



YALE SCHOOL OF MEDICINE

Department of Psychiatry / Psychology Section

## Doctoral Internship in Clinical & Community Psychology **Administrative Instructions for Fellows**

02.11.20

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

### 1. Activate Your Net ID

**When: Prior to July 1<sup>st</sup>**

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 is used for the initial activation of your Net ID only.

To activate your Net ID, visit the Net ID Activation web page at <https://www.yale.edu/netid>.

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

### 2. Yale Email Account

**When: Prior to July 1<sup>st</sup>, 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>. 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 1<sup>st</sup> or within the first 3 days of internship.** You will be required to complete an I-9 form as required by federal law and needed to create your employment file.

Review the attached list of acceptable documents and ensure that you will be able to present to an I-9 Center with one unexpired document from List A or one document from List B and one document from List C. You can access the I-9 form through the Yale Portal (<https://your.yale.edu/>). Select Workday, personal information, complete I-9 form. Bring a copy of the form and your approved form of ID to the I-9 centers throughout the Yale Campus.

Take your Employment Eligibility Verification Form and your 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.

If you visit an I-9 Center prior to your first day of work, **please be sure to bring a copy of your offer letter with you.** Below are several important links to assist you in this process:

1. **To locate Employment Eligibility Verification form (i-9) resources:**  
<https://your.yale.edu/work-yale/financials/business-operations/operations-managers-resource-guide/tasks/employment>
2. **Human Resources Employee Services Center** <https://your.yale.edu/work-yale/support/employee-services>
  - a. Email: [employee.services@yale.edu](mailto:employee.services@yale.edu)
  - b. Phone: 203-432-5552
3. **USCIS PDF of I-9:** [https://www.uscis.gov/system/files\\_force/files/form/i-9-paper-version.pdf](https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf)

#### 4. Yale Photo ID

**When: On or after July 1<sup>st</sup>**

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, on 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. SHM-CE-1B. 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. Email: [med.idcenter@yale.edu](mailto:med.idcenter@yale.edu)

#### 5. Direct Deposit

**When: On or after July 1<sup>st</sup>**

You are encouraged to set up direct deposit. As a reminder, 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:

Go to the Yale Portal; <http://portal.yale.edu/staff>

- a. Select the Login option and log in
- b. Select "My Pay and Information"
- c. Select "Direct Deposit"

- d. Following the prompts

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

## 6. Managing Your Health Benefits

**When: On or after July 1<sup>st</sup>**

### Enroll in Benefits

You must enroll in a health benefit plan within the first 30 days of your appointment. You will be able to enroll on or after July 1<sup>st</sup>. You will need your Net ID to begin the process. Coverage through the Yale Health Plan is provided at no charge to you and your family. You will be responsible for the difference in premium cost if you select other insurance options. Once you complete enrollment, you will need to complete a subsidy form and return to Joan Cricca no later than July 10<sup>th</sup>, 2015.

To enroll:

- a. Visit <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](mailto:employee.services@yale.edu); or visit their offices at 221 Whitney Ave., 1<sup>st</sup> Floor; Monday-Friday 8am-5pm.

### Complete a Health Subsidy Form

Fellows who have signed up for the health benefits 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 Joan Cricca within 10 days of the start of your internship. The form is attached for your convenience, but can also be found at: [https://your.yale.edu/sites/default/files/healthcare-subsidy-form\\_final\\_updated\\_09072016.pdf](https://your.yale.edu/sites/default/files/healthcare-subsidy-form_final_updated_09072016.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](mailto:employee.services@yale.edu); or visit their offices at 221 Whitney Ave., 1<sup>st</sup> Floor; Monday-Friday, 8am-5pm.

Additional information on your benefits can be found online at:

<http://www.yale.edu/hronline/benefits/pd.html>

**Additional Information:**

For questions or concerns as you transition into your role; you may contact Joan Cricca at 203-785-2090 or [psychsec@yale.edu](mailto:psychsec@yale.edu)

**Links for Attachments:**

Form I-9 Employment Eligibility Verifications: <https://your.yale.edu/sites/default/files/i-9-.pdf>

Yale University I-9 Centers: [https://your.yale.edu/sites/default/files/yale-i-9-centers\\_2.pdf](https://your.yale.edu/sites/default/files/yale-i-9-centers_2.pdf)

Healthcare Subsidy Form: [https://your.yale.edu/sites/default/files/healthcare-subsidy-form\\_final\\_updated\\_09072016.pdf](https://your.yale.edu/sites/default/files/healthcare-subsidy-form_final_updated_09072016.pdf)