

# THE UNIVERSITY OF RHODE ISLAND

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, or Christine Charles at 401.874.5267, to schedule an appointment as soon as possible in order to expedite the processing of your paycheck and benefits. After meeting with Leslie or Christine 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.

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.

If your dependent child is over 19 and a student you must supply documented proof of enrollment in school. An affidavit will be supplied to you when you meet with the Benefits representative. With proof, your dependent student can be covered for medical by being enrolled in at least 2 courses (or 4 credits), but must be enrolled full time to keep the dental and vision coverage.

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. You also will not be permitted to change or drop your pre-tax paid coverage during the benefit year, unless you have a qualifying change in status.

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](mailto:pamelasherman@uri.edu)

Visit our website at [www.uri.edu/hr](http://www.uri.edu/hr)

# Welcome to the University of Rhode Island

## URI is an e-verify employer

### 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 at the Office of Human Resource Administration and they are noted in this packet.

### Required Forms

#### **Non-Classified Application Form For Employment** – (USP 17)

**I-9 Form:** 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 photograph of the individual)

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"><li>▶ 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</li><li>▶ A U.S. Military Card</li></ul>	<ul style="list-style-type: none"><li>▶ A Social Security Card other than one marked "Not Valid for Employment"</li><li>▶ An original or certified copy of a birth certificate issued by a state, county, or municipal authority bearing a seal</li><li>▶ An employment authorization document issued by the Immigration and Naturalization Service</li></ul>
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**PLEASE NOTE: Paychecks cannot be processed if an I-9 form is not completed.**

#### **Criminal Background Check Release Authorization Disclaimer**

Photo identification with date of birth must accompany this Disclaimer along with a personal check or money order for \$5.00 made payable to Rhode Island Bureau of Criminal Identification.

#### **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.

#### **Temporary Identification Card**

A temporary ID card will be provided to you so that you can obtain a permanent photo ID Card from the Campus Access Office, Room 216 in the Memorial Union. Staff and faculty can then obtain a parking sticker from Parking Services at 44 Lower College Road.

## Health Insurance Information

[www.uri.edu/hr/benefits/](http://www.uri.edu/hr/benefits/)

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

### Health Insurance

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

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

### Important

- Notify Employee Benefits within **60 days of your marriage date** and supply a copy of your marriage certificate.
- 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.**

- You and your dependents have the same level of coverage. Dependents include your spouse and any unmarried dependent children.
  - Unmarried dependent children are covered through the end of the year in which they turn 19,
  - or to age 25 if a student (part-time for medical, full-time for dental)

### Waiving Health Coverage

- As a new hire, you can elect to waive State of Rhode Island sponsored health coverage by providing proof of medical coverage.
- Waivers can only be **rescinded** during **open enrollment**, or **Change in Family Status**.
- By waiving your medical health coverage, you are still eligible for dental and vision coverage for you and your dependents.
- In lieu of State of Rhode Island medical coverage a waiver reimbursement of \$2002 (minus taxes) is paid each December. (This is approximately \$77 for each pay period that coverage is waived.)

### Domestic Partner

An Affidavit of Domestic Partnership or Common Law, and a Dependent Declaration form, are available from URI Employee Benefits or 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.

### 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 Account.

\*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) account (or a 401(a)) 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. All participating employees will be subject to a mandatory payroll deduction. The Benefits representative will confirm your participation. 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.

## **Lifewatch Employee Assistance Program (EAP)**

EAP provides free services to employees and their families who need information, assessment and referral to counseling and treatment resources. This service is available by contacting Lifewatch at 1-800-333-6228, or call Laura Kenerson, director of personnel services, at (401) 874.5567.

### **Basic Group Life Insurance**

Accidental death and dismemberment group **term** insurance is available. Rates are available at our website as well as on the form in your new hire packet. Premiums are automatically deducted from your biweekly paycheck unless you submit a waiver form at the time you complete your new hire paperwork. It is important to complete the application whether you are enrolling or waiving coverage.

### **Supplemental Group Life Insurance**

This extended life insurance coverage provides an additional one times your salary. The cost varies according to age. Rates can be viewed at our website or on the enclosed application information.

### **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.

### **FSA – Flexible Spending Account**

Both a medical, and a dependent care flexible spending account, is available 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.

### **TIAA Group 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.

### **Legal Insurance**

Signature Legal Care offers a variety of legal services covered in full or part, including adoption, wills, leases, promissory notes, criminal defense, immigration/naturalization, guardianship, juvenile court, trusts, motor vehicle license suspension, power of attorney, living wills, estate closing, debt collection, divorce, name change, and lawyer office work.

### **United States Savings Bonds**

Both EE and I Bonds are available through payroll deduction. When the purchase price of your bond is reached, the bond will be mailed directly to your home. For more information visit our website.

### **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 contact 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 retirement annuity which allows you to reduce your taxable income and create additional savings for retirement if you are not eligible for a Retirement Annuity. You can choose one of the following companies: TIAA/CREF, AIG or ING.

### **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: Fidelity, ING or AIG/VALIC. Visit 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 by calling 874-9054.

### **Tuition Waiver**

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

### **Direct Deposit**

Your biweekly paycheck can be electronically transferred to the financial institution of your choice, and takes three pay periods to process.

### **Special Offers for URI Employees**

Local and regional merchants and organizations, including the Ryan Center, provide URI Employees with discount and special promotional offers.

### **URI Child Development Centers**

The University of Rhode Island's Child Development Centers offer preschool and kindergarten programs for children ages 3 to 6 years. The Department of Human Development and Family Studies operates the program at two locations to provide settings for observation, participation, and research focused on young children and their families. The original Child Development Center is located on the Kingston Campus, and the Dr. Pat Feinstein Child Development Center is located at the Alan Shaw Feinstein College of Continuing Education in Providence. Visit [www.uri.edu/hss/hdf/cdc/](http://www.uri.edu/hss/hdf/cdc/)

### **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.