

**Welcome to K-State!**





# Agenda



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



# Health Insurance



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

- o Health Insurance is offered by the Kansas Board of Regents through United HealthCare
- o GTA/GRA/GA – 0.5 FTE appointment
  - o *Any combo to equal 0.5 FTE*
- o Eligibility ***verified*** every semester:
  - o 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

Semester	Enrollment	Coverage Dates	Grad Students (0.5 FTE Appointments)
Fall	August 1 – 31	August 1 – December 31	<b>\$153.00</b> Dept pays \$457 Total \$610
Spring	January 1 – 31	January 1 – May 31	<b>\$153.00</b> Dept pays \$457 Total \$610
Summer	June 1 – 30	June 1 – July 31	<b>\$61.00</b> Dept pays \$183 Total \$244

Enroll *anytime* in enrollment month and coverage starts back on the 1<sup>st</sup> 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

- o Eligibility
- o Process
- o Verification

Email [benefits@ksu.edu](mailto:benefits@ksu.edu) or call (785) 532-6277

## Questions for United HealthCare

- o Coverage
- o Payment
- o 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:**

- o Check on claims
- o Update information
- o Check on coverage
- o If you call, tell them you are on GTA/GRA/GA plan



# What to do When No Longer Eligible

## Continuation Insurance

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

## Regular Student Insurance

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



## Payroll Information



[www.ksu.edu/hcs](http://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

**K·STATE**<sup>®</sup>

# 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.

Pay Period	eTime Document/Approval Available at 5:01 pm	eTime Document/Approval Deadline at 5:00 pm
09/25/16-10/08/16	09/26/16	10/10/16
10/09/16-10/22/16	10/10/16	10/24/16
10/23/16-11/05/16	10/24/16	11/07/16
11/06/16- 11/19/16	11/07/16	11/21/16
11/20/16-12/3/16	11/21/16	12/5/16
12/4/16-12/17/16	12/5/16	12/19/16
12/18/16-12/31/16	12/19/16	1/2/17
1/1/17-1/14/17	1/2/17	1/16/17
1/15/17-1/28/17	1/16/17	1/30/17
1/29/17-2/11/17	1/30/17	2/13/17
2/12/17-2/25/17	2/13/17	2/27/17

*Note: Department timelines may differ and need to be observed. **Holidays may change the entry and approval dates.***

# Accessing HRIS

(Human Resource Information System)

The screenshot shows the top portion of the Kansas State University website. At the top left, a browser address bar contains the URL <http://www.k-state.edu/>, which is circled in green. Below the address bar is a purple header banner with the text "KANSAS STATE UNIVERSITY" in white. To the right of the banner is a search bar with the placeholder text "Search web, people, directories". Below the search bar is a "Browse A-Z" link and a "Sign in" link with a dropdown arrow, both circled in green. A dropdown menu is open below the "Sign in" link, listing several options: "K-State Online", "MyLibrary", "jete", "HRIS" (circled in green), and "Webmail". Below the dropdown menu is a "Status of ITS resources" link and a "Sign in" button. The background of the website features a faint, large watermark of the university's seal.

## Time Entry

### eTime Document

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

[Click for Instructions](#)

\*View Other Pay Period

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

#### Timesheet

*Earn Type	Sun 7/17	Mon 7/18	Tue 7/19	Wed 7/20	Thu 7/21	Fri 7/22	Sat 7/23	Sun 7/24	Mon 7/25	Tue 7/26	Wed 7/27	Thu 7/28	Fri 7/29	Sat 7/30	Total Hrs		
Regular Hours <input type="button" value="v"/>		4.00	4.00	4.00	4.00				4.00	4.00	4.00	4.00			32.00	<input type="button" value="+"/>	<input type="button" value="-"/>

**Total Hours Paid:** 32.00

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

The screenshot shows the HRIS interface. At the top, the HRIS logo is visible. Below it is a navigation breadcrumb: Favorites | Main Menu > Employee Self Service > Time Reporting > Time Entry. The 'Time Entry' link is highlighted with a red box. Below the breadcrumb is the 'Time Entry' section header. A text box contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A 'Search Criteria' section is collapsed. At the bottom of the search area are 'Search' and 'Clear' buttons, a 'Basic Search' link, and a 'Save Search Criteria' link with a save icon. The 'Search Results' section shows a table with 2 results. The table has columns for Department, Description, Position Number, Empl Record, and Supervisor Name. The first result is for Department 3670009320, Description 'Center for Child Development', Position Number W0042214, Empl Record 0, and Supervisor Name Rumpson, Terraketa L. The second result is for Department 3670025012, Description 'Business Administration Ins Sp', Position Number W0047435, Empl Record 2, and Supervisor Name Brueseke, Emily S. Navigation links 'View All', 'First', '1-2 of 2', and 'Last' are at the top of the table.

HRIS

Favorites | Main Menu > Employee Self Service > Time Reporting > Time Entry

### 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 Clear Basic Search Save Search Criteria

### Search Results

View All First 1-2 of 2 Last

Department	Description	Position Number	Empl Record	Supervisor Name
<a href="#">3670009320</a>	<a href="#">Center for Child Development</a>	<a href="#">W0042214</a>	<a href="#">0</a>	<a href="#">Rumpson, Terraketa L</a>
<a href="#">3670025012</a>	<a href="#">Business Administration Ins Sp</a>	<a href="#">W0047435</a>	<a href="#">2</a>	<a href="#">Brueseke, Emily S</a>

## Time Entry

### eTime Document

**Name:** Lname,Fname M      **Empl ID:** W0000099332      **Rcd#:** 2  
**Job Title:** Graduate Assistant      **Pos Nbr:** W0047435      **Supr:** Lname,Fname M  
**Dept:** Business Administration Ins Sp      **Sub-Unit:**

[Click for Instructions](#)

\*View Other Pay Period

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

#### Timesheet

*Earn Type	Sun 7/17	Mon 7/18	Tue 7/19	Wed 7/20	Thu 7/21	Fri 7/22	Sat 7/23	Sun 7/24	Mon 7/25	Tue 7/26	Wed 7/27	Thu 7/28	Fri 7/29	Sat 7/30	Total Hrs		
Regular Hours <input type="text" value="v"/>		4.00	4.00	4.00		4.00				4.00	4.00	4.00	4.00		32.00	<input type="button" value="+"/>	<input type="button" value="-"/>

**Total Hours Paid:** 32.00

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

### eTime Document

Name: Lname,Fname M

Empl ID: W0000099332

Rcd#: 0

Job Title: Student

Pos Nbr: W0042214

Supr: Lname,Fname M

Dept: Center for Child Development

Sub-Unit:

[Click for Instructions](#)

\*View Other Pay Period

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

#### Timesheet

*Earn Type	Sun 7/17	Mon 7/18	Tue 7/19	Wed 7/20	Thu 7/21	Fri 7/22	Sat 7/23	Sun 7/24	Mon 7/25	Tue 7/26	Wed 7/27	Thu 7/28	Fri 7/29	Sat 7/30	Total Hrs		
Regular Hours <input type="text" value="v"/>									2.00	2.00	2.00				6.00	<input type="button" value="+"/>	<input type="button" value="-"/>

Total Hours Paid: 6.00

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.