Welcome to Yale University! Please take some time to read over this document. It contains important information necessary to ensure your onboarding is a smooth experience.

1. Activate Your Net ID

**When: Prior to July 1st**

You will be provided with a Net ID, PIN number, and Yale email address. You will use your Net ID, and a password you create, to access many of the applications used here at Yale, including your email account.

The PIN number that has been provided to you is required to activate your Yale Net ID. Please safeguard this PIN. It is used for the initial activation of your Net ID only and will expire after 90 days; therefore you should activate your Net ID as soon as possible. Once you have activated your Net ID, the PIN will no longer be usable.

To activate your Net ID, visit the Net ID Activation web page at [https://www.yale.edu/netid](https://www.yale.edu/netid).

During the activation process, you will be prompted to create a Net ID password. To maintain the security of your accounts and the Yale network, it is imperative that you do not share your password with anyone.

If the PIN above does not allow you to activate your Net ID, please call Client Accounts at (203) 432-6627, Monday through Friday, 8:30 a.m. to 5:00 p.m.

2. Yale Email Account

**When: Prior to July 1st, after activating NET ID**

After you have activated your Net ID, you will be able to access your email account.

To access your email account, visit [https://connect.yale.edu](https://connect.yale.edu). You will be prompted to login using (1) Your email address or your Net ID, and (2) your Net ID password. To login using your Net ID, enter it following the format indicated (Yale\Net ID).
3. I-9 Form

**When:** Prior to July 1st or within the first 3 days of internship. (You can do this if you visit New Haven during the week while looking for housing)

Complete the attached document entitled Form I-9, Employment Eligibility Verification. Only complete section one of the verification form. Review the list of acceptable documents and ensure that you will be able to present one unexpired document from either List A or B. You must also present one document from List C. Both documents are required.

Take your Employment Eligibility Verification Form and your two forms of acceptable identification to the University I-9 Center of your choice. These documents must be presented in person no later than your third day of internship. Attached is a list of Yale University I-9 Centers.

4. Yale Photo ID

**When:** On or after July 1, 2016

Your ID card identifies you as a member of the Yale University community. You should carry it at all times while you are on campus and present it, upon request, to University officials whose assigned responsibilities authorize them to seek proper identification.

Go to the Medical School ID Center on or after your start date to obtain your Yale ID. The University requires one of these forms of identification when obtaining a Yale University ID card at the ID Center. NOTE: Name on government authorized ID cards must match the name in Yale’s database (no nicknames):

- Passport (USA or International)
- Driver’s License (USA Only)
- State Issued (Non-driver) ID
- US Military ID
- INS ID (Green card)

The Medical School ID Center is located at 333 Cedar St. Its hours of operation are Monday through Friday, 8:30 am – 12 Noon and 1:00pm – 3:00pm. The office number is 203-785-4286.

5. Direct Deposit

**When:** On or after July 1, 2016

You are encouraged to set up direct deposit. As a reminder, post-doc fellows receive a stipend once a month on the last working day of the month.

Please remember that Yale does not withhold any taxes from this payment. To ensure you meet any Federal/State tax obligations that may apply to you, consult with a tax advisor.

To set up your direct deposit:
6. Managing Your Health

Benefits

When: On or after July 1st Enroll in Benefits

You must enroll in a benefit plan within the first 30 days of your appointment. You will be able to enroll on or after July 1st. You will need your Net ID to begin the process. The Yale Health Plan is provided to you and your family at no charge. You will be responsible for the difference in premium if you select one of the other health plans.

To enroll:
   a. http://portal.yale.edu/staff
   b. select “My Benefits”
   c. Follow the prompts

For assistance, you may contact the Employee Service Center at (203) 432-5552; employee.services@yale.edu; or visit their offices at 221 Whitney Ave., 1st. Floor; Monday through Friday 8am-5pm.

Complete a Health Subsidy Form

Fellows who have signed up for the health benefits under any plan must complete a healthcare subsidy form to ensure that Yale pays for your health insurance.

Each month an amount equal to the cost of your healthcare benefits will be deducted from your paycheck. In order for the department to add the healthcare subsidy to your monthly paycheck (which will eliminate or reduce the amount of the withdrawal, depending on which health plan you choose), the department must have a subsidy form on file.

You must complete the form and return it to the Student Coordinator within 10 days of the start of your internship. The form is attached for your convenience, but can also be found on the benefits website at http://www.yale.edu/hronline/resources/docs/pdf---healthcare---subsidy---form.pdf
Complete the top portion of the form. The department will complete the middle section --- Leave the space for “Yale ID” blank. The department will fill this in.

For assistance, you may contact the Employee Service Center at (203) 432-5552; employee.services@yale.edu; or visit their offices at 221 Whitney Ave., 1st floor; Monday through Friday, 8am---5pm.

Reimbursement of Costs for Non-Yale Insurance

If you elect to maintain medical coverage that is not obtained through Yale, then Yale will reimburse you up to the maximum cost of the Yale Health Plan. You will need to provide a letter from the insurance carrier stating your coverage and monthly premium. In addition you will need to provide proof of payment (i.e., paystub showing deduction or canceled check).

For questions or concerns as you transition into your role; you may contact Joan Cricca, the Student Coordinator, at (203) 785-2090 or psychsec@yale.edu

Attachments:
Yale University I-9 Centers

Form I-9 Employment Eligibility Verifications

2015 Healthcare Subsidy Form