



**Department of Family Medicine and Community Health  
New Employee Orientation  
Graduate Assistants**

# **Welcome to the Department of Family Medicine and Community Health!**

## **Orientation Includes**

- Information regarding payroll and benefits available to Graduate Assistants
- New Employee Orientation Checklist Instructions
- Policies



## Department of Family Medicine and Community Health New Employee Orientation

The **VISION** of the UW Department of Family Medicine and Community Health is Inspiring health and wellness in patients, communities, and ourselves.

The **MISSION** of the UW Department of Family Medicine and Community Health advances health and well-being by caring, teaching, discovering, leading, and connecting.



## Department of Family Medicine and Community Health New Employee Orientation - Payroll & Parking Information

- **W4**
  - Complete and turn in today
  - <https://uwservice.wisc.edu/docs/forms/pay-employee-withholding-a.pdf>
  - Fax to payroll at (608) 262-1215
- **Direct Deposit**
  - Complete direct deposit form today. Contact payroll office or complete a new form electronically:
  - <https://uwservice.wisconsin.edu/docs/forms/pay-direct-deposit.pdf>
  - Fax to payroll at (608) 262-1215
- **Parking & Transportation Options (Madison Employees)**
  - Sign up for parking at St. Mary's
  - Bus Pass
  - Van pool
  - Community car
  - Shuttle from Dean
  - Campus Parking Lots
  - <http://transportation.wisc.edu/>
- **MyUW**
  - Please log in to MyUW and update the following fields
  - Emergency Contact
  - Personal Email
  - Cell Phone Number

## Department of Family Medicine and Community Health New Employee Orientation - Human Resources

### Badges and IDs

- UW – Wiscard
  - All students & faculty/staff
  - Wiscard office located at Union South (contact office before going to be sure they have appropriate info. in the system (608) 262-3258)
  - Uses--Bus Passes, libraries, recreation facilities, computer labs
  - More information on Wiscard website at <http://wiscard.wisc.edu/>
- UW Health/St. Mary's
  - UW Health
    - Contact UWHC Security Office in advance
  - St. Mary's
    - St. Mary's Security should be contacted in advance to obtain ID card





## Department of Family Medicine and Community Health New Employee Orientation - Human Resources

### On-line I-9 work authorization

- General rule is that **all new hires** need to complete an I-9 verification of employment form. However, it will not be necessary for you to complete an I-9 form if:
  - You have a new appointment within the same department with no break in service;
  - You have a zero dollar (unpaid) appointment;
  - You are an individual on a scholarship or fellowship with any of the following titles: (1) Postdoctoral fellow (X10NN), (2) Postdoctoral trainee (X30NN), (3) Graduate intern trainee (X75NN), (4) Fellow, (5) Scholar, or (6) Advanced opportunity fellow
- Section 1 of the I-9 form is completed online by the employee on or before first day of employment. If you have not already completed an on-line I9, you must do so now by following the directions in the email sent to you
- Present your documentation to HR; HR will then complete Section 2 of the on-line I9 form



## Department of Family Medicine and Community Health New Employee Orientation - Benefits

### BENEFITS INFORMATION

- 30 Days to enroll in most benefits (many benefits do not have other open enrollment opportunities)
- All benefit applications are available online at <http://www.ohr.wisc.edu/benefits/forms-publications.aspx>
- More Information located (including information on premiums, domestic partnerships and imputed income) at [www.bussvc.wisc.edu/ecbs/ecbs.html](http://www.bussvc.wisc.edu/ecbs/ecbs.html)
- Open enrollment each fall for health (HMO change, update coverage etc., newly enroll)
- Open enrollment each fall for other benefits (varies each year)
- All premiums are taken by payroll deduction, some premiums are taken on a pre-tax basis
- Updated benefits information available at <http://www.bussvc.wisc.edu/ecbs/benefits/newemp-introduction-reg.html>
- Questions and completed insurance applications can be directed to June Daws



## Department of Family Medicine and Community Health New Employee Orientation - Benefits

### Benefit Summaries

- Graduate Assistant
  - <https://www.wisconsin.edu/ohrwd/benefits/download/summaries/grad.pdf>



## Department of Family Medicine and Community Health New Employee Orientation - Benefits - Enrollment Opportunities

### LIFE EVENTS

- Contact your payroll and benefits coordinator within 30 days of a life event. You only have 30 days following a life event to change/enroll in the majority of benefits. Examples of life events:
  - Marriage or divorce
  - Begin or end a domestic partnership
  - Birth, adoption, guardianship of a child (60 days to enroll)
  - Termination of employment
  - Disability
  - Change in employment status
  - Move
  - Spouse, dependent child, domestic partner death
- More info: <https://www.wisconsin.edu/ohrwd/benefits/famchng/>





## Department of Family Medicine and Community Health New Employee Orientation - Benefits - Enrollment Opportunities

### IT'S YOUR CHOICE

- During the It's Your Choice enrollment and change period you can make changes to your existing insurance policies or add new coverage for the following calendar year
- This is the only time during the year when you are eligible to make benefit plan changes unless you have a life event (marriage, birth, divorce, etc.) that allows you to add or change benefits
- It's Your Choice enrollment and change period typically takes place during several weeks each October for January 1 coverage



## Department of Family Medicine and Community Health New Employee Orientation - Benefits - Health

### HEALTH INSURANCE

- Five HMO's available in Dane County: Unity, Physicians Plus, GHC, Dean,
- HMO's vary by county of residents.
- Uniform Premiums
- All have built in dental plan; two cleanings per year and preventive maintenance & built in vision plan; one eye exam per year
- Access Plan (non HMO) available; does not include built in dental or vision plans
- Prescription coverage through Navitus
- 10% co-insurance for non-preventive services
- Must enroll within 30-days of start date. (If initial enrollment opportunity is missed can enroll during the fall for select plans)
- Completed application must be returned whether or not you choose to enroll



## Department of Family Medicine and Community Health New Employee Orientation - Benefits - Health

### HEALTH INSURANCE PREMIUMS

- **IYC Health Plan**
  - With Dental
    - \$45.50 Single, \$113.50 Family
  - Without Dental
    - \$42.50 Single, \$105.50 Family
  
- **IYC Access Plan**
  - With Dental
    - \$134.50 Single, \$336.00 Family
  - Without Dental
    - \$131.50 Single, \$328.00 Family



## Department of Family Medicine and Community Health New Employee Orientation - Benefits - Health

### HEALTH INSURANCE DEDUCTIBLES AND CO-PAYS

#### Annual Medical Deductibles

- \$250 individual, \$500 family

#### Visit Co-pays

- \$15 per visit for primary care office visits
- \$25 per visit for specialty care office visits
- Visit co-payments are not subject to the deductible, but do apply to the annual out of pocket limit



## Department of Family Medicine and Community Health New Employee Orientation - Benefits - Health

### HEALTH INSURANCE ANNUAL OUT-OF-POCKET LIMITS

#### Annual Medical Out-of-Pocket Limits

- \$1250 individual, \$2500 family

#### Applicable to Out-of-Pocket

- Annual Deductible
- Co-pays
- 10% Co-insurance



## Department of Family Medicine and Community Health New Employee Orientation - Benefits - Health

### **PRESCRIPTION DRUG COVERAGE through Navitus**

#### **Co-payments/Co-insurance**

- All IYC Health Plans
  - Level 1 - \$5
  - Level 2 - 20% (\$50 max)
  - Level 3 - 40 % (\$150 max)



## Department of Family Medicine and Community Health New Employee Orientation - Benefits - Health

### FEDERAL HEALTH INSURANCE MARKETPLACE

Beginning in 2014, the Affordable Care Act (ACA) requires nearly everyone to obtain health insurance for themselves and their dependents or pay a penalty when filing their tax returns. The Health Insurance Marketplace is a new option for people to obtain health insurance. You are not required to take action if you currently have health insurance.

The Marketplace has no impact on your coverage under the State Group Health Insurance plan offered at the UW. However, those who are not eligible for health insurance through their employment at the University of Wisconsin may want to consider coverage offered through the Marketplace.

If you have questions about your eligibility for health insurance through your employment, contact Madison Benefits Services by email: [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu) or by phone: (608) 262-5650.



## Department of Family Medicine and Community Health New Employee Orientation - Benefits - Dental

### SUPPLEMENTAL DENTAL OPTIONS

- Supplemental Dental Insurance available  
Options:
  - ✓ ***Dental Wisconsin***
    - Vendor: *Delta Dental*
    - Underwritten by *EPIC Life Insurance Company*
  - ✓ ***EPIC Benefits+ Plan***
- Supplemental to basic coverage built into health insurance-for fillings, crowns, etc.





## Department of Family Medicine and Community Health New Employee Orientation - Benefits - Vision

### SUPPLEMENTAL VISION OPTION

- Offered through VSP (Vision Service Provider)
  - Guaranteed during fall open enrollment
  - Helps cover cost of frames, contacts or lenses through VSP approved provider (\$25 material co-pay)
  - If approved will help cover cost of laser vision correction surgery
- EPIC Benefits + (optional vision coverage)



## Department of Family Medicine and Community Health New Employee Orientation - Benefits Flexible Spending Accounts

### **FLEXIBLE SPENDING ACCOUNTS**

- Flexible spending plans, one for medical and one for dependent care needs
- IRS maximum set for each account
  - \$2,550 maximum medical reimbursement
  - \$5,000 maximum dependent care
- Must re-enroll each year
- For medical reimbursement, money set aside per calendar year not used by December 31 can be carried over for one year, up to \$500.
- Money can be used to reimburse co-insurance costs, deductibles and co-pays



## Department of Family Medicine and Community Health New Employee Orientation - Benefits - Life Insurance

### LIFE INSURANCE

#### Two Plans Offered:

- **Individual & Family Group Life Insurance**
  - Vendor – Minnesota Life Insurance Company
  - Group term life insurance
  - Maximum employee coverage is \$300,000, \$150,000 for spouse/domestic partner, and up to \$25,000 per child
  - Can be converted to individual policy upon termination
- **UW Employees Inc. Life Insurance**
  - Vendor – Minnesota Life Insurance Company
  - Provides employee-only decreasing term life insurance
  - Coverage amount based on age



**Department of Family Medicine and Community Health**  
**New Employee Orientation - Benefits**  
**AD&D Insurance**

## **Accidental Death/Dismemberment (AD&D) Insurance**

- Plan protects against losses resulting from a covered accident
- May select a coverage amount up to \$500,000-Premiums based on coverage level
- Includes Zurich Travel Assist® - Comprehensive travel assistance program providing benefits & services while traveling 100 miles or more from your residence
- Can enroll at any time during employment



## Department of Family Medicine and Community Health New Employee Orientation - Benefits - Beneficiaries

### BENEFICIARIES

- A beneficiary is a person(s) or any legal entity such as an estate or trust, that you specifically name to receive benefits payable upon death (life insurance, tax deferred retirement savings account...)
- If you do not file designation, benefits payable per Standard Sequence
- Most beneficiary designations available online:  
<https://uwservice.wisconsin.edu/benefit-plans/beneficiary-designation/>
- Each benefit plan has a separate beneficiary designation.
- Mail beneficiary designations directly to the address listed on the form
- It is important to keep your beneficiary designations up-to-date. Always complete a new designation when you have a life event (birth, death, divorce, marriage, change in domestic partnership, etc.)



## Department of Family Medicine and Community Health New Employee Orientation - Benefits - Retirement

### Retirement Options

- **Tax Sheltered Annuity 403(b) Program (TSA)**
  - Voluntary supplemental retirement savings program which allows you to invest pre-tax income & defer taxes on savings.
  - Can contribute up to \$18,000/calendar year under 50 (in 2017)
  - Can contribute up to \$24,000/calendar year over 50 (in 2017)
  - No employer contribution
  - No deadline to enroll
  - If leaving the UW your money can be rolled into another employers qualifying retirement account, IRA, etc.
  - Catch up clause
  - Post-tax Roth Option
  - Can make changes any time
  - Must use approved vendors



## Department of Family Medicine and Community Health New Employee Orientation - Benefits - Retirement

### Retirement Options

- **Wisconsin Deferred Compensation (WDC)**
  - Voluntary supplemental retirement savings program which allows you to invest pre-tax income & defer taxes on savings.
  - Can contribute up to \$18,000/calendar year under 50 (in 2017)
  - Can contribute up to \$24,000/calendar year over 50 (in 2017)
  - Deferred Compensation Board responsible for selecting & monitoring investment options
  - No employer contribution
  - No deadline to enroll
  - If leaving the UW your money can be rolled into another employers qualifying retirement account, IRA, etc.
  - Post-tax Roth Option
  - Can make changes any time



## Department of Family Medicine and Community Health New Employee Orientation - Employee Assistance Office

### EMPLOYEE ASSISTANCE OFFICE

The University of Wisconsin established the Employee Assistance Office to assist faculty and staff with maintaining and enhancing both their personal and professional lives. They offer services to promote emotional well-being, as well as respectful and productive work environments.

Employee Assistance Office: <http://eao.wisc.edu/>





## **Department of Family Medicine and Community Health New Employee Orientation - ADA Accommodations**

### ADA ACCOMODATIONS

It is the policy of the School of Medicine and Public Health to provide reasonable accommodation for qualified employees with disabilities. If you need accommodations to perform the essential functions of your position, please contact either your supervisor, or the School of Medicine and Public Health Division Level Representative, Anne Mekschun, 608-265-5597.



## Department of Family Medicine and Community Health New Employee Orientation - Driver's Authorization

### DRIVER'S AUTHORIZATION

In order to be covered by the State's Liability Protection while driving on university business, all prospective drivers must complete the appropriate driver authorization request form. All drivers must be approved through Risk Management, regardless of whether you are driving your personal vehicle, a Car Fleet or DOA vehicle, or a rental vehicle.

Completion of the driver's authorization form is mandatory. This can be completed online if you have a Wisconsin Drivers license. Driver's authorization form can be found here: [http://www.bussvc.wisc.edu/risk\\_mgt/drivetable.html](http://www.bussvc.wisc.edu/risk_mgt/drivetable.html)



## Department of Family Medicine and Community Health New Employee Orientation - Caregiver Background Check

### CAREGIVER BACKGROUND CHECK

Under the authority of Wisconsin Act 27, known as the Caregiver Law, background checks are required of licensed caregivers and others associated with health and child care facilities in Wisconsin including students receiving clinical training at these facilities. For more information about Wisconsin Act 27, please see the Wisconsin Department of Health and Family Services website

For more information please go to <http://www.dhfs.state.wi.us>



## Department of Family Medicine and Community Health New Employee Orientation - Policies

### Policies in online orientation checklist

(These policies will be reviewed in detail as you progress through the orientation checklist.)

- HIPAA Privacy and Security Training
  - <http://hipaa.wisc.edu/hipaa-training.htm>
- UWHC Safety and Infection Control Training
  - <https://elearning.uwhealth.org/login/index.php>
- Flu Vaccination
  - <http://intranet.med.wisc.edu/annual-influenza-vaccination-information/41796>
- Consensual Relations
  - <http://www.oed.wisc.edu/sexualharassment/consent.html>
- Dress Code and Appearance Policy
  - [https://www.waisman.wisc.edu/cedd/Student\\_Postdoc\\_Opportunities/pdfs/UW-Health-Dress-Code-and-Appearance-Policy-07.01.11.pdf](https://www.waisman.wisc.edu/cedd/Student_Postdoc_Opportunities/pdfs/UW-Health-Dress-Code-and-Appearance-Policy-07.01.11.pdf)
- Drug-Free Schools and Communities Act of 1989
  - <https://insideuw.wisc.edu/newsletter/around-campus/uw-madison-compliance-with-the-drug-free-schools-and-communities-act/>
- Inclement Weather
  - <http://www.ohr.wisc.edu/polproced/UPPP/1604.html>
  - [http://www.ohr.wisc.edu/polproced/CPPP/cppp\\_chapter16-04.pdf](http://www.ohr.wisc.edu/polproced/CPPP/cppp_chapter16-04.pdf)
- IT Policies – Appropriate Use Policy
  - <https://it.wisc.edu/about/office-of-the-cio/it-policies>



## Department of Family Medicine and Community Health New Employee Orientation - Policies

### Policies in online orientation checklist

(These policies will be reviewed in detail as you progress through the orientation checklist.)

- Nepotism
  - <http://www.ohr.wisc.edu/polproced/uppp/1502.html>
- Outside Activities
  - <https://research.wisc.edu/respolcomp/coioar/>
- Sexual Harassment
  - <http://www.oed.wisc.edu/sexual-harassment-information.htm>
- Smoke Free Policy
  - <https://www.vc.wisc.edu/documents/Smoke-FreePolicy5-1-16.pdf>
- UW-Madison Telephone Usage Policy
  - <https://kb.wisc.edu/itpolicy/cio-telephone-usage-policy>

**In an effort to provide updated information on a regular basis, we will send out a yearly reminder that our department policies can be found at: <https://inside.fammed.wisc.edu/documents/tcs/52>**



## Department of Family Medicine and Community Health New Employee Orientation

Individual computerized Section of New  
Employee Orientation

Link:

<https://pims.fammed.wisc.edu/surveys>

We are here for questions.



## Department of Family Medicine and Community Health New Employee Orientation

### **Questions or problems?**

Please contact your Payroll Coordinator:

June Daws 608-265-3660

[payroll.benefits@fammed.wisc.edu](mailto:payroll.benefits@fammed.wisc.edu)