

# QUESTION AND ANSWERS

## PAYROLL QUESTIONS

*When is payday?*

Employees get paid once a month on the last working day of the month. Working days represent Monday thru Friday. If the last day of the month falls on the weekend the employee will be paid the last Friday of the month. Your pay schedule can be viewed online at the following address (<http://utsmf.hsc.uth.tmc.edu/paysched.htm>).

*How can I get a copy of my payroll direct deposit stub?*

Paystubs can be viewed or printed online from GMEIS. They are uploaded into the GMEIS software at the end of the month. Please contact the GME office at 713-500-5151 or your residency coordinator to gain access into GMEIS. Please verify the address and social security number currently printed on your paystub. W-2's will be printed using this address.

*Where can I pick up my monthly check if I am not yet on direct deposit?*

If you are not yet on direct deposit your check can be picked up at the UT System Medical Foundation's office between the hours of 8:00am and 5:00pm at the following address, 6431 Fannin Street Suite JLL-310 Houston TX 77030.

*When do June 24 start residents get paid?*

June 24 start residents will get paid on the last working of the following month. Their July pay will include 7 days worked in June.

*Can I make changes to the W-4 tax form that was filled out at the beginning of my employment?*

The W-4 form can be updated with changes throughout the year as the employee sees a need to do so. The form can be found at the following online location (<http://www.irs.gov/pub/irs-pdf/fw4.pdf>).

*How can I enroll in direct deposit?*

In order to enroll into direct deposit, complete a direct deposit form and provide a voided check. The form can found at the following location (<http://utsmf.hsc.uth.tmc.edu/utmfdd.pdf>).

*Can I make changes to the direct deposit information on file?*

Yes, direct deposit information can be changed throughout the year as the employee sees a need to do so. A new direct deposit form along with a new voided check would need to be submitted. The direct deposit form can be found online at the following location (<http://utsmf.hsc.uth.tmc.edu/utmfdd.pdf>).

### *How can I change my address with the UT System Medical Foundation?*

Employee can change their address online in the GMEIS software under the demographics section. Please contact the GME office at 713-500-5151 or your residency coordinator to gain access into GMEIS.

### *Can parking be cancelled at anytime?*

For any parking questions please contact the GME office. They can be contacted at the following number 713-500-5151. Please review the parking rules previously provided to you regarding cancellations.

### *Where can I find current house staff stipends?*

Current stipends can be found online at the following address (<http://med.uth.tmc.edu/administration/gme/benifits.html>).

### *What are some important things departing residents needs to do?*

Departing residents are requested to provide the Foundation with a Change of Address. This update will enable us to keep our system current and will ensure that you receive your W-2 Tax statement on time and avoid delays of important payroll information. If you are on Direct Deposit, please DO NOT CLOSE your account without notifying our payroll department. Notice of changes must be received within the first 10 days of the month you are scheduled to leave.

### *When can I expect to receive my W-2 statement?*

W-2 statements are mailed at the end of January and can be expected to be received by the end of February.

### *Do future residents need to attend employee Orientation?*

Yes resident orientation is mandatory and residents must attend their scheduled orientation.

### *What documents must be brought to resident orientation?*

Future residents need to bring a voided check for direct deposit and social security card and drivers license for payroll purposes. Additionally, for employment verification as required by the Department of Homeland Security certain documents must be presented. A list of these documents may be found at the following location: (<http://utsmf.hsc.uth.tmc.edu/i-9.pdf>).

## **BENEFIT QUESTIONS**

### *What are the current insurance premium rates?*

The current insurance premium rates can be found online at the following location (<http://utsmf.hsc.uth.tmc.edu/benefitrates.htm>). The plan year runs from July 1 to June 30 of the following year. You can expect a coverage or rate change to be announced at the end of April effective for the new plan year that begins in July.

#### *When is the open enrollment period?*

Open enrollment is held during the month of May. Residents can elect to change coverage, add dependants, or drop dependants during this period. Changes made during the open enrollment period become effective July 1.

#### *Can benefit changes be made during the plan year?*

Benefit changes can only be made during the year if there is a qualifying event. Please take the time to read the section on qualifying events on the UT System Medical Foundation website at the following location ([http://utsmf.uth.tmc.edu/qualifying\\_events.pdf](http://utsmf.uth.tmc.edu/qualifying_events.pdf)).

#### *Do we receive insurance cards?*

Residents only receive insurance cards by mail from the health and vision companies. The dental company does not mail out an insurance card. Dental insurance cards can be printed from the following website: (<http://www.deltadentalins.com/>).

#### *How can I find additional information concerning resident benefits?*

Additional benefit information can be found on the UT System Medical Foundation's website at the following location (<http://utsmf.hsc.uth.tmc.edu/benefits.html>). This webpage contains links to the insurance providers, contact information and enrollment/change forms.

#### *Does the UT System have a retirement plan?*

Yes, there is a 403B plan available in which residents can participate. The Foundation does not match any contributions and the plan can be started or stopped at any time during the year. Further information can be found at this webpage (<http://utsmf.hsc.uth.tmc.edu/benefits.html>).

#### *What are some important things departing residents needs to be think about concerning benefits?*

A departing resident has the option of electing to participate in COBRA benefits. The resident that is departing will have the opportunity to purchase health and dental coverage for up to 18 months from the previous employers' current plan. From the last day of work the resident has an opportunity to decide for up to 60 days to participate in the plan. If the resident decides in the second month after their last day of work coverage start date will be set retroactively to the day after the last work day.

#### *Do we have a prescription drug plan?*

Yes the current medical plan handles your prescription plan as well. Your current health insurance card be can used at the pharmacy to fill your prescriptions. Any questions concerning what medicines are covered can be address to the health insurance company. The contact information can be found at ([http://utsmf.uth.tmc.edu/mhhnp\\_contact\\_info.pdf](http://utsmf.uth.tmc.edu/mhhnp_contact_info.pdf)).

*Where and to whom is COBRA payments made?*

COBRA payments are made payable to the UT System Medical Foundation and are mailed to the following address 6431 Fannin Street Suite JLL-310 Houston, TX 77030.

*Do UTSMF employees have any other benefits besides health, dental, and vision?*

Yes UTSMF employees also have life, disability, and accidental death and dismemberment which are provided by the Texas Medical Association Insurance Trust. More information can be found at their website at (<http://www.tmaid.org/index.html>).

*What is the contact information of the UT System Medical Foundation?*

The contact of the UT System Medical Foundation is as follows: Phone # 713-500-5243 Fax # 713-500-0699 Address: 6431 Fannin Street Suite JLL-310 Houston TX 77030

*Where is the UT System Medical Foundation located?*

The Medical Foundation is located in the Jesse Jones Library on the third floor. The building is located behind the UT Medical School and next to Memorial Hermann Hospital in the Medical Center. Office hours are 8:00am to 5:00pm.

