Graduate Student Employee Health Plan (GSEHP): Providing Information to Eligible Employees and Fellows

Effective Date: April 18, 2018

Function: Human Resources

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Procedure

What to Give Graduate Student Employees

Graduate student employees must be provided with the following items when hired or when
they become eligible for the Graduate Student Employee Health Plan:

- a [Research Foundation (RF) Graduate Student Employee Health Plan Enrollment Form](#).
- a Graduate Student Employee Health Plan Member Handbook (a supply of booklets are provided to operating locations by UMR). The member handbook is also available at the [UMR website](#).
- the Flexible Benefits Program Guidelines for Graduate Student Employees and Participant Waiver Form for Graduate Student Employees.

What to Give Fellows

Graduate and postdoctoral fellows must be provided with the following items at the beginning
of fellowship appointment:

- a [Research Foundation (RF) Graduate Student Employee Health Plan Enrollment Form](#).
- a Graduate Student Employee Health Plan Member Handbook (a supply of booklets are provided to operating locations by UMR). The member handbook is also available at the [UMR website](#).

What the Plan Administrator Provides

After they enroll in the plan, employees and fellows receive identification cards from UMR.

Definitions
None

Related Information
Refer to [Eligibility for GSEHP Coverage](#) for more information on who may participate.

Forms
None

Change History

Date	Summary of Change
April 18, 2018	Revised to incorporate POMCO acquisition by UMR.
May 30, 2007	Removed references to EPSS.
April 7, 2005	Revise to incorporate plan administrator change to POMCO from Univera.
November 1, 2001	Convert and update be-a-97 from Benefits Mangual. Add link to GSEHP Member Handbook.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.