**Information about health insurance options for GRAs**

Your assistantship does not include funds to cover the cost of the student health insurance plan (SHIP). SHIP is mandatory; however, it can be waived if you show proof of other credible health insurance coverage. In contrast to the work performed by GTAs and GPAs, the nature of your research-related work as a GRA provides an option of an employment-based medical plan that is offered by the University System of GA. You can compare the two plans [here](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.usg.edu%2Fstudent_affairs%2Fassets%2Fstudent_affairs%2Fdocuments%2FUSG_GRA_Insert_FINAL.website11_.10.21.pdf&data=05%7C01%7Caphillip%40kennesaw.edu%7Cbb14fe30ac4d45457b0d08dbd494f0d0%7C45f26ee5f134439ebc93e6c7e33d61c2%7C1%7C0%7C638337508386645772%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=nHAPI0bTBB3juBNKcsx1Pu9Khgnkfdu4SL4rEqHpU84%3D&reserved=0) to determine which one better meets your needs.

**Please note the timeline of events required to enroll in the USG GRA medical plan as an alternate to the SHIP (Student Health Insurance Plan):**

1. (For international students) You should begin the process of applying for your social security number as soon as you are physically in the United States. You can learn more about the application process [here](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdga.kennesaw.edu%2Fisss%2Ff-1%2Fsocial_security_number.php&data=05%7C01%7Caphillip%40kennesaw.edu%7Cbb14fe30ac4d45457b0d08dbd494f0d0%7C45f26ee5f134439ebc93e6c7e33d61c2%7C1%7C0%7C638337508386645772%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=NXoVR4u9Q548oS1B7XycpeI%2BK15D0laVk9w6TJf7W8U%3D&reserved=0). Important notes:
   1. Initiating this process as soon as possible best facilitates your ability to enroll in the GRA medical plan since appointments with the SSA may not be readily available and there are established deadlines for both enrolling in the GRA medical plan and waiving SHIP.
   2. Searching for appointment availability with multiple SSA locations will increase the likelihood of successfully meeting those deadlines.
2. HR will be able to enter you into our payroll system (OneUSG) within two business days of providing your social security number and completing all other aspects of the onboarding process. Contact Sam Garbe in HR ([sgarbe@kennesaw.edu](mailto:sgarbe@kennesaw.edu)) if you are unsure of what steps you still need to complete.
3. You will be able to enroll in the GRA medical plan within three business days of HR entering you in our payroll system (OneUSG). See steps for enrolling below.
4. You will be able to waive SHIP once you can provide proof of enrollment into the GRA health plan (or other applicable coverage).

You can enroll in the GRA plan by logging into OneUSG connect using the instructions below. If you need assistance, please contact the USG Benefits hotline at 1-844-587-4236.

1. Log into OneUSG connect with your netID and password at oneusgconnect.usg.edu.
2. Click on “employee self-service” and a drop down will appear.
3. Select “benefits” from the drop-down menu.
4. At the next screen, click on the “manage my benefits” tile and you will be taken to a screen where you can make your election.

Once you have enrolled you can go [here](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstudentcenter.uhcsr.com%2Fschool-page&data=05%7C01%7Caphillip%40kennesaw.edu%7Cbb14fe30ac4d45457b0d08dbd494f0d0%7C45f26ee5f134439ebc93e6c7e33d61c2%7C1%7C0%7C638337508386645772%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=JHnSY1SKZ8SjYuWwxMADd3zF2iuZrTzTlp9zfsNu2Z8%3D&reserved=0) to waive SHIP (the student health insurance plan). For assistance with the waiver submission contact the Bursar’s office - [https://fiscalservices.kennesaw.edu/bursar/](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ffiscalservices.kennesaw.edu%2Fbursar%2F&data=05%7C01%7Caphillip%40kennesaw.edu%7Cbb14fe30ac4d45457b0d08dbd494f0d0%7C45f26ee5f134439ebc93e6c7e33d61c2%7C1%7C0%7C638337508386645772%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=YzFjIaaEzaqPNHkCUVh%2FWlRNEfR0rOd0aHI2JeoAOjw%3D&reserved=0)

**Important information regarding the GRA health plan:**

NEW GRAs will have an opportunity to elect coverage within 30 days of their start date as a “new” GRA.

Coverage will be offered twice a year (August and January). Each enrollment period is two weeks long.

Enrollment kits will be mailed to you and will include a comparison of the GRA and SHIP.

You are required to actively enroll each semester, even if you were enrolled for the previous semester.

You must also certify your tobacco-user status each semester.