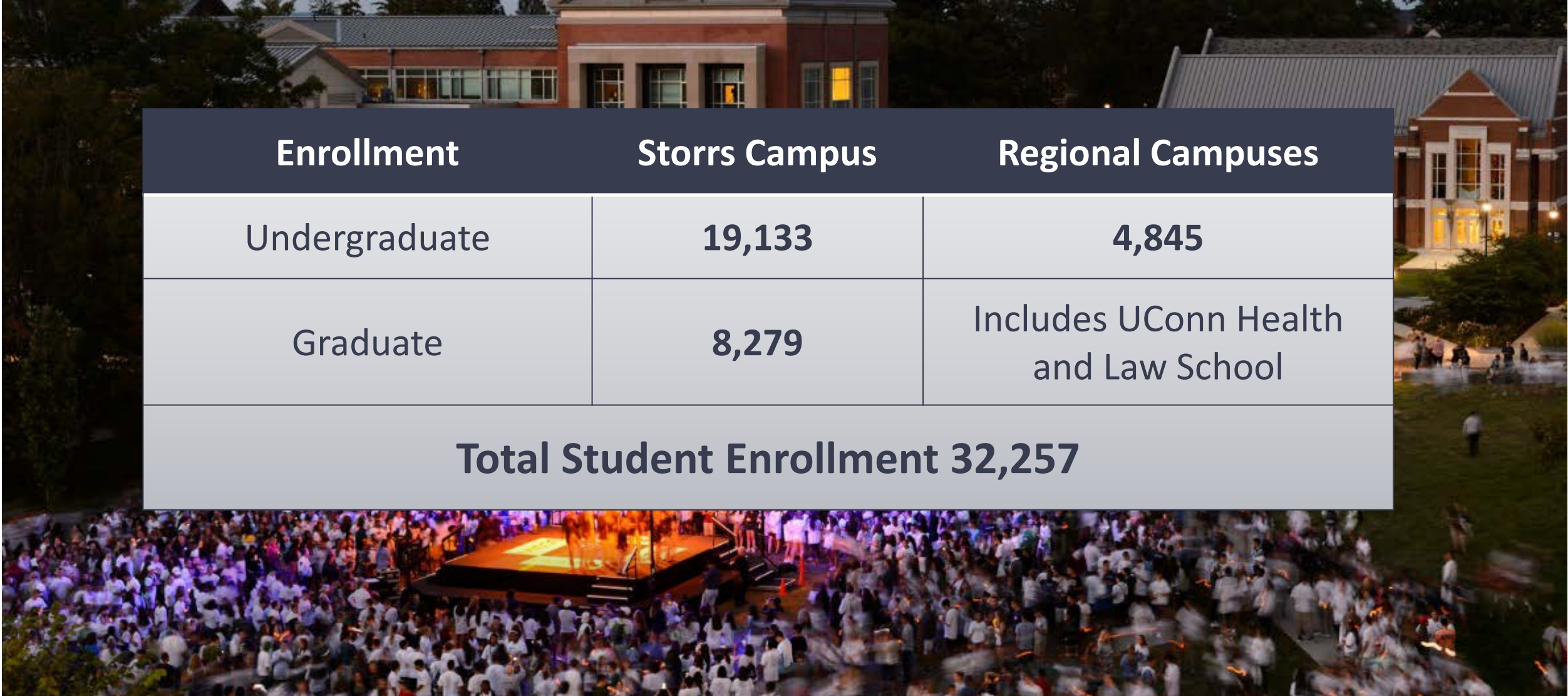
Maintenance & Service Unit (CEUI, NP-2)

NP-2 employees represent campus maintenance and service staff.

UConn's Workforce

Faculty & Staff	Storrs & Regional Campuses	UConn Health
Total Full & Part-time	4,969	4,500
Full-time Faculty	1,540	534
Full-time Staff	3,228	2,954

UConn's Student Body



Enrollment	Storrs Campus	Regional Campuses
Undergraduate	19,133	4,845
Graduate	8,279	Includes UConn Health and Law School
Total Student Enrollment 32,257		

UConn Campuses



UConn Health
Farmington

Main Campus
Storrs

Waterbury

School of Law
Hartford

Downtown
Hartford

Avery Point
Groton

Stamford

JUMP

UConn Health

Farmington



Waterbury Campus



Stamford Campus



Avery Point

Groton



Downtown Hartford

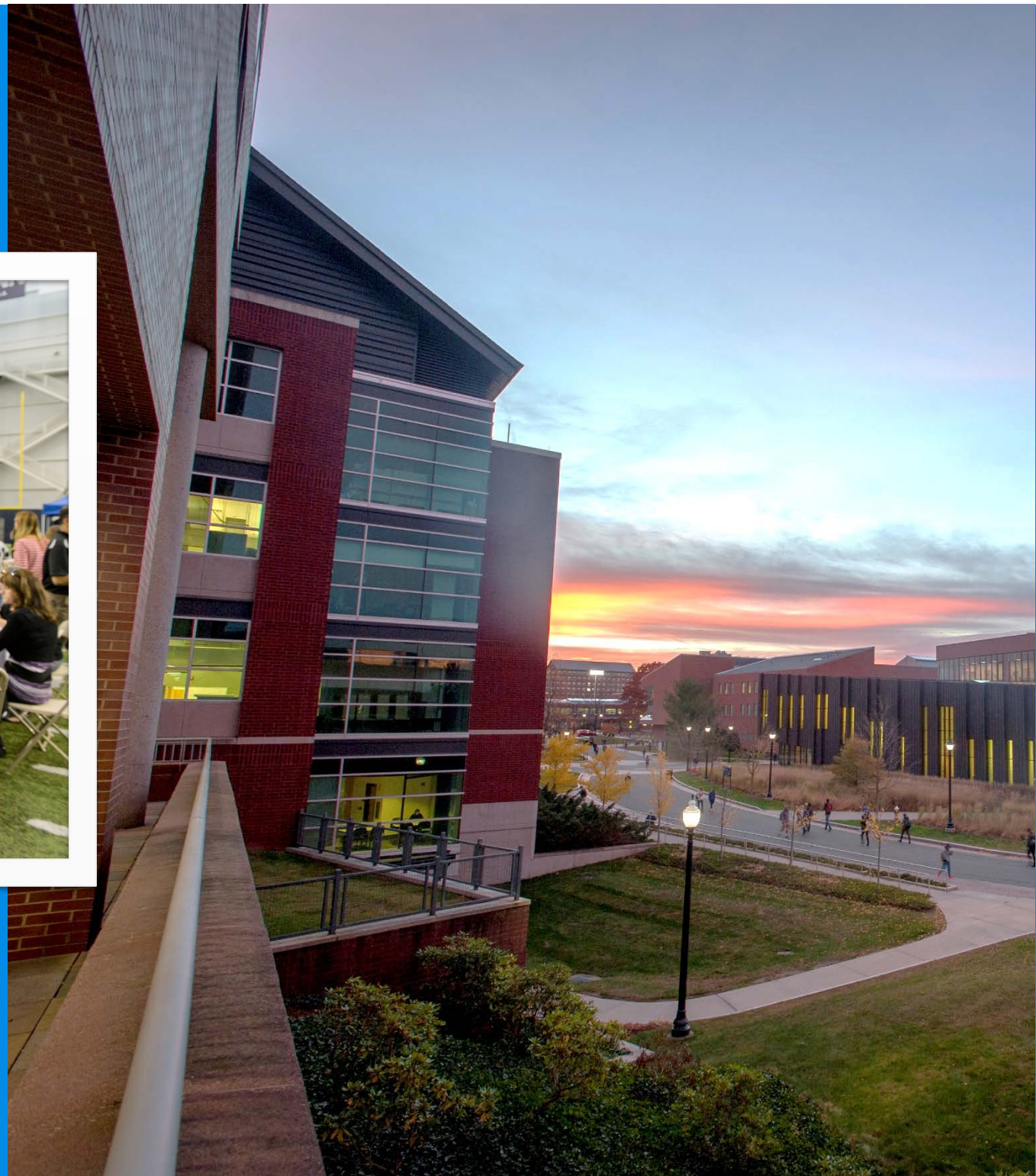


School of Law

Hartford



Main Campus Storrs





Working at UConn

Community | Mission | Growth & Initiatives | Culture & Values |
Resources & Support

Our Community – UConn Nation



UConn Nation is you. It is us. It is the spirit of UConn.

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.

University Mission Statement

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



Core Values and Culture

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

Resources & Support

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

Faculty & Staff Website

<https://facultystaff.uconn.edu>

The screenshot shows the 'Faculty & Staff' website. At the top, there is a search bar and a navigation menu with links for Home, Academics, Research, Administration, Services, Online Help, Contact, and A-Z Index. On the left side, there are two columns of links: 'Resources' (Email Login, UConn Libraries, Student Administration, HuskyCT, ePay, Timecard, Public Alert & Emergency Closings, ITS, Brand Standards, UConn Bookstore) and 'Employee Tools' (AAUP, UCPEA, Classified, Benefits, Conference & Event Planning). The main content area features a large photograph of a building with autumn trees. Below the photo is a 'Faculty/Staff Daily Digest' section with a sub-heading 'TRAINING AND PROFESSIONAL DEVELOPMENT' and a link to a workshop titled 'LockDown Browser and Monitor: for instructors'. To the right of the photo is an 'Upcoming Events' list for May 6th, including 'Come Ride with Us: UConn Summer Horseback Riding Registration Open', 'UConn May & Summer Session Enrollment', 'Diversity Awareness Training', 'UConn School of Engineering Professional Education Webinar', and 'Finals Breakfast'. At the bottom, there are links for 'Schools & Colleges' and 'Agriculture, Health and Natural Resources'.

Events Calendar

The screenshot shows the 'Events Calendar' website. At the top, there is a search bar and a navigation menu with links for Events, Subscribe, Download, Contact, and Help. The main content area features a grid of event cards. The first row includes 'Paws to Relax', 'Garden Chemistry', 'MCB Dissertation Defense: Kunica Asija', 'The Torture Memos', and 'Make Before You Break'. The second row includes 'All Day' (Finals Week), 'Herloom Kitchen by Anna Cass Book Signing', and 'Are you prepared for flooding and storms?'. The third row includes 'Sun' (Rainbow Center is open extended hours during finals week!), 'Making the Chinese-Mexican Past: History, Memory, and Cultural Work', and 'Windham County Extension Council Annual Meeting'. The fourth row includes 'Mon' (Sexual Harassment Prevention Training) and 'Paws to Relax'.

University E-Mail / Daily Digest

Daily Digest Arrives at 11:00 am Monday - Friday

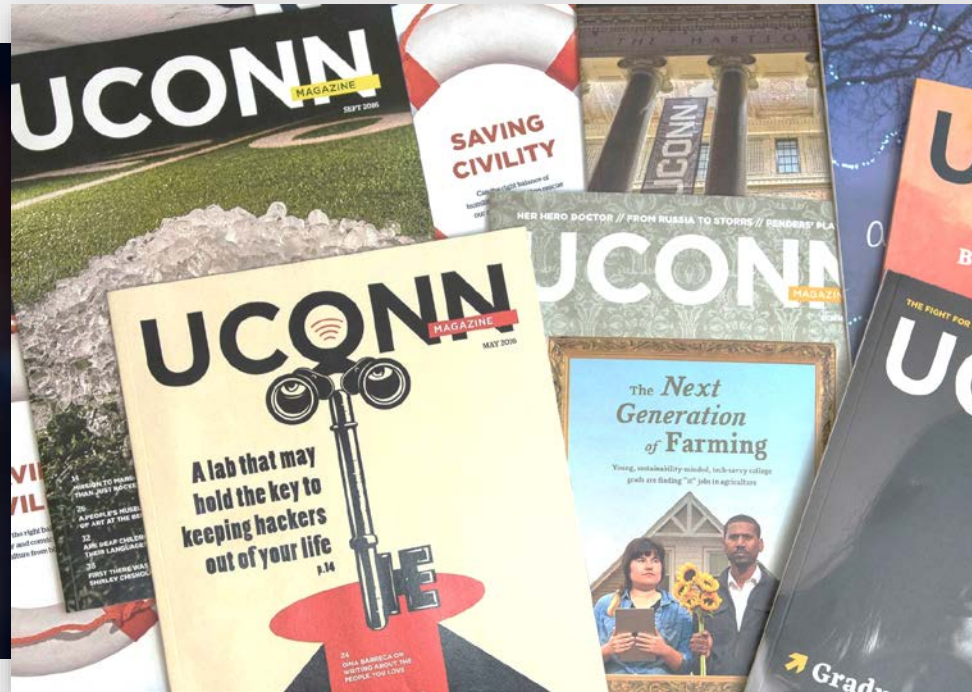
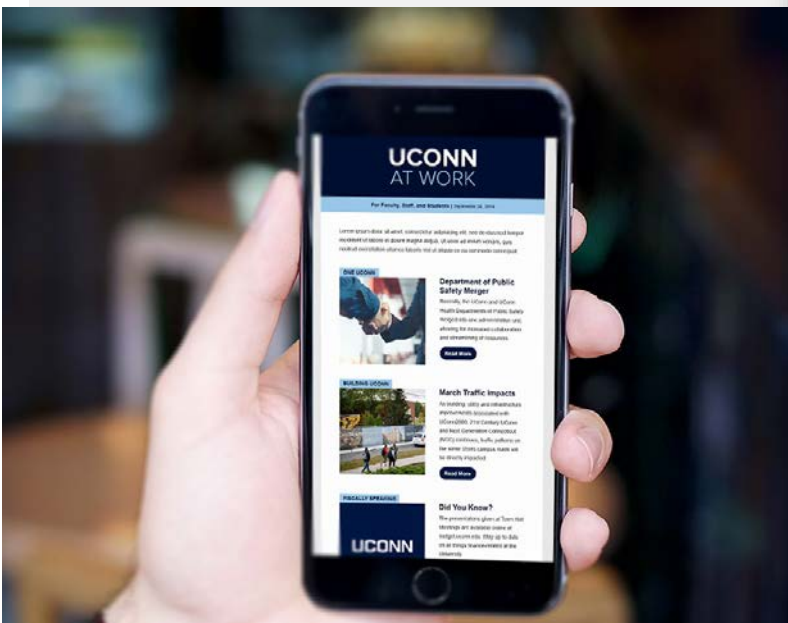
- UConn Today Headlines
- Human Resources Reminders
- Important University-wide Messages
- Department Submitted Announcements

Email:

- > **first name.lastname@uconn.edu**
- > **first name.middle initial.lastname@uconn.edu**

University of Connecticut	
Faculty/Staff Daily Digest	
Monday, May 6, 2019	
UConn Today	New Sign Greets All Upon Arriving On Campus Missing Molecule Hobbles Cell Movement
Training and Professional Development	5/9 InfoAssist Intro to Custom Reporting (KFDM) 5/15 - Feedback and Assessment 5/15 W Teaching Orientation - Register Now 5/17 The Actors Tools & How It Can Enhance Teaching
Scholarly Colloquia and Events	5/8 PNB Seminar Series 5/10 Marine Sciences Seminar: Valentina Di Santo 5/24 Presenting Science to the Public in Post-Truth Era Learn German Online - Summer 2019
Human Resources and Benefits	Health Care Open Enrollment May Prudential Retirement Hours, Storrs New Employee Orientation
Technology and Computing	Campus-wide ePortfolio license
Safety, Health, and Wellness	5/7 Study Break with a Cop
Special Events and Receptions	5/8 UConn Athletics - Surplus Apparel & Equipment Sale 5/16 Health and Social Media Research Conference

University Publications



UConn at Work

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

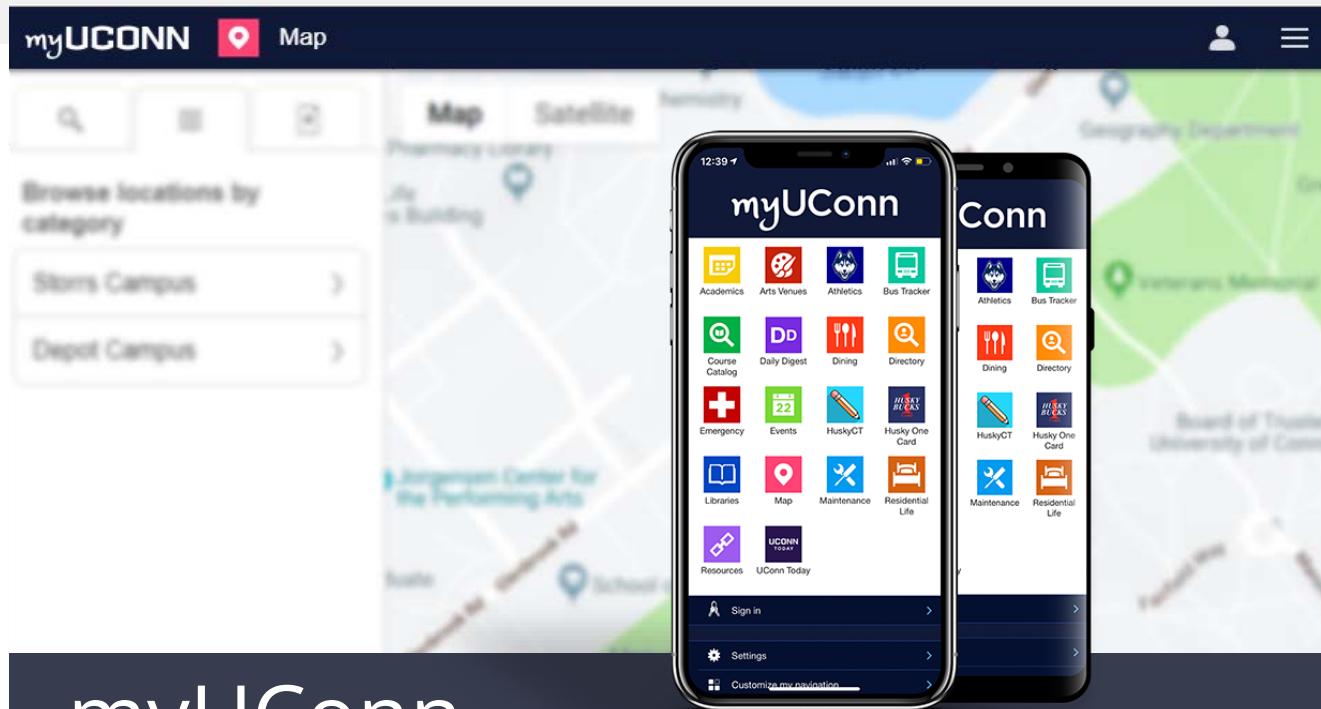
UConn Magazine

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.

Mobile Communications



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.

UConn Social Media



@UConnHR



#uconn_hr

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.





UConn

INFORMATION
TECHNOLOGY SERVICES

its.uconn.edu | helpcenter@uconn.edu | 860-486-4357

UConn's source for computing & technology



Digital Identity

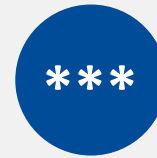
Your digital identity provides you access to most online services at UConn. The tools available on netid.uconn.edu enable you to manage and protect your identity.



The screenshot shows the NetID Management website interface. At the top, it displays the UConn logo and 'UNIVERSITY OF CONNECTICUT'. Below that, it says 'INFORMATION TECHNOLOGY SERVICES' and 'NetID Management'. There is a navigation bar with 'Home', 'My NetID', 'Utilities', and 'Help', and a 'Log In' link. The main content area has the heading 'Manage your digital identity at UConn.' and a sub-heading 'Your NetID credentials give you access to many computing services at the University of Connecticut. Start below to activate or update your credentials.' Below this is a blue bar with the text 'Log in for a customized account page where you can secure, manage, and customize your digital identity.' and an orange 'Log in for more' button. At the bottom, there are four white cards with icons and buttons: 'Activate NetID' (person icon), 'Reset Password' (refresh icon), 'Find NetID' (magnifying glass icon), and 'Change Password' (refresh icon).



NetID



Password management

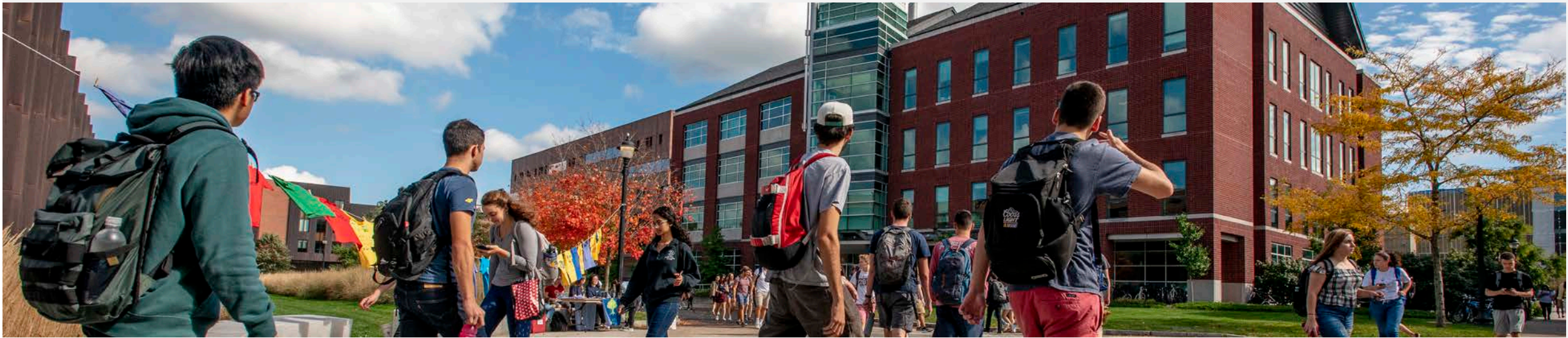


Display Name



Two-factor authentication with Duo

NetID.uconn.edu



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

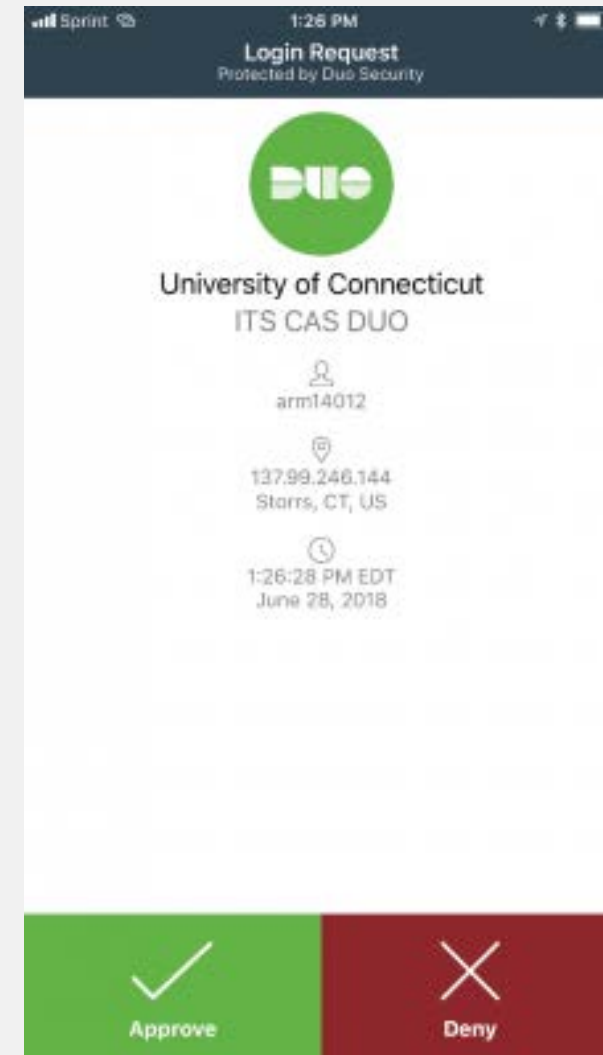
Email alias: You can elect to have up to six other aliases and choose the one published in the Global Address Book.

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

365

Office 365

- Outlook
- Web Access
- Mobile Access
- Shared Mailboxes & Calendaring



GS

G Suite

- Gmail
- Drive
- Opt-in

Threat Prevention

email.uconn.edu/threat-prevention

Could be spoofed

From: "Amissah, Joshua" Joshua.amissah@uconn.edu

Not official

Sent: Thursday, August 8, 2019 9:45 PM

Subject:

Awkward language

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.

Urgent language

Too generic and no contact information



Unsolicited requests for personal information

File Storage



Personal Storage

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



Departmental Storage

- SharePoint
- Departmental Q :Drive

Network Connections



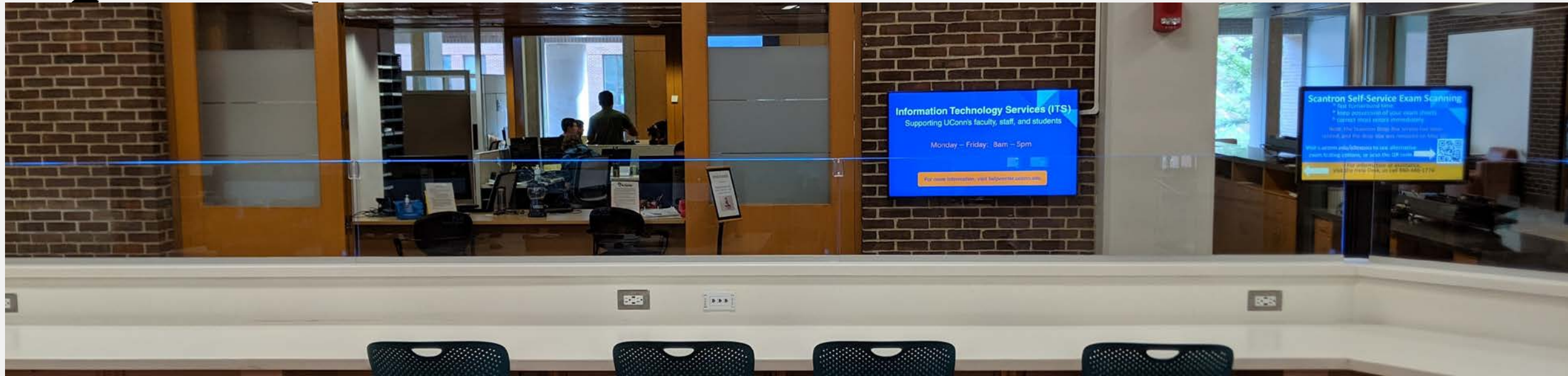
- **Wired**
- **Wireless**
 - UConn Secure
 - eduroam
- **Remote Access**
 - Remote Desktop
 - VPN
 - Direct Access

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

IT



Technology Support Center

- Chat
- techsupport.uconn.edu
- techsupport@uconn.edu
- 860-486-4357

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



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](#).



Faculty, Staff, & Students | Instructors














 Digital Identity 

 Email and Calendaring 

 File Storage 

 Network connections 

 Software 

For a list of
all the services
we provide, visit:

its.uconn.edu/services

Questions?



Thank you!



UConn

Payroll Information

Payroll Office

payroll.uconn.edu | 860-486-2423 | Budds Building, Room 334

Paycheck Information

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

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.

State of Connecticut
Office of the State Comptroller, 55 Elm Street
Hartford, CT 06106-1775

Advice Date
02/28/2019

Advice No.
123456789

Advice Amount: \$1,156.88

To The
Account(s) Of

UOC01564 UOC00011|
Patrick Payroll
343 Mansfield Rd
Storrs, CT 06269

DIRECT DEPOSIT DISTRIBUTION			
Account Type	Bank Name	Account Number	Deposit Amount
Savings	BANK OF AMERICA N.A.	XXXXXXXX1111	100.00
Checking	BANK OF AMERICA N.A.	XXXXXXXX2222	1,056.88
Total:			\$1,156.88

NON-NEGOTIABLE

State of Connecticut
Office of the State Comptroller, 55 Elm Street
Hartford, CT 06106-1775

Pay Group:	B78-Uct Biweekly 7-Day 2	Business Unit:	UNIVS
Pay Begin Date:	02/01/2019	Advice #:	000000123456789
Pay End Date:	02/14/2019	Advice Date:	02/28/2019

payroll.uconn.edu

Reviewing Your Paycheck

Tax Withholding
Review tax withholding elections under Tax Data



Patrick Payroll 343 Mansfield Rd Storrs, CT 06269	Employee ID: 999999	Employee Rcd #: 2	TAX DATA: Federal	CT State
	Department: UOC01564-Payroll		Marital Status: Single	CT Code F
	Location: BUDDS BLDG-PAYROLL		Allowances: 0	0
	Job Title: UCP 04-Admin Serv Specialist 2		Addl. Pct.:	
	Pay Rate: \$1,923.08 Biweekly		Addl. Amt.: 20.00	20.00



Name & Address
Verify your name and address is correct

HOURS AND EARNINGS				TAXES		
Rate	Current Hours	Earnings	YTD Earnings	Description	Current	YTD
27.472527	70.00	1,923.08	9,615.42	Fed Withholding	195.97	984.10
		0.00	20.60	Fed MED/EE	25.92	129.88
				Fed OASDI/EE	110.82	555.33
				CT Withholding	86.50	433.37
Total:	70.00	1,923.08	9,636.02	Total:	419.21	2,102.68

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

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			LEAVE BALANCES AS OF: 02/14/2019	
Description	Current	YTD	Description	Current	YTD	Description	Balance
SERS TIER 3	67.31	337.27	UNonFacAmD	28.13	140.83	Sick	47.7500
Retirement Health Fund	57.69	289.07	Group Life Ins - Basic	10.80	54.00	Vacation	342.7500
AnBC POE	31.85	159.25	GrpLifSup	25.38	126.90	Personal	1.5000
Med FlexSA	46.16	230.78	CrUnCSE	25.00	125.00	Comp. Time	0.0000
403b PreTax Flat	50.00	250.00	Parking - UCONN	4.67	23.35	Holiday Time	7.0000
Total: 253.01 1,266.37			Total: 93.98 470.08				
TOTAL GROSS		FED TAXABLE GROSS	TOTAL TAXES		TOTAL DEDUCTIONS	NET PAY	
Current:	1,923.08	1,670.07	419.21		346.99	1,156.88	
YTD:	9,636.02	8,369.65	2,102.68		1,736.45	5,796.89	
NET PAY DISTRIBUTION							
Advice #0000000123456789							1,156.88
Total:							1,156.88

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

The image shows two screenshots related to the UConn Core-CT system. The top screenshot is a desktop view of the 'UConn Employee Self Service Portal'. It features a dark blue header with the UConn logo and 'UNIVERSITY OF CONNECTICUT'. Below the header, there's a main navigation bar with the title 'UConn Employee Self Service Portal'. The main content area is divided into several sections: a large blue banner with the text 'Protect your financial information from fraud.' and 'Secure your login » with two-factor authentication'; a 'My Employee Self-Service' section with a list of links including 'Time Reporting & Approval', 'Smart HR', 'Updates to Personal Information', 'Online W-4 & CT-W4', and 'Online Direct Deposit'; a 'Core-CT Availability' section stating 'Core is available 4am to 8pm daily except non-payweek Thursdays when it is unavailable.'; and a 'Core-CT Sign On' button. The bottom screenshot is a mobile notification titled 'Login Request' from Duo Security. It displays the University of Connecticut logo, the user's name 'abc19060', their location '111.22.33.44 Storrs, CT, US', and the time '3:39:05 PM EDT June 6, 2019'. At the bottom, there are two buttons: a green 'Approve' button with a checkmark and a red 'Deny' button with an 'X'.

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

The screenshot shows the UConn Employee Self Service Portal. At the top, it says 'UConn Employee Self Service Portal'. Below this, there is a large blue banner with the text 'Protect your financial information from fraud.' and a button that says 'Secure your login » with two-factor authentication'. To the right, there are two columns of information. The first column is titled 'My Employee Self-Service' and lists several services: 'Time Reporting & Approval', 'Smart HR', 'Updates to Personal Information', 'Online W-4 & CT-W4', and 'Online Direct Deposit'. Below this list is a red button that says 'Core-CT Sign On'. The second column is titled 'Core-CT Availability' and states 'Core is available 4am to 8pm daily except non-payweek Thursdays when it is unavailable.' Below this text is a blue button that says 'Core-CT HELP, Job Aids and More'.

The desktop view shows a 'Choose an authentication method' screen. It has three main options: 'Duo Push RECOMMENDED' with a 'Send Me a Push' button, 'Call Me' with a 'Call Me' button, and 'Passcode' with an 'Enter a Passcode' button. There is also a checkbox for 'Remember me for 30 days'. The mobile view shows a 'Login Request' screen. It features the UConn logo and the text 'University of Connecticut UConn 2FA Single Sign On'. Below this, it shows the user's name 'abc19060', their location '111.22.33.44 Storrs, CT, US', and the time '3:39:05 PM EDT June 6, 2019'. At the bottom, there are two buttons: a green 'Approve' button with a checkmark and a red 'Deny' button with an X.

Employee Self-Service

Employee Self Service

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

The screenshot displays the UConn University of Connecticut Employee Self-Service portal. The interface includes a navigation bar with 'Favorites' and 'Main Menu' dropdowns, and tabs for 'My HR', 'Core-CT Help', and 'STARS'. The main content area is organized into several panels:

- Personal Information:** Review and update your personal information. Includes links for Personal Information Summary, Home and Mailing Address, Phone Numbers, Email Addresses, Emergency Contacts, Name Change, and Ethnic Groups.
- My System Profile:** Set up personal preferences, such as email and language preferences, password and forgot my password hints. Includes links for My System Profile and Change My Password.
- Benefits:** Review health coverage and life insurance information. Review dependent personal information. Includes links for Benefits Summary, Health Care Summary, Dependent/Beneficiary Coverage, Benefits Enrollment, and Life Events.
- Leave Management:** Leave Management Processing component. Includes links for Submit, Search, Modify Leave; Manage and Approve Empl Leaves; and MSS Leave Request Reports.
- Time and Labor:** Report and approve time. Includes links for Timesheet, Approve Time, Payable Time Summary, and Payable Time Detail.
- Payroll:** Review current and prior paychecks. Includes links for View Paycheck Information, View W-2/W-2c Forms, W-2/W-2c Consent, State of Connecticut - W4 Form, W-4 Tax Information, and Direct Deposit.

Core-CT Timesheet

UCONN | UNIVERSITY OF CONNECTICUT

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time and Labor

My HR Core-CT Help STARS



Timesheet

Your name will appear here Employee ID
Empl Record


Actions ▾ Time Source Schedule Information Earliest Change Date


Time Period

View By Week

*Date  

Scheduled Hours 80.00 Reported Hours 0.00

From Friday 05/24/2019 to Thursday 06/06/2019 

	Fri 5/24	Sat 5/25	Sun 5/26	Mon 5/27	Tue 5/28	Wed 5/29	Thu 5/30	Fri 5/31	Sat 6/1	Sun 6/2	Mon 6/3	Tue 6/4	Wed 6/5	Thu 6/6	Total	Time Reporting Code	Description	Type
<input type="button" value="+"/> <input type="button" value="-"/>	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	80.00	REG 	Regular	Hours

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

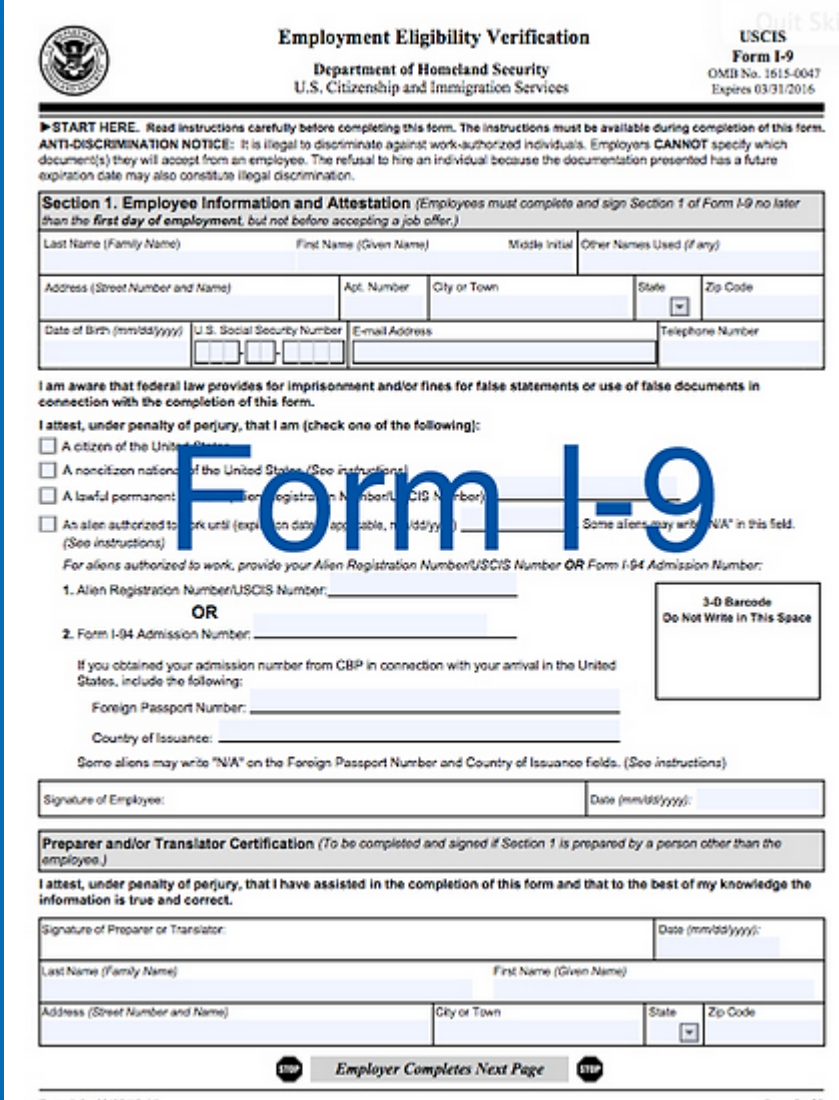
- › Must complete section 1 of Form I-9 by date of hire
- › The federal Form W4 should be completed, if no form default to highest tax rate
- › The Form CTW4 should be completed, if no form default to highest rate
- › The direct deposit form should be completed

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



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town	State	Zip Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	E-mail Address			Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States.
- A noncitizen national of the United States. (See instructions.)
- A lawful permanent resident (Alien Registration Number/USCIS Number).
- An alien authorized to work until (expiration date, applicable, mm/dd/yyyy). Some aliens may write "N/A" in this field. (See instructions.)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions.)

Signature of Employee: _____ Date (mm/dd/yyyy): _____

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: _____ Date (mm/dd/yyyy): _____

Last Name (Family Name)		First Name (Given Name)			
Address (Street Number and Name)			City or Town	State	Zip Code

STOP Employer Completes Next Page STOP

Completing Your Tax Forms

Federal Form W4

- › <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

IRS withholding calculator

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

Form CTW4

- › <https://portal.ct.gov/-/media/DRS/Forms/2019/Withholding/2019-CT-W4.pdf?la=en>

Nonresident aliens

- › Contact Jennifer Martin at jennifer.m.martin@uconn.edu

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

Form W-4 Employee's Withholding Allowance Certificate OMB No. 1545-0074
Department of the Treasury Internal Revenue Service
► Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.
2019

1 Your first name and middle initial Last name 2 Your social security number

Home address (number and street or rural route) 3 Single Married Married, but withhold at higher Single rate.
Note: If married filing separately, check "Married, but withhold at higher Single rate."

City or town, state, and ZIP code 4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card.

5 Total number of allowances you're claiming (from the applicable worksheet on the following pages) 5
6 Additional amount, if any, you want withheld from each paycheck 6 \$
7 I claim exemption from withholding for 2019, and I certify that I meet both of the following conditions for exemption.
• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and

Department of Revenue Services
State of Connecticut
(Rev. 12/18)

Form CT-W4 Employee's Withholding Certificate Effective January 1, 2019
Complete this form in blue or black ink only.

Employee instructions

- Read instructions on Page 2 before completing this form.
- Select the filing status you expect to report on your Connecticut income tax return. See instructions.
- Choose the statement that best describes your gross income.
- Enter the *Withholding Code* on Line 1 below.

Married Filing Jointly	Withholding Code
Our expected combined annual gross income is less than or equal to \$24,000 or I am claiming exemption under the Military Spouses Residency Relief Act (MSRRA)* and no withholding is necessary.	E
My spouse is employed and our expected combined annual gross income is greater than \$24,000 and less than or equal to \$100,500. See <i>Certain Married Individuals</i> , Page 2.	A
My spouse is not employed and our expected combined annual gross income is greater than \$24,000.	C
My spouse is employed and our expected combined annual gross income is greater than \$100,500.	D
I have significant nonwage income and wish to avoid having too little tax withheld.	D
I am a nonresident of Connecticut with substantial other income.	D

Married Filing Separately	Withholding Code
My expected annual gross income is less than or equal to \$12,000 or I am claiming exemption under the MSRRA* and no withholding is necessary.	E
My expected annual gross income is greater than \$12,000.	A
I have significant nonwage income and wish to avoid having too little tax withheld.	D
I am a nonresident of Connecticut with substantial other income.	D

Single	Withholding Code
My expected annual gross income is less than or equal to \$15,000 and no withholding is necessary.	E
My expected annual gross income is greater than \$15,000.	F

8 Date
9 If it differs from the date on your social security card, enter the date here. If it is true, correct, and complete.
10 Employer identification number (EIN)

Form W-4 (2019)

IRS

Help | News | Language | Charities & Nonprofits | Tax Pros

File Pay Refunds Credits & Deductions Forms & Instructions

Home > File > Individuals > IRS Withholding Calculator

IRS Withholding Calculator

English | Español | 中文(繁體) | 한국어 | Русский | Tiếng Việt

Individuals

- How to File
- When to File
- Where to File
- Your Information
- Students
- Employees
- Parents


The IRS encourages everyone to use the Withholding Calculator to perform a quick "paycheck checkup." This is even more important following the recent changes to the tax law for 2018 and beyond.

The Calculator helps you identify your tax withholding to make sure you have the right amount of tax withheld from your paycheck at work.

There are several reasons to check your withholding:

- Checking your withholding can help protect against having too little tax withheld and facing an unexpected tax bill or penalty at tax time next year.
- At the same time, with the average refund topping \$2,800, you may prefer to have less tax withheld up front and receive more in your paychecks.

If you are an employee, the Withholding Calculator helps you determine whether you need to give your employer a new **Form W-4, Employee's Withholding Allowance Certificate**. You can use your results from the Calculator to help fill out the form and adjust your income tax withholding. If you receive pension income, you can use the



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/>
- › <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>





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:

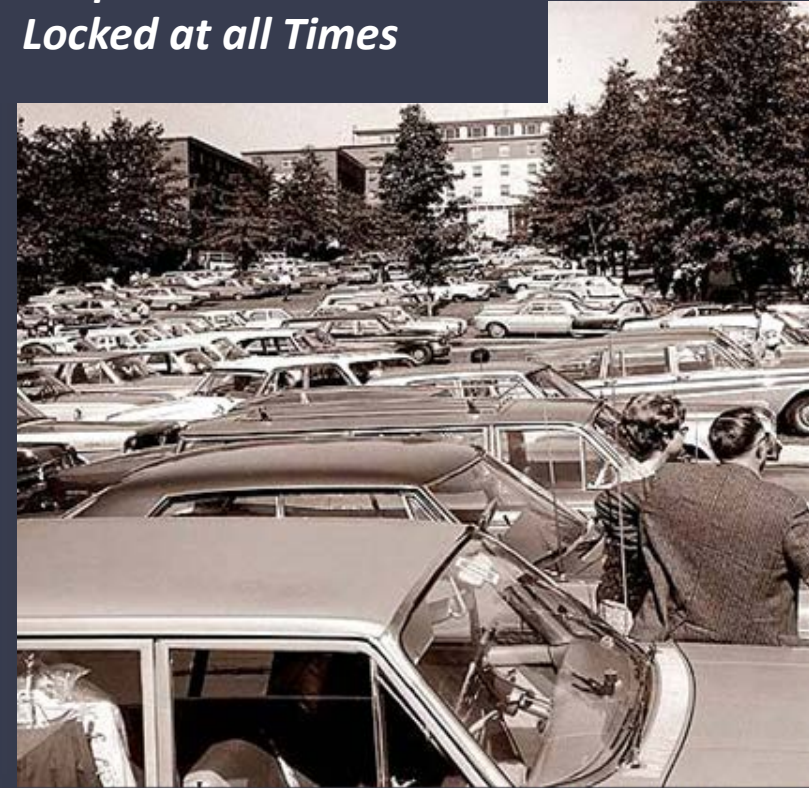
- › North & South Garage (\$20.08)
- › Area 2 (Based on Salary)
- › Area 3 (Free) on Outskirts – UConn Shuttle bus available at no charge (www.transpo.uconn.edu)
- › Regional Campuses (Area 2 rates)

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

PLEASE NOTE:

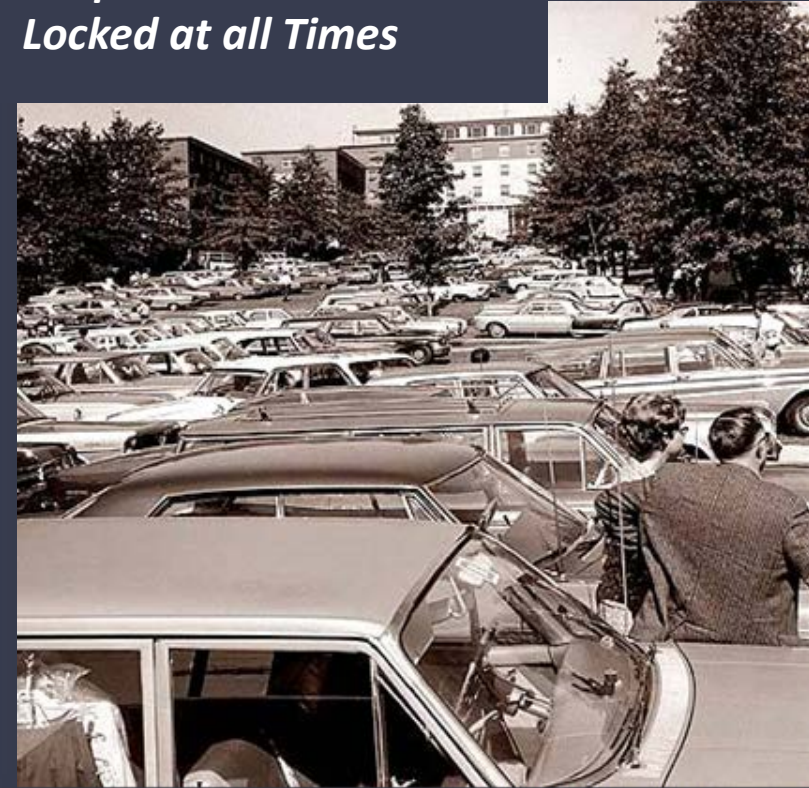
Visit www.parking.uconn.edu
for Construction Updates
Impacting Parking Lots

Handicapped Spaces

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

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



QUESTIONS?

Visit park.uconn.edu for complete rules and regulations, parking map, additional information.

A close-up, slightly blurred photograph of the 'UConn' sign on a building facade. The letters are white with a green shadow or outline, mounted on a light-colored concrete or stone surface. The background shows a window with a green-tinted glass pane.

UConn

Your Husky One Card

One Card Office, Wilbur Cross Building, Room 207

onecard.uconn.edu | onecard@uconn.edu | Phone: (860) 486-3129

One Card Office

Husky One Card - One Card, Many Services

- 01 What is the Husky One Card?
- 02 Where will I use my Husky One Card?
- 03 What are Husky Bucks?
- 04 How do I obtain a Husky One Card?
- 05 What if I lose my Husky One Card?



One Card Office

Husky One Card - One Card, Many Services

**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



One Card Office

Regional Campus Locations



Each regional campus has a designated office that distributes the One Card to employees.

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

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

Do not punch a hole in your One Card!

- › The One Card Office has cardholders available at no cost to you.

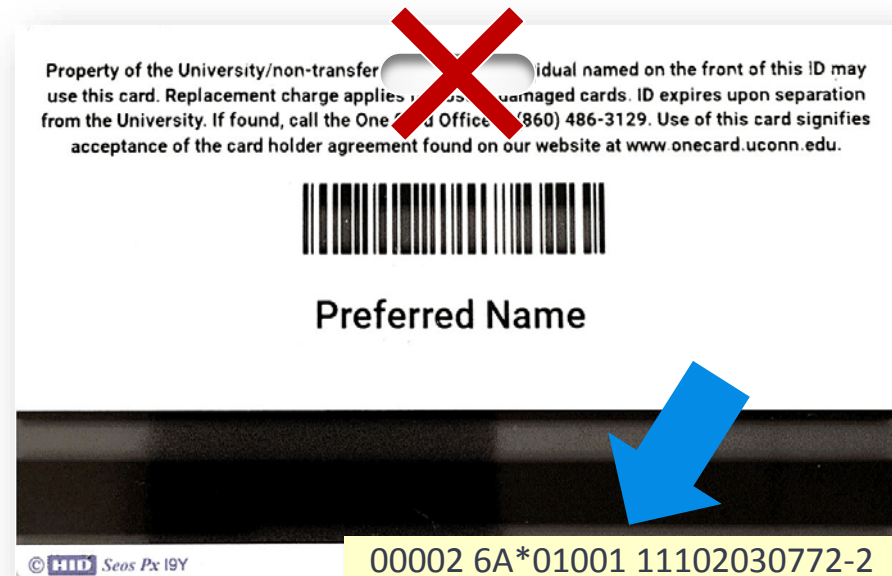
Front of Your One Card: Your PeopleSoft

- › 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



One Card Office

Husky Bucks – Campus Cash

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 Card Office

Husky Bucks – Campus Cash

- › 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!



Manage Husky One Card

CARDHOLDER LOGIN

Make deposits, View statements, Deactivate/Activate card

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**
- Online Photo Submission**
- [One Card Reader Request](#)

Husky One Card

Many 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
- Copying and printing
- 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, 2019

[Dave's Deli now accepts Husky Bucks!](#)

Attention UConn Community! Dave's Deli at 1232 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, 2018

[Papers, projects, exams... don't get caught without Husky Bucks!](#)

October 16, 2018

Locked Out of Your Building?
Call [Facilities Operations](#)
860-486-3113



USERNAME: YOUR NETID
PASSWORD: YOUR NETID PASSWORD



UConn

Processing...

Loading your accounts...

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

The screenshot shows the user interface for the One Card Office website. On the left is a dark navigation sidebar with a red header. The header contains 'Customer Information' with the user's name 'Charles Storrs' and account number 'XXX4652'. Below this are several menu categories: 'PERSONALIZE', 'GUESTS', 'DEPOSITS', 'HUSKY BUCKS MERCHANTS', and 'NAVIGATE'. The 'NAVIGATE' section is expanded, showing options like 'Balances and Recent Transactions', 'Statements', 'Plans', 'Recent Credit Card Deposits', 'Deactivate/Reactivate Card', and 'Photo Upload'. At the bottom of the sidebar is a 'LOG OUT' button. On the right is the main content area, titled 'Balances and Recent Transactions'. It shows the 'Husky Bucks' balance as of 5/02/2019 at 08:12AM. Three blue callout boxes with arrows point to specific features: 'Low Balance Notification' points to the 'Low Balance Notification' option in the 'PERSONALIZE' menu; 'Make a Credit/Debit Deposit' points to the 'Make a Credit/Debit Deposit' option in the 'DEPOSITS' menu; and 'Deactivate/Reactivate Card Photo Upload' points to the 'Deactivate/Reactivate Card' and 'Photo Upload' options in the 'NAVIGATE' menu.

Customer Information

Name
Charles Storrs

Account
XXX4652

PERSONALIZE

- Give Guests Access
- Low Balance Notification

GUESTS

DEPOSITS

- Make a Credit/Debit Deposit
- Add Husky Bucks via Fee Bill

HUSKY BUCKS MERCHANTS

NAVIGATE

- Balances and Recent Transactions
- Statements
- Plans
- Recent Credit Card Deposits
- Deactivate/Reactivate Card
- Photo Upload

LOG OUT

Balances and Recent Transactions

Husky Bucks

Date/Time	Description
5/02/2019 08:12AM	Current Balance

Low Balance Notification

Make a Credit/Debit Deposit

Deactivate/Reactivate Card
Photo Upload

One Card Office

Obtain Your One Card

01

If you know your NetID:

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

02

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

03

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

04

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

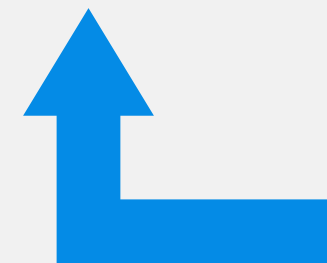
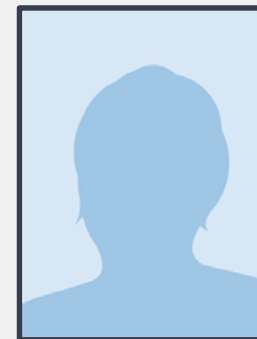
Upload a head shot photo in JPEG format

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

04

Select the “Storrs” campus for card pickup

! Upload a head shot photo in JPEG format



Name
Charles Storrs
Account
XXX4652

PERSONALIZE

Give Guests Access
Low Balance Notification

GUESTS

DEPOSITS

Make a Credit/Debit Deposit
Add Husky Bucks via Fee Bill

HUSKY BUCKS
MERCHANTS

NAVIGATE

Balances and Recent
Transactions
Statements
Plans
Recent Credit Card Deposits
Deactivate/Reactivate Card

Photo Upload

LOG OUT

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



QUESTIONS?



onecard.uconn.edu



onecard@uconn.edu



860-486-3129



@HuskyBucks



/UConnOneCard

Hours: M-F 8am-5pm

Summer: M-F 8am-4pm



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



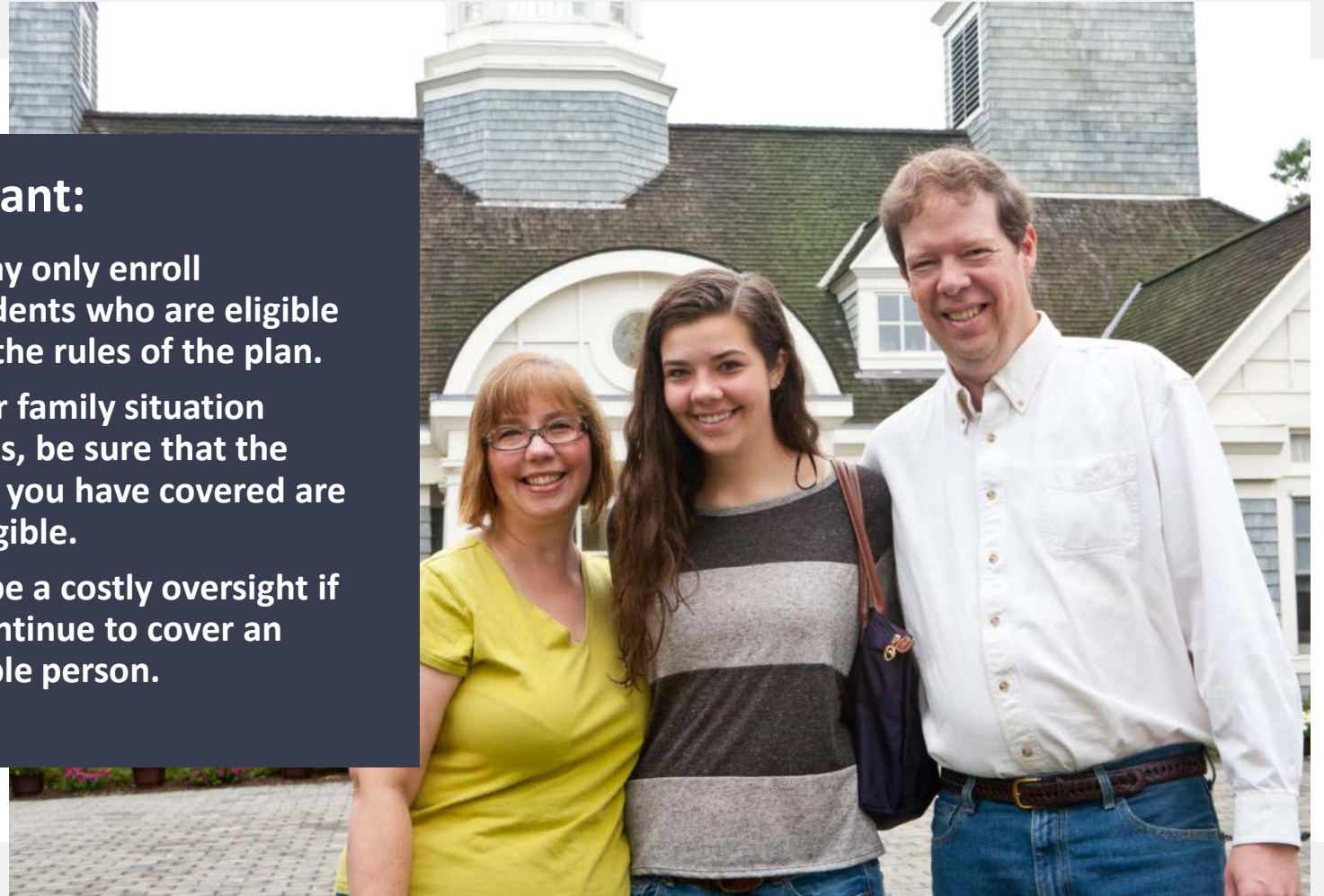
Medical & Dental Benefits Information

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.

POE-G

Point of Enrollment- Gated

- Primary care physician required
- Referrals to specialists
- Network-based care only

POS

Point-of-Service

- No primary care physician required
- No referrals to specialists
- In-Network and Out-of-Network

POE

Point-of-Enrollment

- No primary care physician required
- No referrals to specialists
- Network-based care only

OOA

Out of Area

- Available only to non-CT residents
- No primary care physician required
- No referrals to specialists
- In-Network and Out-of-Network

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

MEDICAL PLAN	BARGAINING UNIT EMPLOYEES HIRED ON OR AFTER 7/1/17					NON-BARGAINING UNIT EMPLOYEES			
	EMPLOYEE ONLY	EMPLOYEE +1 DEPENDENT	FAMILY	FLES		EMPLOYEE ONLY	EMPLOYEE +1 DEPENDENT	FAMILY	FLES
POE-G									
Anthem	\$ 43.92	\$ 118.49	\$ 150.68	\$ 82.39		\$ 73.86	\$ 162.49	\$ 199.42	\$ 125.56
UHC	\$ 32.52	\$ 87.15	\$ 110.84	\$ 60.60		\$ 54.07	\$ 118.95	\$ 145.98	\$ 91.92
POE									
Anthem	\$ 47.08	\$ 131.79	\$ 172.61	\$ 90.90		\$ 74.12	\$ 163.07	\$ 200.12	\$ 126.00
UHC	\$ 37.57	\$ 105.21	\$ 137.79	\$ 72.55		\$ 58.98	\$ 129.76	\$ 159.25	\$ 100.27
POS									
Anthem	\$ 57.56	\$ 154.80	\$ 183.72	\$ 101.89		\$ 76.55	\$ 168.41	\$ 206.68	\$ 130.13
UHC	\$ 46.75	\$ 125.82	\$ 148.84	\$ 82.76		\$ 62.01	\$ 136.43	\$ 167.44	\$ 105.42
OUT OF AREA									
Anthem	\$ 62.77	\$ 194.63	\$ 227.66	\$ 110.76		\$ 106.33	\$ 233.94	\$ 287.11	\$ 180.77
UHC	\$ 47.46	\$ 129.01	\$ 158.33	\$ 83.95		\$ 65.97	\$ 145.14	\$ 178.12	\$ 112.15

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

BENEFIT FEATURES	BOTH CARRIERS		BOTH CARRIERS
	POE, POE-G AND OUT-OF-AREA IN NETWORK	POS IN NETWORK	POS OUT-OF-NETWORK
Outpatient Physician Visits, Walk-in Centers and Urgent Care Centers	\$15 co-pay		80% ¹
Preventive Care	No co-payment for preventive care visits and immunizations		80% ¹
Emergency Care	\$250 co-pay ²		\$250 co-pay ²
Diagnostic X-Ray and Lab	Preferred: 100% (prior authorization required for diagnostic imaging)		60% ⁵ (prior authorization required for diagnostic imaging)
	Non-Preferred: 80% (prior authorization required for diagnostic imaging)		
Pre-Admission Testing	100%		80% ¹
Inpatient Physician	100% (prior authorization required)		80% ¹ (prior authorization required)
Inpatient Hospital	100% (prior authorization required)		80% ¹ (prior authorization required)
Outpatient Surgical Facility	100% (prior authorization required)		80% ¹ (prior authorization required)
Ambulance	100% (if emergency)		100% (if emergency)
Routine Eye Exam	\$15 co-pay, 1 exam per year ³		50%, 1 exam per year
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		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

Preferred Site of Service List

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

Preferred Provider List

Smart Shopper

Pays you cash rewards for certain procedures performed at high quality locations

Health Enhancement Program

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	- Rheumatology
- Orthopedic Surgery	- Ophthalmology
- OB/GYN	- Gastroenterology
- Ear, Nose & Throat	- Urology
- Cardiology	- Endocrinology

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

Examples Include:

- X-rays	- Bloodwork
- MRIs	- Urine Tests
- Stool Tests	- CT Scans



♥♥ Premium Care Physician






CARE PROVIDER

Physician Name

Value Tier 1 at this location ?

SPECIALTY: Internal Medicine, Allergy/Immunology


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
Back Surgery	up to \$500
Bariatric Surgery	up to \$500
Colonoscopy	up to \$250
Hip Replacement	up to \$500
Hysterectomy	up to \$500
Knee Replacement	up to \$500
Knee Surgery (Arthroscopic)	up to \$250
Mammogram	up to \$50
Shoulder Surgery (Arthroscopic)	up to \$250
Spinal Fusion	up to \$500
Upper GI Endoscopy	up to \$250

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

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.

\$25

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

BASIC PLAN

- › Any dentist
- › No deductible
- › Coinsurance based on services
- › No annual maximum
 - \$500 per person limit on periodontics
- › No coverage for orthodontia

ENHANCED PLAN

- › 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

DENTAL HMO

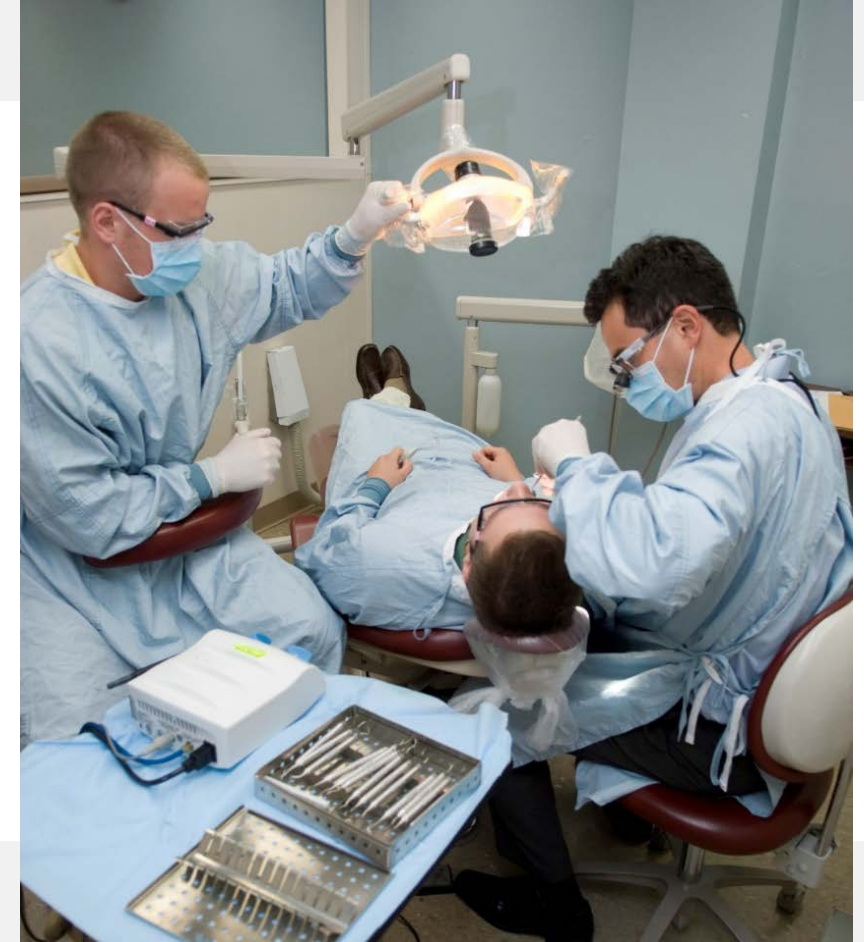
- › Primary care dentist required
- › Referrals to specialists
- › In-network services only
- › No deductible
- › No annual maximum
- › Schedule of copayments for services
- › Orthodontia is a covered service

Contact Cigna at 1-800-244-6224 or visit cigna.com/stateofct for specific plan details and costs.

Dental Plan Bi-Weekly Payroll Deductions

Dental Plan	Employee	Employee + 1	Family	FLES
Basic	\$0	\$13.92	\$13.92	\$7.13
Enhanced	\$0	\$11.99	\$11.99	\$6.14
Dental HMO	\$0	\$4.82	\$6.84	\$2.82

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.



Life Insurance Through Dearborn National

BASIC LIFE INSURANCE (Contributory Plan) | **SUPPLEMENTAL LIFE INSURANCE** (Employee-Paid)



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

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

*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 | DISABILITY | LONG TERM CARE



Life Insurance

- Term Life Insurance through Dearborn National ¹
- Aetna Universal Life Insurance ¹

Short Term Disability Insurance

- The Hartford ¹
- Colonial Life Insurance Company ¹
- Lincoln National

- **Long Term Disability Insurance through Aetna ¹**

- **Long Term Care Insurance through TransAmerica ¹**

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

Enrolling in Medical, Dental & Life Insurance

1

HR emails you enrollment instructions

- › 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

2

You enroll for benefits online using ebenefits in Core-CT

- › 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

3

Carriers mail benefit ID cards to your home

- › 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

4

You review deductions for accuracy

- › 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

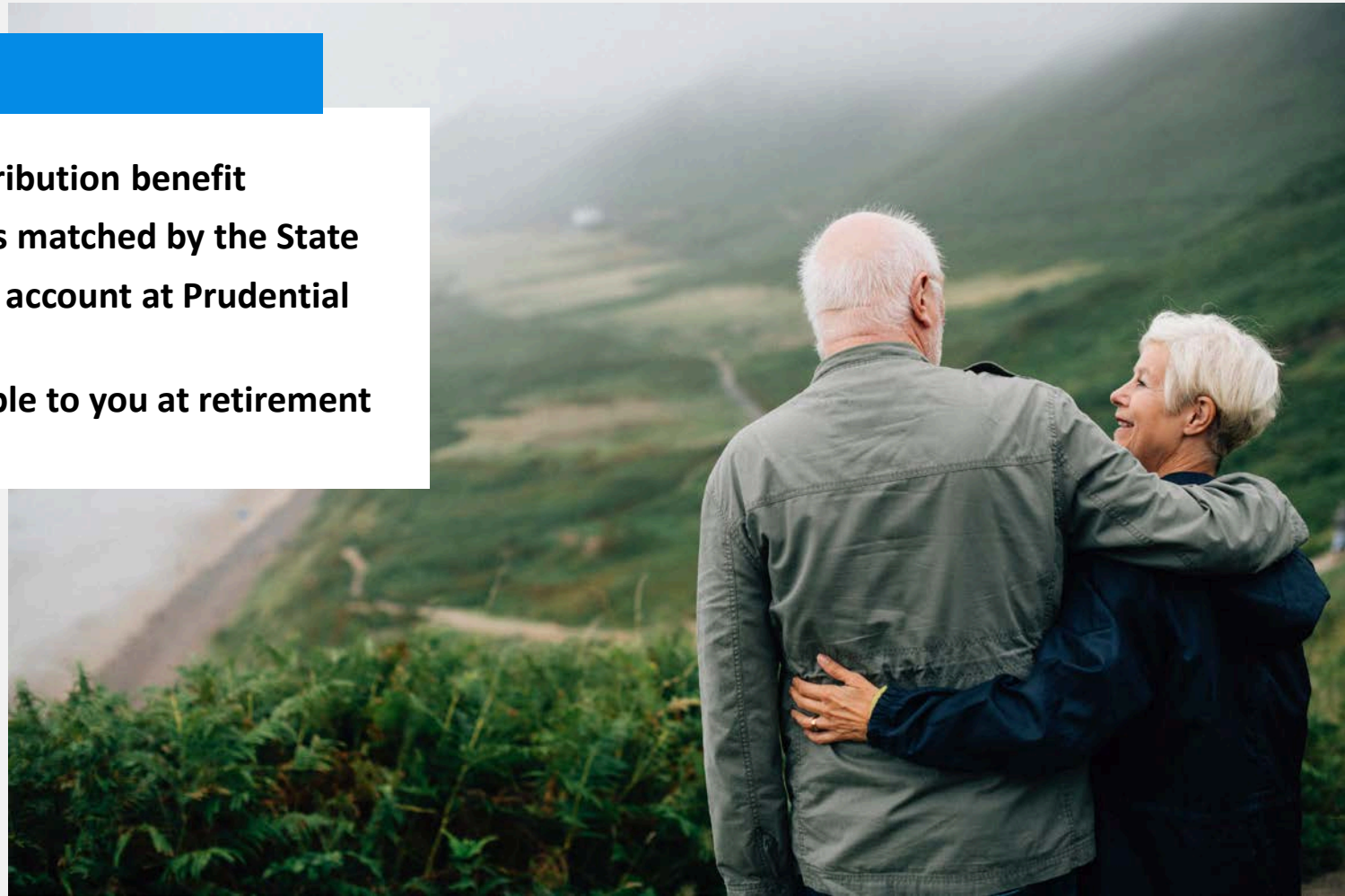
- **Contributory Plan**
 - Employees pay 5% pre-tax
 - Hazardous duty employees pay 8% pre-tax
 - Can be increased by up to 2% in years that the state pension fund underperforms
- Funds are professionally managed by State
- Monthly lifetime payments in retirement based on formula (not fund performance):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



SERS Tier IV

Defined Benefit Plan

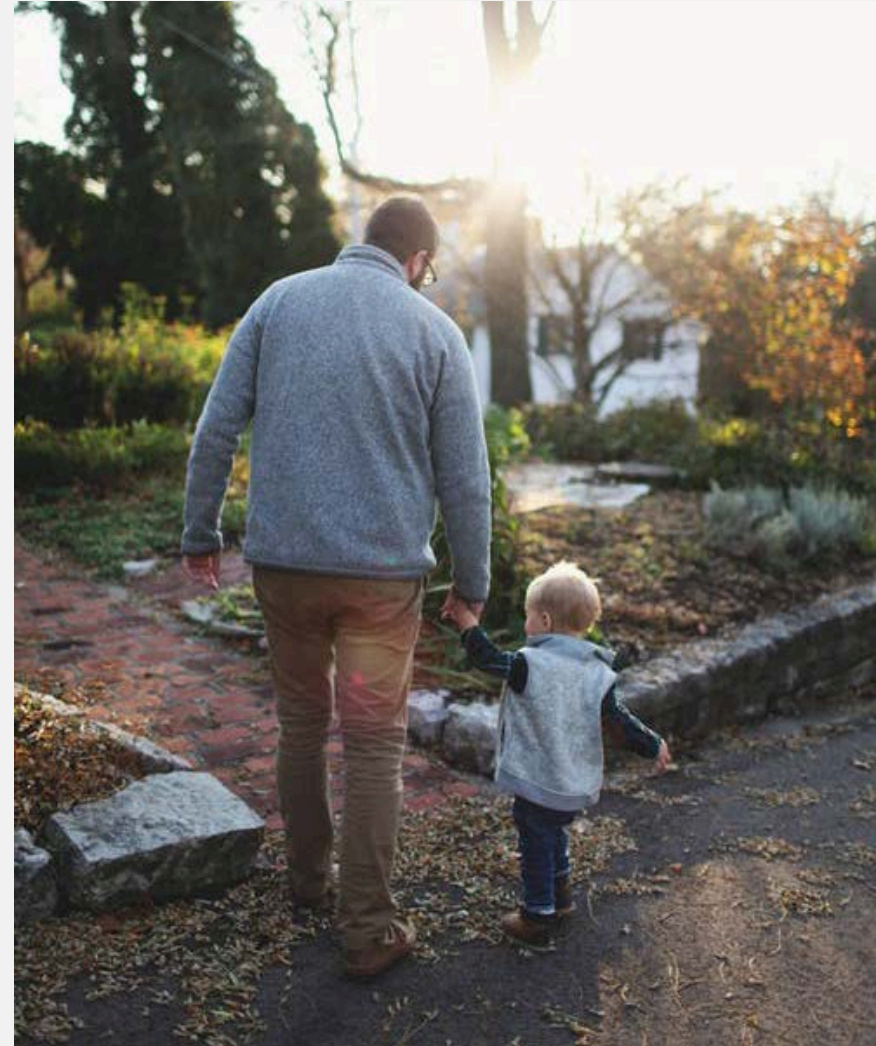
- **Added Feature: Defined contribution benefit**
 - You contribute 1% that is matched by the State
 - Contributions go into an account at Prudential that you manage
 - Balance becomes available to you at retirement



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**



Retirement Election

Irrevocable election due by hire date

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



Break
Paperwork
Tour – Stop at Dairy Bar!
Unions