Office of Human Resources Management

Denise Szelest
Director, Human Resources Management (HR)

University Administration Building 300
Phone: 437-4700

Presentation available at:
www.albany.edu/hr under HR News & Events

New York State Employees

- Graduate & Teaching Assistantships only
  - Represented by Graduate Student Employee Union (GSEU)
- SUNY Research Foundation (Research Assistant paid directly from grants)
  - 437-4500, MSC 326
- Other Fellowships –no work obligation for duration of award (see department)
Payment Schedule

- Appointment Dates 2017-18
  - August 24, 2017 – May 30, 2018
- 20 biweekly checks (every other Wednesday at department)
- First Check issued Wed. Sept. 20, 2017
  - Human Resources must have:
    - appointment forms (HRM4 & EMP1)
    - Employment Eligibility Verification - Form I-9 certified by Human Resources representative.
- Final Check issued Wed. June 13, 2018
- Direct Deposit wages to bank - download forms at albany.edu/hr go to Payroll/Direct Deposit.

Required Paperwork

- Employment Eligibility Verification (I-9)
- Passport
- I-94 (please print in advance www.cbp.gov/i94)
- I-20 or DS-2019
- Foreign National Information Worksheet
- Provide history of prior visits to U.S.
- Tax forms (Federal W-4, NYS IT-2104)
  - Note: You can NOT claim tax treaty benefits until you have a Social Security Number
www.albany.edu/hr/

**Apply for a U.S. Social Security Number (SSN)**

Leo O'Brien Federal Building
11 A Clinton Avenue, Room 430
Albany, NY
(between Broadway and Pearl St.)
You will need to bring immigration documents and your assistantship offer letter.

Once you receive your Social Security card, please bring a copy to Human Resources, UAB 300.

This process may take several weeks so apply as soon as possible.

**Student Employee Health Insurance (SEHP)**

NOT the same as GeoBlue (health insurance administered through ISSS) that may be on your tuition bill

- SEHP available to Graduate/Teaching Assistants ONLY
- F-1 and J-1 students are REQUIRED to enroll if your stipend is at least $4,692.50/yr. ($2,346.25 per semester)
  - You may enroll your family at an additional cost.
- Documentation for family required, see packet
- To waive enrollment – must provide proof of comparable coverage (in English)
- Enrollment packets have been sent to you at your department, including enrollment form and plan summary
**Student Employee Health Insurance (SEHP)**

Health Benefit Session for Newly Eligible Graduate and Teaching Assistants  
Thursday - August 24, 2017  
9:00 am - 11:00 am  
Lecture Center 2

If you would like to attend, please contact Olivia Pettit at opettit@albany.edu to reserve a spot. Please bring a copy of the slides downloadable here: http://www.albany.edu/hr/GATA_SEHP.php, if you would like to have them with you during the orientation. We will only have a limited supply available on the 24th.

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**www.albany.edu/hr**

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**After today...**

- Form Collection in **UAB 300**  
  - August 24, 25, and 28  
  - 10:00 - 12:00pm and 2:00 - 4:00pm  
  - Or by appointment sgitto@albany.edu

- Apply for Social Security Number  
  - When you receive your Social Security Card bring it to Human Resources UAB 300.  
  - Update health insurance, payroll records, and claim tax treaty benefits

- Provide required documents to enroll dependents in health insurance to:  
  - Olivia Pettit, UAB 300, opettit@albany.edu, 437-4727
Human Resources Management

- Questions about PAY:
  - Payroll Office, UAB 300, 437-3830
  - payroll@albany.edu

- Questions about TAXES/TAX TREATY:
  - Tina Gitto, sgitto@albany.edu, UAB 300, 437-3857

- Questions about HEALTH INSURANCE:
  - Benefits Office, UAB 300, 437-4727
  - Olivia Pettit, opettit@albany.edu

Questions?