GENERAL INFORMATION FOR NEW GRADUATE ASSISTANTS

One Card: The Wayne State University One Card is a multi-purpose identification and debit card all in one. It is a convenient, easy-to-use card designed to provide students, faculty, and staff with access to a wide variety of campus services. The WSU One Card offers a "cashless" environment to its cardholders by debiting funds from their account. The card can be used for parking, door access, copying and printing services, as well as food and bookstore purchases. For more information regarding the One Card please go to the following web site:

http://onecard.wayne.edu/

Parking: You will need your One Card to apply for a parking assignment. The cost varies depending on where you are assigned to park. The Parking Office is located at 42 W. Warren, Welcome Center, Room 257, (313) 576-7275. For more information regarding parking please go to the following web site:

http://parking.wayne.edu/index.php

Medical Insurance: The University offers several different plans to its employees. The premium, or cost to you, will be based upon the plan you choose as well as the type of coverage (for example, single, two person, family etc.). If you have not already completed the medical insurance form, please do so as soon as possible. When you receive your first paycheck review the deductions column to ensure that the correct medical insurance premium is being deducted. If you notice that no money has been deducted, please contact Total Compensation and Wellness (TCW) at (313) 577-3000 immediately to ensure that your insurance papers have been received. If your health insurance forms are received after 30 days of your initial hire date there will be a 90-day waiting period, which will begin from the date the Benefits Office received your forms. If this happens, the only available medical plan options open to you will be Blue Cross Blue Shield or HAP. The option to change will not be available to you until open enrollment in November. During that 90-day waiting period you will have no medical coverage. The College of Engineering requires that all students, both foreign and domestic, must have medical insurance to work in the Engineering Labs. It is the policy of Wayne State University that your insurance premiums cannot be more than your bi-weekly paycheck.

International Students please note: One of the regulations required for maintaining valid student status is that you have medical coverage at all times. If you fall into the 90-day waiting period, you will need to contact the OISS office and enroll in the insurance plan that they offer. Please note that this expense will be your responsibility.
ALL FOREIGN NATIONALS:

**Work Authorization:** Wayne State University procedures require that non-immigrants, including students, must receive work authorization from the Office of International Students and Scholars (OISS) prior to working for WSU.

http://oiss.wayne.edu/

This is a reminder that all non-immigrants must receive work authorization approval from OISS before beginning employment.

**Social Security Number:** If you do not already have a U.S. Social Security number then you must obtain one. The procedure to obtain a SSN is a multi-step process. When you complete the check-in process on-line you can request a social security letter. OISS will then have you return within 10 business days to pick up a letter from them also verifying that you are a full-time student, eligible for on-campus employment and thus eligible for a Social Security Card. Once you have all these documents, please go to one of the Social Security Offices and apply for a number immediately (review attached packet). Please note that you cannot apply for a SSN until after a minimum of 10 days once your SEVIS record has been activated. It takes approximately six (6) to twelve (12) weeks to obtain a number. When you have completed the application with the social security office you will be issued a receipt showing the date you applied (please give a copy to your department administrator). Please keep this receipt until you receive the actual card in the mail. When you receive your Social Security card, be sure to give a copy to your department administrator. Failure to do this will result in your being removed from the payroll system until you comply with this rule. Please note that the actual card is necessary, not a printout of the number. Once you have this number you can apply for a Michigan State ID.

**Tax Treaty with the United States:** If your country has a tax treaty with the United States, you will need to make an appointment with the Payroll Office after you obtain your social security card. They can be reached at (313) 577-2138.

**Health Insurance Requirement:** The health insurance offered through your Graduate Assistantship will satisfy the health insurance requirement set forth by immigration regulations. However, the medical insurance does not cover the repatriation benefit, which is required by Wayne State University. Therefore, you must purchase the International Health Insurance Program's repatriation benefit for $48.00. Commuting Canadian students are exempt from this requirement. However, OISS will need a copy of your OHIP card.

**Change of Address:** If you move, you will need to change your address. To change the address for Payroll and Student Records use the University pipeline (directions attached – Attachment D). In addition, you must change your address with the OISS office within 10 days of moving. You can go to the following web site to fill out form AR-11 Change of address:

http://oiss.wayne.edu/forms/index.php
**L-9:** Federal law requires that you must provide evidence of United States citizenship prior to beginning service. This process is done on-line.

**Change of Address:** If you move, you will need to change your address. To change the address for Payroll and Student Records use the University pipeline.

**Paychecks:** Your check will be available on every other Wednesday beginning August 26, 2015 if all new hire paperwork has been completed. (Attached list of pay dates for the 2015-16 academic year. Please log into Academia to have your check direct deposited into your bank or credit union.

http://fisops.wayne.edu/payroll/direct-deposit/index.php

**E-mail Address:** Please make sure that you check THIS account on a regular basis. Any problems that arise needing your attention will be directed to your assigned e-mail address.

**Registration:** Assistantship appointments require registration each semester during the two-semester (fall & winter) academic year for a minimum of 6 to a maximum of 12 graduate credits of which 10 credits are to be paid by your funding source. Full-time status requires registration for a minimum of eight graduate credits per academic term.

**GEOC Contract:** Some Graduate Assistants may be represented in employment matters relating to wages, hours and working conditions by the Graduate Employees Organizing Committee/American Federation of Teachers (GEOC/AFT). The nature of your assignment will determine whether the Union represents you. The current agreement between the University and the GEOC/AFT can be found at the following web site:

http://wayne.edu/gradschool/funding/assistantships/geoc/

The Graduate School web site is:

http://wayne.edu/gradschool/