

Computer Science Graduate Student Funding Information AY 21-22

Who do I contact for Payroll, Tuition Coverage and Insurance Premium Coverage related questions?

CS Team, csteam@colorado.edu, is composed of experts who can answer questions related to these topics.

What is included in my appointment?

All qualifying graduate appointments include salary, tuition coverage (the amount of which is dependent on the percentage of appointment) and partial coverage of the insurance premium.

How do I know if my appointment is a qualifying graduate appointment?

Qualifying graduate appointments are Teaching Assistants, Graduate Assistants, Research Assistants, and Graduate Part Time Teaching Assistants.

How much will I receive in salary?

The amount of salary is based on your percent appointment and your pay level. Your percent appointment and your corresponding salary are defined in your offer letter. Your pay level is dependent on if you are in pre comp (level 1) or post comp status (level 2). For fall appointments, you'll receive roughly half a month of pay in August and equal increments of monthly pay from September through December. For spring appointments, you'll receive roughly half a month of pay in May and equal monthly increments from January through April.

When will I receive my pay?

Pay will be distributed once a month on the last working day of the month via direct deposit.

How do I enroll in Direct Deposit?

Direct deposit instructions, <https://www.cu.edu/employee-services/payroll/self-service>

What happens if I don't enroll for Direct Deposit?

If you are not enrolled for Direct Deposit you will receive a pay card, <https://www.cu.edu/employee-services/paycards>

I've already enrolled in Direct Deposit through the Bursar's Office Student Billing, do I also have to enroll in Payroll Direct Deposit?

Yes. The Bursar's Office direct deposit is for refunds resulting from activity on your student bill. The payroll direct deposit is related to your payroll profile.

How much of my tuition is covered?

Refer to your offer letter which defines your individual coverage. The amount of tuition coverage is based on your percentage of appointment.

<u>Hours Employed per Week</u>	<u>Tuition Coverage</u>	<u>Appointment Percentage</u>
6	3 credit hours	15%
8	4 credit hours	20%
10	5 credit hours	25%
12	6 credit hours	30%
14	7 credit hours	35%
16	8 credit hours	40%
18-20	9-18 credit hours	45-50%

Appointment percentages that fall between listed percentiles will always carry the tuition credit associated with the lower number. For example, a 38% appointment would carry a tuition credit of 7 credit hours. Courses taken through Continuing Education, Extended Studies or Outreach programs do not qualify for tuition remission. Courses taken for no credit are not eligible for tuition remission.

When will the tuition credit be applied to my Bursar bill?

The tuition credit will appear no later than one week before tuition bills are due. If you don't see the credit applied the week before the due date, contact csteam@colorado.edu.

Does my appointment include payment of student fees?

No. Student fees aren't covered by a qualifying student appointment.

When are billing due dates, payment plan due dates, and health insurance enrollment or waive coverage due dates?

<https://www.colorado.edu/bursar/resources/dates-deadlines>

<https://www.colorado.edu/health/insurance/enroll-or-waive-coverage>

Do I qualify for insurance coverage?

Refer to your offer letter which defines your individual coverage. Appointments of 20% or greater receive a university contribution to insurance benefits if enrolled in the Student Health Insurance Plan. Appointments of 20% or greater receive Dental Insurance at no cost. Students who select the Buff Value insurance plan will not receive an insurance benefit contribution. You must work 12 weeks in the semester to qualify for tuition coverage.

For details about the Student Gold Health Insurance Plan see <https://www.colorado.edu/health/cu-gold-ship>.

<u>Plan</u>	<u>Plan Cost per semester</u>	<u>Benefit Amount</u>
Gold Comprehensive	\$1,948	\$1,773

Does SHIP provide a full year of coverage?

Yes, the plan year is fall: August 1 - December 31 and spring: January 1 - July 31.

Is there a checklist I should follow to make sure I've completed all required documents for payroll and hiring purposes?

These items are required for all new employees, or in some cases for returning employees who would like to update their information.

- 1. Complete the I-9 process to verify employment eligibility. This must be completed within 3 days of your hire date, which is listed in your offer letter.**

Information can be found at

<https://www.colorado.edu/hr/employment-eligibility#:~:text=CU%20Boulder%20I%2D9%20Process&text=This%20paperless%20process%20enables%20you,forms%20accuracy%20and%20promote%20compliance.>

- 2. Determine income tax withholdings**

For domestic students only, complete a W4 form

<https://www.cu.edu/employee-services/payroll/self-service>

For international students only, meet with an international tax specialist

<https://www.cu.edu/employee-services/payroll/international-employee-payroll>

- 3. Sign up for Direct Deposit**

Direct deposit instructions, <https://www.cu.edu/employee-services/payroll/self-service>

- 4. International students, as applicable, apply for a social security card**

Email csteam@colorado.edu for instructions