Welcome to K-State!
Agenda

- GTA/GRA/GA Health Insurance
- Human Capital Services General Information
  - Payroll
  - Employee Self Service
  - General Benefits
  - Visas and Tax Treaties
Health Insurance

As a GTA/GRA/GA you are eligible for a reduced premium health insurance.

- Health Insurance is offered by the Kansas Board of Regents through United HealthCare
- GTA/GRA/GA – 0.5 FTE appointment
  - Any combo to equal 0.5 FTE
- Eligibility verified every semester:
  - Must enroll each semester if coverage is desired (Fall, Spring, Summer)
On-Line Enrollment Only

http://www.k-state.edu/hcs/benefits/health/gradhealth.html

https://www.uhcsr.com/k-state
Costs and Coverage Dates

Family/Spouse coverage available – See online book

<table>
<thead>
<tr>
<th>Semester</th>
<th>Enrollment</th>
<th>Coverage Dates</th>
<th>Grad Students (0.5 FTE Appointments)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>August 1 – 31</td>
<td>August 1 – December 31</td>
<td>$153.00 Dept pays $457 Total $610</td>
</tr>
<tr>
<td>Spring</td>
<td>January 1 – 31</td>
<td>January 1 – May 31</td>
<td>$153.00 Dept pays $457 Total $610</td>
</tr>
<tr>
<td>Summer</td>
<td>June 1 – 30</td>
<td>June 1 – July 31</td>
<td>$61.00 Dept pays $183 Total $244</td>
</tr>
</tbody>
</table>
Enroll *anytime* in enrollment month and coverage starts back on the 1st day of enrollment month

Enroll *later*, (but within 30 days of appointment), coverage starts from application date or appointment date. No discount in price for later enrollment.

**VISION and/or DENTAL** – Optional

APPLY IN FALL ONLY – additional info available on the website
Enrollment Process

1. Enrollment submitted through the online United system (do this as soon as you know you will be hired or, if continuing, at the very beginning of the semester)

2. ALL hiring paperwork must be completed (including SSN) and sent by the hiring department to Human Capital Services (HCS)

3. HCS will review paperwork/enrollment and approve the enrollment application (this CANNOT be done without ALL hiring paperwork)

4. After approval, United HealthCare will send an email to you asking for a direct payment. Enrollment is complete AFTER payment is made. The payment link expires 5 days after it is sent. (You cannot pay for GTA/GRA/GA coverage through your KSIS account)

5. International students will have the $610 fee for basic coverage removed from their account ONLY AFTER enrollment in the GRA/GTA/GA plan is complete (this includes direct payment to United HealthCare)

THIS PROCESS TAKES TIME
PLEASE BE ATTENTIVE TO YOUR RESPONSIBILITIES AND PATIENT!
Questions regarding Health Insurance

Questions for Human Capital Services

- Eligibility
- Process
- Verification

Email benefits@ksu.edu or call (785) 532-6277

Questions for United HealthCare

- Coverage
- Payment
- Claims

On-Line https://www.uhcsr.com/k-state or call 1-800-767-0700
United HealthCare website

Will need to set up a personal account to:
- Check on claims
- Update information
- Check on coverage
- If you call, tell them you are on GTA/GRA/GA plan
What to do When No Longer Eligible

Continuation Insurance

- Short Term – 90-day maximum
  - Form on UHC website
  - Send directly to UHC within 60 days to apply
  - Length – 90 days
  - $122.00 month x 3 months eligibility = $366.00

Regular Student Insurance

- Longer Term – if still in school
  - Continuing as a graduate student but no longer employed as GTA/GRA/GA
  - $610 semester (the total of both your premium and what the department paid)
  - Sign up online, just not as a GTA/GRA/GA
  - International students check with International Student and Scholar Services
  - Information on UHC Student Resource’s website.
Payroll Information

www.ksu.edu/hcs

HRIS/Employee Self Service

https://www.as.ksu.edu/HRIS/

Benefits

http://www.k-state.edu/hcs/benefits/overview/entitlements.html
Recording Hours of Work
Recording Hours of Work

**FLSA: Exempt Do Not Record Hours**

- Graduate Research Assistant
- Graduate Teaching Assistant

**FLSA: Non-Exempt**

- Graduate Assistant
Recording Hours of Work

- Record actual hours worked directly related to assigned hours for assistantship.
- Hours worked beyond the assigned time should be directly related to fulfilling the requirements for an advanced degree or career goals and are not recorded.
- Limitations over period of appointment:
  - .4 FTE = average of 16 hours/week
  - .5 FTE = average of 20 hours/week
Affordable Care Act (ACA) Hours Reported

Graduate Research Assistant & Graduate Teaching Assistant
- Hours applied to ACA eligibility is based on FTE
- 0.5 FTE = 20 hours per week
- GRAs & GTAs are limited to the hours associated with their FTE
- Can have additional student position to work additional hours

Graduate Assistants
- Hours applied to ACA eligibility based on hours reported and paid

Student Employees
- Hours applied to ACA eligibility based on hours reported and paid
IRS/FICA exemption rules:

- Limited to working **30 hours/week** when classes or finals are in session.

- **Immigration Policy:** F1 or J1 visas limited to **20 hours/week** when classes or finals in session.

- **Graduate Student Assistants** concurrently employed as an hourly student have same limits.
Recording eTime in HRIS

Time entry in HRIS/Employee Self Service will be limited to one pay period at a time to avoid confusion. The first Monday of each pay period the eTime entry and approval pages for the prior pay period will close at 5:00 p.m. and the eTime entry and approval pages for the current pay period will open at 5:01 p.m.

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>eTime Document/Approval Available at 5:01 pm</th>
<th>eTime Document/Approval Deadline at 5:00 pm</th>
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<tr>
<td>09/25/16-10/08/16</td>
<td>09/26/16</td>
<td>10/10/16</td>
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<td>10/09/16-10/22/16</td>
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<td>10/23/16-11/05/16</td>
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<td>11/06/16- 11/19/16</td>
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<tr>
<td>11/20/16-12/3/16</td>
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<td>12/5/16</td>
</tr>
<tr>
<td>12/4/16-12/17/16</td>
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<tr>
<td>12/18/16-12/31/16</td>
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<tr>
<td>1/1/17-1/14/17</td>
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<td>1/16/17</td>
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<td>1/15/17-1/28/17</td>
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<td>1/29/17-2/11/17</td>
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<tr>
<td>2/12/17-2/25/17</td>
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<td>2/27/17</td>
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</tbody>
</table>

Note: Department timelines may differ and need to be observed. Holidays may change the entry and approval dates.
Accessing HRIS
(Human Resource Information System)
### eTime Document

**Name:** Lname, Fname M  
**Job Title:** Graduate Assistant  
**Dept:** Communication and Ag Education  
**Empl ID:** W0000098415  
**Pos Nbr:** W0031893  
**Sub-Unit:** Academics  
**Rcd#:** 0  
**Supr:** Lname, Fname M

**From Sunday 7/17/2016 to Saturday 7/30/2016**

#### Timesheet

<table>
<thead>
<tr>
<th><em>Earn Type</em></th>
<th>Sun 7/17</th>
<th>Mon 7/18</th>
<th>Tue 7/19</th>
<th>Wed 7/20</th>
<th>Thu 7/21</th>
<th>Fri 7/22</th>
<th>Sat 7/23</th>
<th>Sun 7/24</th>
<th>Mon 7/25</th>
<th>Tue 7/26</th>
<th>Wed 7/27</th>
<th>Thu 7/28</th>
<th>Fri 7/29</th>
<th>Sat 7/30</th>
<th>Total Hrs</th>
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**Total Hours Paid:** 32.00

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**When classes and/or final exams are in session, student employees are limited to 30 hours/week and student employees who hold a F-1 or J-1 visa are limited to 20 hours/week.**

KSU PPM, Chapter 4720

**Graduate Assistant and Hourly Student ... Earn Type = Regular Hours**

Recorded hours are directly related to pay.
Time Entry
Employee with Multiple Positions

Time Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search Results

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
<th>Position Number</th>
<th>Empl Record</th>
<th>Supervisor Name</th>
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</thead>
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<td>Center for Child Development</td>
<td>W0042214</td>
<td></td>
<td>Rumpson Terrakela</td>
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<tr>
<td>3370025012</td>
<td>Business Administration Ins Sp</td>
<td>W0047435</td>
<td>2</td>
<td>Brueseke Emily S</td>
</tr>
</tbody>
</table>
### eTime Document

**Name:** Lname,Fname M  
**Job Title:** Graduate Assistant  
**Dept:** Business Administration Ins Sp  
**Empl ID:** W000009332  
**Pos Nbr:** W0047436  
**Supr:** Lname,Fname M  

#### From Sunday 7/17/2016 to Saturday 7/30/2016

<table>
<thead>
<tr>
<th>Time Type</th>
<th>Sun 7/17</th>
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<th>Wed 7/20</th>
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**KSU PPM, Chapter 4720**

- [Save For Later](#)
- [Submit for Approval](#)

**Total Hours Paid:** 32.00

**Graduate Assistant and Hourly Student... Earn Type = Regular Hours**

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When classes and/or final exams are in session, student employees are limited to 30 hours/week and student employees who hold a F-1 or J-1 visa are limited to 20 hours/week.

KSU PPM, Chapter 4720

Graduate Assistant and Hourly Student ... Earn Type = Regular Hours

Recorded hours are directly related to pay.
Payroll Taxes

Social Security and Medicare
- Grad Student Employees are exempt while enrolled in at least 6 credit hours at KSU during a fall or spring semester or 3 credit hours during the summer session.
- Foreign National students on a F1 or J1 visa are usually exempt from these taxes

Federal and State Income Tax
- Income tax will be withheld from your pay based on the amount you earn and the information provided on Form W-4 and K-4.
- Foreign National students are also subject to withholding.
Questions?

Need Help ...

Search K-State website for eTime
or ask your supervisor or department HCS liaison.