

Memorandum

TO: All New GWUMC Residents and Fellows

FROM: Benefit Administration Department
Division of Human Resources

DATE: May 15, 2008

SUBJECT: Employee Benefit Orientation and Employment Eligibility Verification

Welcome to The George Washington University! In addition to the new resident/fellow orientation offered through the Office of Graduate Medical Education, there are a few preceding administrative steps that must occur through the Division of Human Resources to facilitate your employment with George Washington.

Employment Eligibility Verification (Form I-9)

In compliance with federal law, all new employees must complete an I-9 Form (Employment Eligibility Form). To ensure your compliance with this law, if you are in the Washington, DC area before orientation, please visit The Division of Human Resources at the Academic Center, 801 22nd Street, NW, Suite 100, Washington DC 20052, to complete the Form I-9. You must provide original documentation as evidence of your identity and employment authorization as described on the back of the enclosed I-9 Form. Please note that copies and/or faxed documents are not acceptable. If you will not be in the area prior to orientation, you must bring your documentation with you to the orientation.

GW is legally required to obtain the I-9 and accompanying documentation within three days of your start date. Failure to provide the documentation within the time limit could result in our having to terminate your employment pending receipt of the documentation. If you have any questions regarding completion of this important employment requirement, please contact DHR, Data Management at (202) 994-9606 or 9640 to speak with the HRS I-9 Coordinator. You may also consult the DHR website at http://www.gwu.edu/~hrs/pdf_files/I-9_2007.pdf for a list of documents that are acceptable for I-9 verification purposes.

Employee Benefits

As a new resident, you will be eligible to participate in a variety of employee benefit programs. Benefits summaries, costs, and enrollment forms can be found online at the New Hire Residents Orientation link on the Benefits website at <http://www.gwu.edu/hr/>.

Health & Welfare

In order to expedite your enrollment and to save time at orientation, it would be helpful if you would complete the enrollment worksheet found on the New Hire Orientation link and bring it to the resident orientation.

If you have questions about any of the benefits available to you, please call the Benefits Administration Department at (202) 994-9620. **Enrollment Forms must be submitted to the Benefits Administration Department no later than 2 weeks after your start date.** If you do not submit your enrollment forms, you will be defaulted to no coverage and will not have the opportunity to enroll in coverage until the next Open Enrollment, with an effective date of January 1, 2009.

Long-Term Disability

Disability insurance for the first year of employment is covered by the GME Office. You will receive application with your resident contract.

Retirement Plan

GW's Retirement Plans have a two-year service requirement for University contributions. You may contribute to the Supplemental Plan immediately. If you have had employment service with another institution of higher education, that service may count toward your two year requirement. We will need confirmation from your previous employer(s) confirming your dates of service.

Following the completion of 2 years of service, you should contact the Benefits Administration Department to complete an application to participate in the Base Retirement Plan. You will be given applications for the retirement plan at the new residents' orientation or you may request them by calling the Benefits Administration Department at (202) 994-9620 or e-mailing us at benefits@gwu.edu.

New Resident Orientation

The GME Office has sent you information on the resident orientation. As part of the employee benefit presentation the Benefits Staff will provide additional information and will answer any questions that you have. You may bring your spouse with you for this portion of the orientation.

Your cooperation is greatly appreciated. We look forward to meeting with you.