



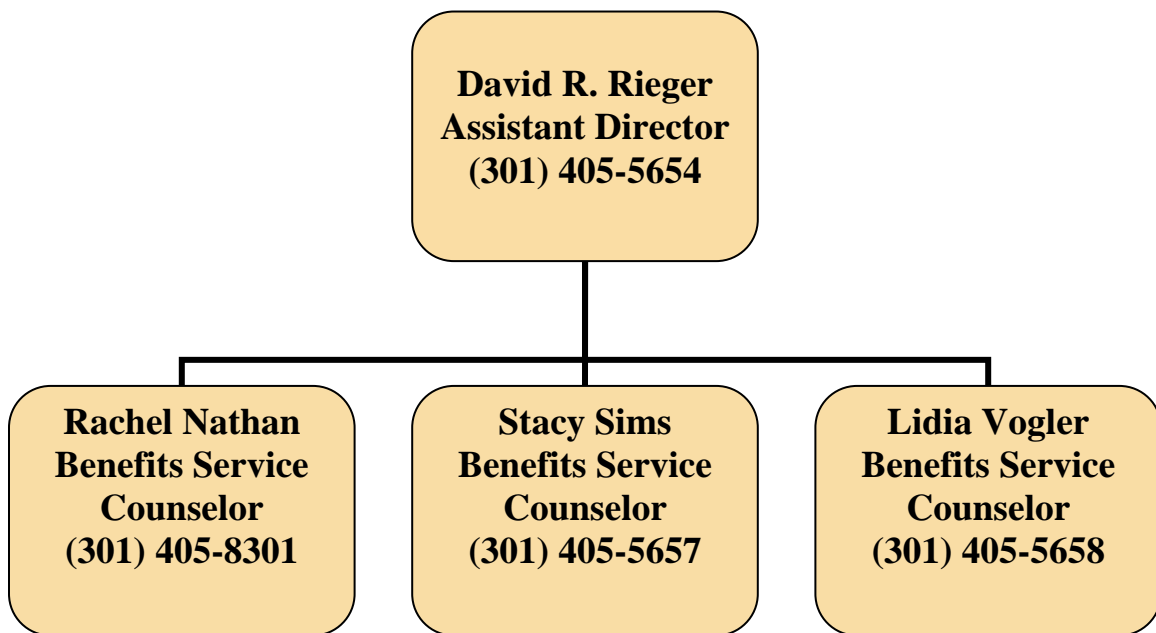
Office of Employee Benefits
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College Park, MD 20742
(301) 405-5654

New Hire Overview of Benefits Graduate Assistants

Introduction

On behalf of the Office of Employee Benefits, we wish to welcome you and hope you enjoy your appointment with the University of Maryland at College Park. As a Graduate Assistant of UMCP, you are entitled to many benefits offered by the State of Maryland.

Please read this packet carefully and take note of any time restrictions associated with benefits enrollment. If you wish to meet with your Benefits Services Counselor, please contact the appropriate counselor as shown below. If you have any general questions about health insurance or tuition remission, please contact the Office of Employee Benefits at (301) 405-5654.



Arts and Humanities
College of Information Studies
College of Life Science
Libraries
Office of Extended Studies
Office of Information Tech
Shady Grove
R.H. Smith School of Business

Administrative Affairs
Architecture
CMPS
President's Office
Research & Grad School
School of Public Health
Undergraduate Studies

Agriculture
BSOS
Education
Engineering
Journalism
Public Affairs
Student Affairs
SVPAAP
University Relations

How Do I Initiate my Health Benefits?

Graduate Assistants are eligible for health benefits at the start of their appointment. Please review the following information to determine if you are interested in enrolling in any of these plans. The State Employee Guide to Health Benefits is available at www.uhr.umd.edu

The State Employee Guide to Health Benefits gives a general description of each of the following:

- Medical
- Prescription
- Dental
- Mental Health
- Vision
- Term Life Insurance*
- Personal Accidental Death

* You must work a minimum of 20 hours per week to be eligible.

If you are interested in enrolling in any plans, please submit the following completed forms to your departmental benefits coordinator within **60 days** of your date of hire:

- **The State of Maryland-Active and Satellite Employees Enrollment Worksheet.** This is the enrollment form.
- **Dependent Verification-**The State of Maryland requires proof of your spouse or dependent's eligibility in order to receive coverage. A copy of a certified marriage certificate from a municipality for spousal coverage and a certified copy of a birth certificate, plus a Tax Affidavit for Dependent Children for each dependent is required to receive coverage.

NOTE: Your enrollment form cannot be submitted to the State of Maryland without these required documents for verification. Your health insurance is effective as soon as you see a deduction from your pay.

If enrollment is not completed within the first 60 days of your date of employment, you will be unable to enroll until either:

- There is a change in personal/family status **or**
- You enroll during the next scheduled Open Enrollment period

Tuition Remission

All Graduate Assistants are eligible for tuition remission provided their appointment is effective within the first ten days of the start of the semester and remain on payroll throughout the entire semester. The chart below lists the number of credits GA's are eligible for per their appointment. More information regarding tuition remission is available at www.uhr.umd.edu

GA Type	Fall	Spring	Summer <i>*12 mo. Appt. only</i>	Winter
Full Time GA 20 hr/week 50%	10 credits	10 credits	8 credits	4 credits
Part Time GA 10 hr/week 25 %	5 credits	5 credits	8 credits	2 credits

Additional Benefits

U.S. Saving Bonds
State Employee Credit Union

All benefits information is available at www.uhr.umd.edu