



New Faculty RightStart / Benefits Orientation 2009

Who should attend? All new Tampa campus USF faculty members should plan to attend one of the sessions. Registration details are below.

Why attend? (1) To sign the paperwork required to get you on the payroll (this is called RightStart@USF) and (2) to get information about USF employee benefits, your options and how to enroll. New faculty members at USF St. Petersburg, USF Sarasota-Manatee and USF Polytechnic should check with their [local HR office](#) for orientation information.

When & Where?

- **Tuesday August 4** **College of Business Building, BSN 115**
 - RightStart 9:30 – 10:00 AM Benefits 10:00 AM – 12:00 noon
- **Wednesday August 5** **College of Business Building, BSN 115**
 - RightStart 9:30 – 10:00 AM Benefits 10:00 AM – 12:00 noon
- **Thursday August 6** **College of Business Building, BSN 111**
 - RightStart 1:30 – 2:00 PM Benefits 2:00 PM – 4:00 PM
- **Friday August 7** **College of Business Building, BSN 115**
 - RightStart 9:30 – 10:00 AM Benefits 10:00 AM – 12:00 noon

Please RSVP to MDFerrel@admin.usf.edu or (813) 974-2970.

RightStart new hire paperwork already completed? Attend just the Benefits session.

What to bring to RightStart orientation:

- Provide documentation that establishes your employment eligibility to work in the U.S. (in accordance with the Immigration Reform and Control Act of 1986). A list of acceptable documents for the I-9 form is attached.
- Provide your passport, I-94, visa and appropriate immigration support documents based on visa class, if you are a foreign national.
- Enroll in USF's Direct Deposit program which is a condition of employment at the university. A voided check or a deposit slip is needed in order to complete the enrollment forms. If you do not currently have a bank account established, HR can provide you with information on available options.

To enroll for Benefits, you'll need:

- Social security numbers of eligible dependents you intend to cover.
- Birthdates of eligible dependents.

If you enroll before 5:00 PM on August 31, 2009, your health and basic term life coverage will have an effective date of September 1. If you enroll during September, your coverage will be effective October 1. You will have sixty (60) days from the effective date of coverage to provide additional dependent documentation (marriage certificate, birth certificates, etc.).

Directions & Parking Information: Take Fowler Avenue to the main entrance of USF at Fowler and Leroy Collins Blvd. Turn north on Leroy Collins Blvd. The Campus Information Center (CIC) is on the right. Stop there to pick up your temporary courtesy parking tag, a map of the campus, directions to parking and information on how to purchase your regular USF parking permit.

LISTS OF ACCEPTABLE DOCUMENTS

LIST A		LIST B		LIST C
Documents that Establish Both Identity and Employment Eligibility	OR	Documents that Establish Identity	AND	Documents that Establish Employment Eligibility
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor or hospital record 12. Day-care or nursery school record 		<ol style="list-style-type: none"> 1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States 2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545</i>) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of a birth certificate issued by a state, county, municipal authority or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (<i>Form I-197</i>) 7. Identification Card for Use of Resident Citizen in the United States (<i>Form I-179</i>) 8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)



July 23, 2009

To: New Faculty
From: Benefits Department – Human Resources
Subject: **IMPORTANT MESSAGE ON HEALTH INSURANCE ELIGIBILITY DATE FOR NEW FACULTY MEMBERS HIRED IN AUGUST, 2009**

The Division of Human Resources would like to welcome you to the University of South Florida and wish you great success in your new faculty position. We are excited that you have decided to join the USF team and we believe that you will find the university to be a great place to work.

As a new faculty member, you are eligible to enroll in many benefit plans offered at the university. We encourage you to visit our HR website at <http://usf.edu/HR> to review benefits information. If you complete the enrollment paperwork and remit payment prior to 5:00 PM on **August 31, 2009**, your health insurance coverage can be effective as of **September 1st** upon request. If, however, you enroll in the month of September, your coverage will not be effective until October 1st. We wanted to be sure that you were aware of these important dates so that you could make an informed decision about the timing of your health insurance coverage based on your needs.

After completing orientation, you will be mailed a new enrollee benefits packet from People First, our Benefits Administrator. This packet outlines your benefit choices, and provides enrollment instructions for enrolling directly with People First online, by phone or by fax. Some employees prefer the option of completing the enrollment with the assistance of their appropriate HR Benefits Representative. However you choose to enroll, we recommend you attend one of the **New Faculty Benefits Orientation** sessions prior to enrolling in benefits. Please see the attached flyer for dates and times for these sessions.

The contact numbers for the HR Benefits Offices are:

USF Tampa	(813) 974-2970
USF St. Petersburg	(727) 553-4105
USF Sarasota-Manatee	(941) 359-4224
USF Polytechnic	(863) 667-7035
People First	(866) 663-4735

If you attempt to enroll with People First and are prevented from doing so, please contact your benefits representative immediately for assistance.

Please be aware that when you initially sign up for your health insurance with People First, the system may provide you with an effective date of October 1, 2009. To receive an effective date of September 1, 2009, you must request that date with People First prior to September 1, 2009.

Benefit plans will only begin at the first of a month. For health and basic life insurance only, to be eligible for a particular month's coverage you must work at least one day of the prior month and enroll into the plan before the coverage effective date. Supplemental plans have later effective dates. It will take approximately two to six weeks from the effective date of coverage to be able to use your insurance coverage without paying for the covered service and submitting claims for reimbursement.

Below are the bi-weekly and monthly rates for health insurance for **full-time** employees. If you are not a full-time employee, you will need to contact your Benefits Representative for premium rates.

<u>Coverage Level</u>	<u>Bi-Weekly Premium</u>	<u>Monthly Premium</u>
Standard Plan Individual	\$25.00	\$ 50.00
Standard Plan Family*	\$90.00	\$180.00
Health Investor High Deductible Plan Individual	\$ 7.50	\$ 15.00
Health Investor High Deductible Plan Family*	\$32.15	\$ 64.30

*Family coverage = 2 or more people.

Again, we want to stress the importance of a timely health insurance enrollment process to ensure that coverage is effective when you need it (either September 1st or October 1st). If you have any questions, please do not hesitate to contact your Benefits Representative.