Payroll/Benefits Overview for Graduate Students

Department of Chemistry
University of Wisconsin-Madison

Marc Willadsen, Payroll/Benefits
Char Horsfall, Human Resources
Payroll Information

Have you completed??:
- New Hire Forms/W-4
- Payroll Direct Deposit Form
- I-9 Identification
- If not, please see Marc (Rm 1124) by 8/23.

UW Madison Payroll Schedule
- Your first Fall check: October 1, $2187
- Guarantee= $2250/month
- Fall: $2187/month + $1000 Welcome Check
  - Academic Pay Period Calendar

Pay Statements: “Payroll Information” App in your MyUW Portal

Benefit Premium Deductions: Taken one month in advance from paycheck
- Your first paycheck – October 1st
- Benefits are effective - September 1st
- October 1st paycheck benefit deduction - pays for October benefits
- October 1st paycheck deduction is doubled to pay for Sept. benefits
“Welcome Checks”

When and how will I receive my welcome check?

- Welcome Checks are (sort of) an advance on wages for the fall semester
- Domestic Students:
  - Will receive eRefund or paper check from Bursar’s office (NOT payroll)
  - If you didn’t sign up for eRefund already, the Bursar’s office will send a paper check to the mailing address in your student record
  - Check your refund status in your student financial account
  - Payments should be made by August 31st
- International Students:
  - Likely will receive a payroll check – due to tax laws
  - Payments have been requested and are at the college approval level
  - Expected payment date: October 1, 2018 (complete your Glacier!)
  - We will try to keep you informed on the status of your payment.
Graduate Assistant Benefit Plans
Graduate Student Benefits

- **State Group Health Insurance**
  - Choice of 3 HMOs or 1 PPO: [Health Plan/Network Choices](#)
  - Includes [pharmacy benefits](#) for prescription medications
  - Can include Uniform Dental (preventative dental care)

- **VSP Vision**

- **Dental Wisconsin PPO and Select** (Supplemental Dental)

- **EPIC Benefits Plus** (Supplemental Dental and Vision Plan)

- **Life Insurance**
  - [Individual & Family (I&F)](#)
  - [UW Employees, Inc.](#)
  - [Accidental Death & Dismemberment (AD&D)](#)

- **Flexible Spending Accounts** (FSAs)*
  - Medical/Health and/or Dependent/Daycare

- **Supplemental Retirement programs** ([TSA 403b](#) & [WDC 457b](#))*

*only if salary/stipend is taxable, fellows, scholars, trainees do not qualify
How do I decide which benefits to choose??

Grad Benefits Seminars

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Monday, August 27, 2018</td>
<td>5:30 – 7:00 p.m.</td>
<td>Grainger, Morgridge Auditorium</td>
</tr>
<tr>
<td>Tuesday, August 28, 2018</td>
<td>2:00 – 3:30 p.m.</td>
<td>Helen C White Hall Room 6191</td>
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<tr>
<td>Wednesday, August 29, 2018</td>
<td>9:00 – 10:30 a.m.</td>
<td>Union South see Today in the Union</td>
</tr>
<tr>
<td>Thursday, August 30, 2018</td>
<td>10:00 – 11:30 a.m.</td>
<td>21 N Park St, Rooms 1106/1108</td>
</tr>
<tr>
<td>Thursday, August 30, 2018</td>
<td>2:30 – 4:00 p.m.</td>
<td>Babcock Hall Room 205</td>
</tr>
<tr>
<td>Friday, August 31, 2018</td>
<td>1:30 – 3:00 p.m.</td>
<td>21 N Park St, Rooms 1106/1108</td>
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New Graduate Student Resource Fair

• The New Graduate Student Resource Fair will be on Wednesday, August 29, 2018 from 11:00 a.m. - 1:00 p.m. at Union South.
• More information on the Resource Fair
• No registration is required for attendance
• Benefits staff will be onsite to answer questions.
Grad Benefits – Additional Resources

- **Benefits Videos**
  - [Grad NEBS Video](#) – recorded full-length New Grad Benefits Seminar
  - Can view video if the in-person seminar times don’t work for you

- **Benefits Enrollment Walkthrough**
  - Step-by-step tool for exploring benefits options and costs
  - **NOT** used for enrollment – for information only
  - At the end, you can print a summary of elections to use for enrollment

- **UW-Madison Grad Benefits Website**

- **Ask Alex** - Interactive benefits counselor

- **New Grad Employee Summary of Benefits**
What is the deadline to enroll as a new hire?

When is coverage effective?

If I don’t take benefits now, can I get them in the future?

- Online enrollment must be completed by **September 19, 2018**
  - Enrollment window closes at midnight, but no support after 4:00 p.m.

- Coverage is effective **September 1, 2018**

- Next benefits enrollment opportunity?
  - Annual Fall Open Enrollment period
    - Enrollment period is in October with coverage effective 1/1/2019
    - Not all insurance options are included every year
    - Life Insurance is not offered during open enrollment!
  - Loss of other coverage (i.e. age 26)
  - **Life Events** allow some changes to benefits
How do I enroll in benefits?

- Enroll through your MyUW portal under the “Benefit Information” App

- eBenefits Enrollment Instructions

- After enrollment, you’ll receive a confirmation email with a summary of elections.

- Be careful when choosing your coverages!
  - All UW systems insurance options are shown
  - Health insurance - with or without Uniform dental
  - Check your summary email the next day to verify correctness
  - Mistakes? Change your mind? See me/Marc by Sept. 19th
Other Info

Please update your address in your MyUW (Personal Info.)

International Students –

- You may have received an email about SHIP insurance.
- If you enroll in UW State Group Health Insurance, you do not need to enroll in SHIP insurance. State Group Health is better coverage and less expensive.
- SHIP waiver is automatic for fall incoming grad students—you do not need to complete a SHIP waiver if you enroll in State Group Health.
- GLACIER - follow instructions in emails to ensure proper taxation

Tuition Remission –

- Should have already been issued-check your account
- Segregated Fees – your responsibility, due December 7th
- Official Document Fee & International Student Fees

Who to contact with payroll/benefit questions?

Char Horsfall, Human Resources Specialist
chorsfall@wisc.edu Room 1120/262-5927

Marc Willadsen, Payroll/Benefits Specialist
mwillasen@wisc.edu Room 1124/265-9227
Questions?