

Employee's Name _____

Social Security Number _____

Employee I.D. Number _____

- Employee Eligibility Verification (I-9):
_____ Complete _____ Incomplete:

Document needed: _____

- Any changes in Visa status or expiration date?
(Notify Human Resources immediately)
- Personnel Action Notice (PIR)
- Emergency Contact Address/Phone
- Tax Forms: K-4 ___ W-4 ___ K-4E ___ W-4E ___ IND ___
- Direct Deposit Form

Employee Signature Date

Payroll Representative Date

UNIVERSITY OF LOUISVILLE

Graduate Student Health Enrollment Form

*****FOR G12 PAY GROUP ONLY*****

SUBMIT WITH INITIAL PAYROLL FORMS

Insurance Eligibility

Graduate students who are in graduate assistantships that satisfy the criteria below are eligible to receive graduate student health insurance. The criteria are

- The assistantship is for no more than 20 hours per week;
- The student receives tuition remission;
- The student receives at least \$1,000 stipend per month;
- The individual is a full-time student; and,
- The assistantship title is Graduate Teaching Assistant, Graduate Research Assistant, Graduate Student Assistant, University Fellow, or Resident Housing Assistant.

The premium for the 2003-2004-plan year is \$95.82 per month is paid by the student's department if the student satisfies the criteria above.

Insurance Program

The Comprehensive Plan sponsored by the University of Louisville is given as a health benefit to those graduate students described above. The plan is administered through the Chickering Group- a member of the AETNA network. .. Through the AETNA network, students are able to use hospitals and services throughout the Unites States including the University of Louisville Hospital, Norton Audubon, Norton Suburban, Norton Southwest, Norton's Hospital and Jewish Hospital locally. A referral is required from the Student Health Services Office to see a specialist. Brochures are available at the Chickering Group Web site at www.chickering.com. Brochures describing the plan are also available at the Student Health Services Office on either campus. Once enrolled you will receive a health insurance card from Chickering to the address listed below.

Effective Date of Insurance

Insurance will be effective for the month in which the form is received in Human Resources by the first working day. Insurance will be effective the following month for any forms received after the first working day of the month.

