

THE UNIVERSITY OF RHODE ISLAND

Please Read – This Contains Important Information about Your Benefits

Welcome,

Enclosed are employment forms that need to be completed by you and returned to Human Resources before your new position can be processed.

Please contact Leslie Pojda at (401) 874-2182 to schedule an appointment as soon as possible in order to expedite the processing of your paycheck and benefits. After meeting with Leslie you will meet with a Benefits representative.

Visit our web site for detailed information on benefits. It is your responsibility to become familiar with the benefits available to you. Benefits available to staff are subject to change at any time. This summary of benefits is provided for informational purposes. In cases where the information is not consistent with the plan document, the plan document will govern.

A Mandatory Insurer Reporting Law requires that group health plan insurers report social security numbers for all employees and covered dependants. Be sure to fill out the social security numbers of any dependents listed on your health application. Dependent children over 19 must be full time students in order to be covered by dental and vision (documented proof of enrollment in school is needed when meeting with the benefits representative.)

The IRS allows certain voluntary benefits to be paid either “pre-tax” or “post-tax”. If you choose “pre-tax” your taxable income is reduced for both federal and state purposes by the amount of those benefit payments, but so is your reportable income for Social Security benefits. Also, you will not be permitted to change or drop your pre-tax paid coverage, unless you have a qualifying change in status or during open enrollment.

If you have any questions pertaining to your benefits prior to meeting with the benefits representative you can call 874-9054, or email pamelasherman@uri.edu.

Visit our website at www.uri.edu/hr

Welcome to the University of Rhode Island

Non Classified Employees

This checklist is designed to assist you in the completion of most of your forms. Some forms need to be completed in person in Human Resources and they are noted in this packet.

Required Forms

I-9 Form:

PLEASE NOTE: Paychecks cannot be processed until an I-9 form is completed.

The U.S. Immigration Reform and Control Act of 1986 requires that all new employees provide identity and work eligibility evidence.

You must provide one of the following to the Office of Human Resource Administration within three days of your employment:

- ▶ A United States Passport
- ▶ A Certificate of U.S. Citizenship or Certification of Naturalization
- ▶ An unexpired foreign passport with attached employment authorization
- ▶ A Resident Alien Card, Alien Registration Receipt Card, Temporary Resident Card, or Employment Authorization Card (the document must contain a photo ID)

If you do not have any of the above-listed documents, one from each of the following two lists will meet the requirement:

<ul style="list-style-type: none">▶ A State driver's license or State issued identification card containing a photograph. If it does not contain a photograph it must list identifying information such as name, date of birth, sex, height, color of eyes and address▶ A U.S. Military Card	<ul style="list-style-type: none">▶ A Social Security Card other than one marked "Not Valid for Employment"▶ An original or certified copy of a birth certificate issued by a state, county, or municipal authority bearing a seal▶ An employment authorization document issued by the Immigration and Naturalization Service
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Non-Classified Application Form For Employment – (USP 17)

Please complete the enclosed form.

Criminal Background Verification

URI has partnered with HireRight to conduct national pre-employment background screening for all new hires.

Please note that you will receive an e-mail from Human Resources instructing you to sign in and provide pertinent information in order for HireRight to conduct a national background check. (The sign-on and password information will be provided to you in the e-mail.)

Once you have signed on and provided the required information, HireRight will complete the background investigation and report back to Human Resources. Employment is not final until Human Resources receives and approves a review of the background check.

Drug Free Work Place Policy Acknowledgement

(CS-387C) Acknowledges that you received and read the drug-free work place policy.

Bar of Claims Form: (CS-386) Documents your workers' compensation history.

W-4 Form: Indicates the number of exemptions you wish to claim for federal and state taxes.

Employee Photo Identification Card

You may obtain an Employee Photo ID Card from the Campus Access Office, room 216, in the Memorial Union upon HR's receipt of your approved appointment form. Once you have your employee ID card, you may then obtain a parking pass from Parking Services at 44 Lower College Road.

Benefits

If you fail to complete the benefit forms within 30 days of your hire date you will be ineligible for any benefits including health, dental, vision, life insurance, etc. until the next annual open enrollment.

Health Insurance

The State of Rhode Island offers to its eligible employees and their dependents medical and prescription coverage. Employees pay a co-share toward their health coverage. All covered dependents must have a social security number.

UnitedHealthcare serves as the State's **Employee Assistance Program** and **Care24 services**. Contact them at 1-866-869-6358 whether you need assistance in finding a doctor or coping with life's challenges.

Medical coverage is with **UnitedHealthcare**, dental coverage is with **Delta Dental**, and vision coverage is with **Vision Service Plan (VSP)**. Complete the enclosed health application by checking off the plan(s) desired. The health application needs to be completed even if you are waiving medical coverage.

Important

- Notify Employee Benefits within **60 days of your marriage date**. A copy of your marriage certificate must be provided.
- Notify Employee Benefits within **30 days of birth or adoption**. Supply a copy of the hospital discharge papers / or court document. You must also supply us with the child's social security number as soon as it is acquired.

You will be required to wait until the next annual open enrollment to add any dependent if you miss the specified time periods listed above.

Waiving Medical Coverage

- As a new hire, you can elect to waive the State of Rhode Island sponsored medical plan by providing proof of coverage.
- By waiving your medical coverage you are still eligible for dental and vision coverage for you and your dependents.
- Waivers can only be **rescinded** during **open enrollment**, or a **Change in Family Status**.
- In lieu of State of Rhode Island medical coverage a waiver reimbursement is paid to the employee in a separate check each December.

Domestic Partner / Common Law

An Affidavit of Domestic Partnership, or Common Law, and the Dependent Declaration form, are available from URI Employee Benefits or from our website. Employees who are at least 18 years old, eligible for health coverage, and meet the requirements for domestic partnership may apply. Read the information on our website regarding the federal tax laws that apply to domestic partnership.

Call 874-9054 to set up an appointment to enroll as a domestic partner or common law.

VSP – Vision Service Plan

Vision Service Plan (VSP) is designed to provide for an annual regular eye exam, and benefits toward vision care expenses, including eyeglasses or contacts for both employees and eligible dependents. Simply provide your social security number to a **participating** VSP eye care provider.

Delta Dental

Delta Dental provides comprehensive dental benefits with a broad provider network. Simply present your Delta Dental membership card (which may take 4 to 6 weeks to receive) to a **participating** dentist. Basic services are covered in full at participating dentists and are covered up to the allowance at non-participating dentists. There is no annual deductible, and the annual allowance is \$1200 per individual.

Orthodontic services have a separate \$850 lifetime maximum for **dependent children under age 19**.

Retirement

RI Board Of Governors for Higher Education (RIBGHE) 403(b) Retirement Program

After a two year waiting period*, you are eligible to participate in this retirement program if you are a faculty or staff employee on a continued appointment with a workload of at least 20 hours per week (or 17.5 for faculty), and more than six months in duration. Grant-funded faculty and staff whose grant is expected to be a period of one year or more are included.

Temporary employees replacing faculty or staff on leave or other adjunct employment, visiting professors, assistant visiting professors, temporary clinical faculty, non-union teaching positions, post docs, non-union lecturers, etc. are not eligible for retirement.

- ▶ Active members of the Employees Retirement System of RI (ERSRI) may elect to remain in ERSRI. This decision must be made within 60 days of becoming eligible for participation in the 403(b) retirement plan.

Once you become eligible to participate in the retirement plan, your contribution will be a minimum of 5% of your biweekly salary. URI will contribute 9%, and all monies will be directed to your individual retirement plan.

*The two-year waiting period may be waived if you meet one of the following conditions.

- ▶ You have a fully vested, fully funded 403(b) or 401 (a) account that was issued under the terms of an institutional retirement plan **to which employer contributions were made**.
- or
- ▶ You have five years of experience in your field, **not including work done while a graduate student**, and you are **at least 30 years of age**.

Call Employee Benefits with any eligibility questions. If eligible for retirement, complete the paperwork within 30 days from your date of hire. Failure to complete and return the necessary documents within 60 days of hire will result in a waiver of eligibility until you have completed two years of service.

- ▶ **Please Note:** If you are required to serve the standard two-year waiting period and are eligible for other benefits, you can make tax-deferred contributions to a Group Supplemental Retirement Annuity (GSRA). Only employee contributions are made to this account. There is no contribution from the University.

Board of Governors (RIBGHE) Medical Retirement Plan

The Board of Governors (BOG) has established a health care insurance coverage plan for employees participating in the BOG 403(b) Alternate Retirement Plan. Employees retiring after June 30, 2008, who are at least 65 years of age, shall receive the Post 65 Medicare supplemental coverage based on number of years of service. Participating employees will be subject to a mandatory payroll deduction. The Benefits representative will confirm your participation.

Group Long-Term Disability Insurance

Non-classified employees who meet the eligibility requirements for participation in a retirement program are insured for this benefit **after one year of employment**.

The one-year waiting period may be waived if

1. you were insured under a prior employer's group long-term disability insurance policy within three (3) months before your hire date, and
2. that policy provided income benefits for five (5) or more years of disability.

Written proof from your previous employer of prior similar coverage, along with your termination date, is required in order to waive the one-year waiting period. The Benefits representative will supply you with this form.

Basic and Supplemental Group Term Life Insurance

Eligible employees may purchase basic and supplemental life insurance through payroll deduction. The coverage is offered by Aetna Life Insurance and employees pay the full cost for both basic and supplemental coverage. Eligible employees are automatically enrolled in the basic group life insurance and premiums are payroll deducted unless the Employee Group Life Insurance Form indicating an election to **waive** coverage is submitted.

Employee coverage of one times earnings of basic life insurance, up to a maximum of \$150,000, and an additional amount of one times earnings of supplemental life insurance, up to a maximum of \$150,000, is available.

Waiver of Group Life Insurance

Remember, if you do not want Basic Group Life Insurance, **you must** check off the waive box and submit the enclosed application; otherwise deductions are automatically made from your paycheck and are not refundable.

Legal Insurance

Hyatt Legal offers a variety of legal services covered in full or part, including adoption, wills, immigration assistance, guardianship, power of attorney, debt collection, divorce, name change, etc. This benefit is available at nominal fee per pay period.

FSA – Flexible Spending Account for Medical and Dependent Care

The state offers both a medical and a dependent care flexible spending account option to employees as a way to decrease out of pocket expenses for medical and dependent care expenses. Under a provision of the Section 125 tax law, employees are allowed to payroll deduct a portion of their gross income on a pre-tax basis for the payment of their medical and dependent care expenses. Using pre-tax dollars to pay for out of pocket medical and dependent care expenses can reduce your costs by 30% or more depending on your tax bracket. . These are "use it or lose it" benefits so estimate carefully what your out-of-pocket expenses may be so that you do not forfeit any unused funds.

Electronic Payroll Savings with TreasuryDirect

TreasuryDirect is a web-based system that allows investors to establish accounts to buy, hold and manage Treasury securities online. You can purchase electronic Series EE and I Savings Bonds, Treasury bills, notes, etc. Ask the Benefits Rep for a payroll direct deposit form once you've set up your account at the TreasuryDirect web site.

AFLAC

The AFLAC 125 Flexible Plan is a pre-tax program that is an IRS approved tax exemption. This plan is designed so you can pre-tax certain benefit premiums, including

- ▶ Cancer protection
- ▶ Short-term disability (available to employees working 30 or more hours per week),
 - premiums can be either pre-tax or after-tax

A representative from AFLAC will assist you with information and prices when you complete the enclosed AFLAC fax form.

Group Supplemental Retirement Annuities (GSRA) 403(b)

You are eligible to contribute to a group supplemental (voluntary) retirement annuity which allows you to reduce your taxable income and create additional savings for retirement. You can choose one of the following companies: TIAA/CREF, VALIC or MetLife.

Deferred Compensation - 457 Plan

A deferred compensation plan allows you to reduce your taxable income and create additional savings for retirement. You can choose one of the following companies: TIAA-CREF, ING or VALIC. Contact Pat Victoria at 874-2921 for more information.

CollegeBoundfund

Employees who are eligible for benefits can participate in the 529 CollegeBoundfund plan through payroll deduction. CollegeBoundfund is **not** pre-taxed. Benefits include tax-exempt growth, tax-free withdrawals, no income limits, low minimum investment, the ability to change beneficiary, and acceptance to all accredited colleges, universities, vocation and trade schools across the country. Enrollment packet is available from Employee Benefits.

Tuition Waiver

Full time employees and their dependents may be eligible for a tuition waiver of the general fee for courses taken at URI, Rhode Island College, and the Community College of Rhode Island. Registration, lab, health fees, and books, etc. are the responsibility of the employee or dependent. Contact Dawn Smith at 874-5567 with specific qualifying questions.

Direct Deposit

Your biweekly paycheck can be electronically transferred to the financial institution of your choice. Activation for direct deposit takes three pay periods to process.

Workers Compensation

In the event that you are involved in an accident or other emergency while on campus, you must have your supervisor fax over a 24-Hour WC Notification form to 874-5530 in HR, and then complete the URI Injury/Incident Report which needs to be completed by the employee and signed off by the supervisor. Original form is forwarded to HR as soon as possible.

E-Mail

Once you have been issued an Employee ID, it is recommended that you obtain an e-mail account through e-campus.

<http://www.uri.edu/its/communications/email.guide.html>

Listserv

You can receive important emails from HR by supplying your email address to HR. Contact Paula Murray at pmurray@uri.edu to be added to our listserv.

Attend New Employee Orientation

Orientations are held every other month in the Memorial Union, Lower College Road. You will be contacted by Human Resources with a date to attend this very informative session. Presenters include representatives from Human Resources, Police/Security, Media and Technology Services, and Affirmative Action.

Ask questions

If you have questions regarding your work hours, lunch time, where the restrooms are, the break room, is there a dress code, who do I notify if I am late or sick... ask your supervisor. He/she will be happy to supply you with all the details regarding your job.

Special Offers for URI Employees

Local and regional merchants and organizations, including the Ryan Center, provide URI Employees with discount and special promotional offers. Visit our website for more details. www.uri.edu/hr/whatsnew

URI Child Development Centers

URI Child Development Centers offer preschool and kindergarten programs for children ages 3 to 6 years. The Department of Human Development and Family Studies operates at two locations to provide settings for observation, participation, and research focused on young children and their families. One Center is located on the Kingston Campus, and the other is located at the Alan Shaw Feinstein CCE in Providence.

SPECIAL NOTE

All Non-classified employees (except faculty) are on probation for the first 12 months of employment in their new position. Formal evaluation sessions will be held after 6 months to review and provide feedback on performance, and identify ways to improve performance where needed, and again at 12 months, to determine if the employee will be retained. An employee whose job performance is considered unsatisfactory will not be allowed to complete his/her probationary period.

Disclaimer:

The information here, as well as on our web site, is provided as a public service by URI. We have attempted to be as accurate as possible. However, we make no claims, guarantees or promises about the accuracy and are not responsible for errors or omissions as changes occur frequently. Although every possible effort is made to keep the content here and on our web site accurate URI is not in any way liable for any information or any interpretation by a user. The user assumes the risk of verifying any information by contact a Human Resources representative