New Appointment Instructions

Step-by-step Instructions (If you are accepting a GE offer)

1. Submit (email or drop off) your offer decision as soon as possible, (TBD) to Lydia Hawkins archfin@uoregon.edu.
2. Sign, date, and submit (email or drop off) hire documents (please see below). your US Citizens/Residents Hire Documents, International Hire Documents by June 1, 2018 to Lydia Hawkins archfin@uoregon.edu.
3. Within about 3 weeks after receiving this notification, you will receive an email from the University informing you to login to your DuckWeb account and accept your official contract. Directions on how to do this will be in the email.
4. Save the dates for GE UO & Architecture orientations, trainings, and events.
5. Sign up for GE Health Insurance with the GTFF Office (if needed).
6. Connect with your supervising instructor(s).

Your offer decision and hire documents need to be submitted by the noted deadlines to Lydia Hawkins in the Department of Architecture, 210 Lawrence or archfin@uoregon.edu. A delay in submitting documents to the Department by the deadlines may result in a delay in payment.

Hire Documents

Completed packets are returned to Lydia Hawkins archfin@uoregon.edu by June 1, 2018. All documents must be free of significant errors for a student to be paid on the last business day in September. Later submissions are added daily and will be paid as soon as possible after the normal pay date. All GE appointment paperwork is processed in the order it is received from the departments by both the Graduate School and Payroll Office.

New US Citizen/Resident Hires

- New hires need to bring in person I-9 Acceptable Documents (can be found on page 6 of hire document packet) to our office with the required employment eligibility verification documents to Lydia, 210 Lawrence by (TBD).
- If you do not know your address in Oregon, please use a ‘permanent’ address to complete these forms. You will be able to easily change your address, once established, through DuckWeb.
- To ensure that your first paycheck is on time, you must complete the INS form I-9 by June 1, 2018 as outlined in the enclosed List of Acceptable Documents.
- Electronic signatures may not be used on hire documents.
- Students offered a GE position will need to provide a social security number to set up their UO Payroll account. Students who do not have a social security number will need to follow additional steps outlined in the hire documents, upon accepting an appointment offer, to obtain a social security number/card. Applications for a SS card need to be submitted within 30 days of employment.
New International Hires

- International new hires, [International Hire Documents](#).
- New International hires need to bring in person I-9 Acceptable Documents (can be found on page 6 of hire document packet) to our office with the required employment eligibility verification documents to Lydia, 210 Lawrence by June 1, 2018.
- If you do not know your address in Oregon, please use a ‘permanent’ address to complete these forms. You will be able to easily change your address, once established, through DuckWeb.
- To ensure that your first paycheck is on time, you must complete the INS form I-9 by June 1, 2018.
- Electronic signatures **may not** be used on hire documents.
- The hire packet for new international employees cannot be completed until the employee is in Eugene due to documents they won't receive until after they arrive. Therefore, new UO International GEs need to arrive in the U.S. prior to the UO payroll deadline (first week in September) in order to have time to get their GE payroll record established with university departments.
- New International GEs who arrive too late to establish their payroll record will have a delay in payment.

Rehires

- Rehires only need to complete the [Employee Information Form (EIF) Form](#).
- Electronic signatures **may not** be used on hire documents.

Fees and Insurance

- All students are assessed non-instructional mandatory fees set by the Oregon University System (OUS), of which each GE is responsible for paying $61 per quarter during the academic year. These fees are not covered for GEs during the summer term. All new graduate students are assessed a matriculation fee. For students who have a GE appointment in their first term, the matriculation fee is waived.
- GEs have access to GE-specific insurance during each term of appointment, but must actively enroll in [GE insurance](#) as the insurance plan is administered by the GTFF and not by the university. **GEs sign up for the insurance directly with the GTFF at the start of each GE appointment period and must pay their portion (5%) of the premium for the term.** If you have questions about GE health insurance, please contact Glenn Morris, GE health care administrator, at (541) 344-0832 or via email at benefits@gtff.net.

International Students & Insurance (*Important*)

The University of Oregon **requires that all international students have health insurance** to help cover unexpected medical expenses that may arise. This includes international students who are studying abroad or have an approved medical or vacation term. All international students are automatically enrolled in and billed for the UO Student Health Benefits Plan.
If you have other health insurance, you may request a waiver. Be sure to review the university’s health insurance waiver criteria.

The waiver request form (step-by-step instructions available) can be found at myUOHealth, under the “Forms” tab. Incomplete or inaccurate waiver submissions will not be considered. The deadlines for waiver submissions for fall term are October 4, 2017 (for UO non-law students) and August 30, 2017 (for Oregon Law students). If you miss this deadline, you may be eligible for a late waiver until October 27, 2017 (for UO non-law students) or September 22, 2017 (for Oregon Law students), but you will not receive a refund for the administrative fees on the plan.

For questions, please contact the University Health Center at:

University Health Center
1590 E 13th Ave.
Eugene, OR 97403
http://health.uoregon.edu/international-student-plan
P: 541-346-2770

Contract Limitations

- Some GE appointments may not be possible for graduate students whose required coursework conflicts with GE work hours, location, and schedule. Accepting a GE position may affect course registration of required courses. It is the student’s responsibility to discuss GE tasks, responsibilities, and course schedule with the supervising instructor(s) regarding how the GE tasks/duties/schedule will work with your required courses.
- Your GE appointment cannot be guaranteed, used, or rolled over for a period longer than that specified in this contract and is contingent upon registration for and completion of a minimum of 9 graduate credit hours towards the degree per term. Tuition and fee information related to GE appointments can be found here.
- Review the Council of Graduate Schools’ Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants that outlines your rights and responsibilities involving accepting this fellowship offer: http://cgsnet.org/april-15-resolution.

Trainings and Orientations

- The Landscape Architecture GE Orientation is scheduled for September 21, 2018, between 12:00 -3:00 PM (lunch provided) in LA 278.
- Each fall, the Graduate School hosts several required orientation events to supplement the academic department’s orientation. These events are a great way to meet graduate students from outside your department and gather some valuable information.
- The Graduate School provides a mandatory 4-hour training every term for all graduate students in their first term as a Graduate Employee (GE). This training was negotiated by the GTFF, and is part of the Collective Bargaining Agreement. It is required for all types of GEs, whether teaching, research, or administrative. Topics include general employment information, equity and inclusion, discrimination and sexual harassment policies, Graduate Employee reporting obligations and more.
• The training will be offered at the beginning of each term. All graduate employees in the first term of their appointment must take the training. If the training is not taken in the first term of a student’s GE appointment, a cautionary letter will be placed in that GE’s file. If the GE fails to attend the training in the second term of their appointment, their GE appointment will end at the close of that term, and the appointment will not be renewed. Contact the UO Graduate School with questions at gradsch@uoregon.edu.

• University employees, including GEs, are required to complete the Workplace Harassment Prevention online training (http://mandatory.uoregon.edu) within 90 days after beginning employment.

Payroll and Payments

• Direct Deposit: If you wish to have your paycheck directly deposited into your bank, you can set up direct deposit in Duck Web, or submit paperwork with your original hire documents, or you can submit a check or deposit slip directly to UO Payroll.

• Social Security Number: If you do not have a Social Security Card, you will need to visit the Social Security Administration office at 2504 Oakmont Way in Eugene to request one. Please check their website for office hours. They will give you a receipt that will allow the UO to put you on payroll temporarily. If this is the case, bring the receipt and picture I.D. with you to sign your payroll paperwork. When you do receive the actual Social Security Card, you will need to bring your original card to UO Payroll.

• Timecards: Under the new Federal Mandate effective December 1, all Research GEs must track their time and fill out time cards. Though most of the GE positions fall under the GE Teaching category, a few of you have specific terms where you have been designated Research positions. You and your faculty supervisor for that particular term must complete the timecard. They will be collected by Lydia Hawkins by noon on the 11th of the month and they will be processed by College of Design Fiscal Department in the afternoon. Portland GE/supervisor will convey electronic version by deadline and send originals by shuttle.

Non-Native Speakers

• Every non-native speaker of English who accepts a graduate teaching fellowship (GE) for a teaching-related position must submit to a test of his/her English-speaking ability. The following tests are accepted. Individuals who score below the minimum scores as noted will be required to attend language support classes and may be subject to limitations on the kinds of activities they may carry out as GEs. If a passing iBT TOEFL, IELTS, or TSE score is not submitted to the Graduate School prior to the graduate student beginning his/her GE assignment, the student must take the SPEAK Test administered at the University of Oregon prior to the first term of his/her GE appointment. NOTE: Students for whom the TOELF/IELTS is waived for admission to their graduate program are still subject to these requirements if they are placed in teaching-related GE assignments. EMAIL Trish Pashby at pashby@uoregon.edu to register.