Graduate Student Employment Process

Which students are required to complete New Hire Paperwork and return to HR?

- All New Students who have not been employed at UTEP.
- Students who may have worked for UTEP in the past, but have not been appointed for more than six months.
Graduate Student Employment Process

**Required Documentation:**
- New Hire Information Sheet and Offer Letter if provided
- Criminal background check form
- I-9 documents are required for all new hires
- International Students require the following I-9 documents:
  - Glacier (once a year)
  - Passport (un-expired)
  - I-94
- F-1 students - I-20 required and signed by Office of International programs
- J-1 students – Employment authorization letter from Office of International programs
Graduate Student Employment Process

Foreign Students with no Social Security Number

• The Human Resources Office provides a template letter for the departments to create an employment letter using University letterhead. This letter needs to be taken to the Office of International Programs for verification and create another letter for the student to take to the Social Security Administration office to request a Social Security #.

• The Social Security Administration office will give the student a receipt. Bring receipt back to the HR Transactions Center.
  • If receipt has a date that is within 2 weeks, student will need to provide the Social Security Number to the HR Transactions Center.
  • If the receipt has a waiting period of 4 weeks or longer, Payroll will assign a temporary number.
Student Health Insurance
2014–2015

The University of Texas System
Who Can Enroll?

- International Students
- Graduate
- Post Doctorate Students
- Scholars
- Visiting Scholars
- Fellows

* International Students on a J-1, F-1 or J-2 Visa must meet federal requirements for medical insurance coverage.
Enrollment is easy!

- International students are automatically enrolled
- You may come to Human Resources to enroll: 500 W. University Ave. Administration Bldg. Room 216
- You may enroll online at: https://utsystem.myahpcare.com/
Questions Regarding Benefits?

Please contact:
Academic HealthPlans by phone or e-mail:
855-247-7587 or info@ahpcare.com

When visiting a doctor’s office, hospital or pharmacy, please keep a copy of all receipts.

Submit All Claims and Inquiries to:
Blue Cross and Blue Shield of Texas
P.O. Box 660044
Dallas, TX 75266-0044
or call BCBSTX Customer Service:
(800) 521-2227
Benefits Eligibility for UT Select

✓ Appointed at 20 hours per week; and your appointment is expected to continue for a full semester

✓ Are not covered by another State-sponsored insurance plan

✓ 31-Day Benefit Election Period (from initial date of benefit eligibility/Hire Date)
UT Select Premiums

- Employee Only: $263.70
- Employee and Spouse: $629.01
- Employee and Child(ren): $589.64
- Employee and Family: $938.38
Need Help Navigating Though Our Insurance Plans?

- UT Select
  - http://www.utsystem.edu/benefits/employees/

- AHP
  - https://www.utsystem.myahpcare.com