Health Insurance Benefits
Graduate students are not covered by the retirement system and are designated as such. For information on the Health Insurance benefits for graduate students, go to http://www.bussvc.wisc.edu/ecbs/benefits/newemp-introduction-G.html#overview. The health insurance application can be found at the previous website and at http://www.bussvc.wisc.edu/ecbs/et2301.pdf.

The timely submission of your benefit applications is necessary if you want to take full advantage of your benefit package. Submit your applications within 30 days after the start date of your appointment. Coverage is typically effective on the first of the month after the applications are received; some plans have additional requirements. Regardless if you choose to enroll in health insurance or not, you need to return the health insurance application.

Direct Deposit and W-4
Your Direct Deposit and W-4 are at http://www.ohr.wisc.edu/benefits/new-emp/. Please fill forms out on the computer, print, and bring in to Lynn Malone (lmalone@chem.wisc.edu 608-265-9227). If there is anything on these forms you don’t understand or are unsure of how to answer, leave that space blank, bring them to my office and we will go over it together.

Please do not staple any of the paperwork.

I-9 Form
You will be receiving two emails from Compli-9 for the -I9 verification by at least 4 weeks before your start date. One email will contain the link to the site as well as your username and the second email will contain your temporary passphrase. The passphrase is only good for a one time use. If you need to access it once you have logged out, please contact Lynn Malone (lmalone@chem.wisc.edu 608-265-9227). If you are an international student, be sure to have all your visa paperwork near you. You will be asked for information off of those documents. You will then enter your information into the online form (there will be nothing for you to print out) and then you will need to bring me the required original documents within three days of your start date.

You will be required to complete a Criminal Background Check. You will receive e-mails about these closer to your appointment start date.

Additional Form for International Students
International students will receive an e-mail from support@online-tax.net and uwhradministration@ohr.wisc.edu regarding your status in the United States. You will need to fill out this GLACIER information to be taxed on your income from UW Madison correctly. This e-mail will come to you automatically when your appointment in is the payroll system, be sure to check your junk mail folders.