



July 19, 2024

Varun Sundar
Department of Computer Sciences
vsundar4@wisc.edu

Dear Varun Sundar:

I am pleased to offer you a 50% Research Assistant appointment to support the pursuit of your dissertation or degree research in the Department of Computer Sciences. Your biweekly payroll amount will be 1675.64 (prorated for any pay period less than two weeks) based on the academic year rate of 65,350 for the period beginning August 19, 2024 and ending May 17, 2025.

Professor Mohit Gupta will serve as your mentor in this effort and you will remain in their research group as a colleague. The University requires this to be a student/teacher relationship and you will be expected to abide by University policies and honor your mentor's scholarly traditions and procedures while conducting your research.

Employment Eligibility and Verification:

Please note: this generally applies to new employees; if you have a currently active UW appointment and have previously completed the I-9 requirement and background check, you do not need to do again.

This offer of employment is contingent upon verification of your identity and work authorization within three days of your first day of employment as required by federal law. Also note: that Section 1 of the Form I-9 must be completed electronically through HireRight on or before your date of hire. Becky Bush, CS HR Generalist, at rbush@wisc.edu will need to see your documents within three days to complete the I-9 form. For information on the Form I-9 and the list of acceptable documents, please see the Forms section of the U.S. Citizenship and Immigration Service website: <http://www.uscis.gov/portal/site/uscis>.

This offer of assistantship is conditional pending the results of a criminal background check. Due to the ongoing COVID-19 pandemic, criminal background check results may be delayed or unable to be completed prior to hire. Once access to criminal court records nation-wide is restored, the criminal background check will be completed. If the results are unacceptable, the offer will be withdrawn or, if you have started your appointment, your appointment will be terminated.

Please note: Applications for individuals seeking J-1 immigration status sponsored by the University may be subject to additional screening activities to ensure compliance with the federal export control regulations. If you have questions about export control regulations, please contact the University's Export Control Office: <http://research.wisc.edu/integrity-and-other-requirements/export-control/>.

Graduate Assistant Policies and Procedures:

Employment policies regarding your assistantship are found at: <https://hr.wisc.edu/policies/gapp>

Specifics regarding the appointment are:

Hours of Work/Work Schedule:

The appointment percentage noted above is a mechanism for setting the stipend amount, and does not correlate to any particular requirement for hours of work. Please consult with your Mentor regarding work schedule expectations. Note that students holding an F or J visa are permitted to engage in no more than 20 hours of compensated employment per week while the University is in session; hours beyond this limit must be entirely for the purpose of your academic studies and completion of your thesis or dissertation.

Concurrent Appointments:

Before accepting any additional new appointments, students must inform all department administrators and supervisors, who will in turn notify the College of Letters and Sciences Human Resources Office. It is your responsibility to be aware of the requirements for holding concurrent appointments. The concurrent appointment policies are found at <https://kb.wisc.edu/gradsch/page.php?id=33321> and <https://kb.wisc.edu/gradsch/page.php?id=33322>.

Satisfactory Academic Progress:

You are required to maintain satisfactory progress toward your degree. For additional information, refer to: <https://grad.wisc.edu/acadpolicy/?policy=satisfactoryprogress>.

Enrollment Requirements:

To assure progress toward the degree, as a condition of your appointment, RA's are required to carry a full load each semester (8-15 graded credits taken at 300 level or above, including research or theses credits for non-dissertators, 3 credits for dissertators) and at least 2 graduate credits during the general 8-week summer session (3 credits for dissertators). Dissertators who hold an assistantship are considered full-time with 3 credits directly related to their dissertation. For more specific enrollment information, see the Graduate School's website on Enrollment Requirements at: <https://grad.wisc.edu/documents/enrollment-requirements/>.

Tuition:

You will receive remission of your nonresident or resident tuition. The tuition remission does not include segregated fees, which will be your responsibility each term. Tuition and fees are determined by the Board of Regents.

To qualify, you must be a graduate assistant and your RA earnings must total at least 33 percent of the full-time, annual rate during each semester. This remission is awarded prospectively based on anticipated earnings, and earnings at the conclusion of the appointment must equal or exceed 33 percent of the appointment's full-time rate for the award to be final. For additional information, please refer to the Bursar's Office website information on TA, PA, and RA Appointments at: <https://businessservices.wisc.edu/making-payments/payments-to-students/tuition-remission/eligibility-for-ra-ta-pa-and-lsa-tuition-remission/>.

If you have a spring appointment which qualifies for tuition remission, your eligibility for tuition remission will carry over to the Summer term. For specific information, see the Bursar's Office website regarding TA, PA, RA, LSA Appointments Summer Term at:

<https://businessservices.wisc.edu/making-payments/payments-to-students/tuition-remission/eligibility-for-ra-ta-pa-and-lsa-tuition-remission/>.

Research Policy:

By accepting this appointment at UW-Madison, you agree to comply with UW-Madison research policies and the provisions of any funding agreement or other agreement establishing rights to intellectual property that applies to the research in which you may participate. After receiving your UW NetID, you may receive a link to acknowledge that you agree to abide by the UW-Madison and federal policy in the conduct of research.

Health Insurance:

You may be eligible to participate in the Graduate Assistant Health Insurance program. Application deadlines are critical and must be met. If you need health insurance and wish to enroll, please contact Meghan Opgenorth, CS Payroll and Benefits Specialist (hring@cs.wisc.edu) in Computer Sciences or contact Madison Benefits Services at (608) 265-2257 or benefits@ohr.wisc.edu within the first 30 days of your employment. UW Benefits walkthrough is available online at:

<https://uwservice.wisconsin.edu/ebenefits/>. Information is also available online at:

<https://hr.wisc.edu/benefits/new-employee-benefits-enrollment/benefits-for-employees-not-covered-by-the-wrs/>.

Federal Affordable Care Act:

The University of Wisconsin is required to provide all employees with a Notice of the availability of the Health Insurance Marketplace. The Notice also includes required information on health insurance coverage available through your employment at the University of Wisconsin (UW). Beginning in 2014, the federal Affordable Care Act (ACA) requires most everyone to obtain health insurance for themselves and their dependents or pay a penalty when filing their tax returns. Please refer to the notification included as an attachment to this letter.

Payroll Information:

For payroll purposes, your stipend is paid biweekly, every other Thursday. Payroll information for graduate assistants regarding pay schedule, health insurance premium deductions, and taxes is available on the Benefits Services website at: <https://hr.wisc.edu/pay/>.

Leave Benefits:

Please see this College of Letters and Science KnowledgeBase document for details on graduate student leave and tracking: <https://kb.wisc.edu/lis/page.php?id=24845>.

Additional information regarding leave benefits is available at: <https://hr.wisc.edu/policies/gapp/>.

Required Training:

If you have not already done so, please complete the annual mandatory Cybersecurity Awareness Training before December 1st of this year. Information about the training and the registration link is available at <https://it.wisc.edu/about/division-of-information-technology/enterprise-information-security-services/office-of-cybersecurity/cybersecurity-awareness-training/>.

Computer Sciences Department

University of Wisconsin-Madison 1210 W. Dayton Street Madison, Wisconsin 53706

Phone: 608-262-1204 Web: <http://www.cs.wisc.edu>

Compliance Obligations and Reporting Responsibilities:

UW-Madison prohibits discrimination against applicants, employees, students and visitors to campus who wish to participate in University programs or activities. Information about relevant law, policies, resources and complaint procedures and protected bases is available at:

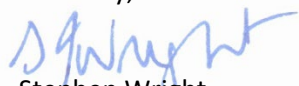
<https://compliance.wisc.edu/eo-complaint/>.

Wisconsin Executive Order #54 (EO 54) requires the reporting of child abuse or neglect. As a UW–Madison employee, if, in the course of employment, you observe or learn of an incident or threat of child abuse or neglect, and you have reasonable cause to believe that child abuse or neglect has occurred or will occur, you are required by EO 54 and campus policy to immediately report it to Child Protective Services (CPS) or law enforcement. If the suspected incident or threat involves an allegation against a University employee or agent, or on campus or at a UW–Madison sponsored activity, you must also notify the Office of Human Resources, Workforce Relations. Employees who are mandatory reporters under Wis. Stat. 48.981(2)(a) shall comply with the requirements of the state mandatory reporter law. Employees who learn about child abuse or neglect in a healthcare setting should only report as permitted by HIPAA.

It is the policy of the University of Wisconsin-Madison to provide reasonable accommodations for qualified individuals with disabilities. If you need an accommodation to perform the essential functions of your position, please contact Brenda Powles (brenda.powles@wisc.edu or (608) 262-7823), Divisional Disability Representative at the College of Letters and Science. More information can be found at the following website: <https://employee disabilities.wisc.edu/>.

All employees, faculty and staff are strongly encouraged to help make the University a drug-free workplace. You can do this by learning about substance abuse (its dangers and warning signs), encouraging others to avoid substance abuse, and getting help if you need it—either for yourself or for someone you are concerned about. Please review the “UW-Madison Compliance with the Drug-Free Schools & Communities Act”, which is provided to all employees as part of their orientation to the University community. This document can be found at:
<https://alcoholanddruginfo.students.wisc.edu/dfsac-act/>.

Sincerely,



Stephen Wright
Department Chair
Computer Sciences Department

Attachment: Federal Affordable Care Act Notification

CC: Professor Gupta
CS Payroll
CS Grad Coordinator

Federal Affordable Care Act Notification

The University of Wisconsin is required to provide all employees with a notice of the availability of the Health Insurance Marketplace and information on health insurance coverage available through your employment at the University of Wisconsin (UW). The Health Insurance Marketplace Notice is enclosed.

Although almost all individuals have been required to maintain health insurance because of what is called the Individual Mandate under the Affordable Care Act (ACA), beginning on January 1, 2019, individuals no longer have to comply with the Individual Mandate. However, individuals may continue to obtain health insurance coverage through employer-sponsored coverage with the UW, a governmental plan, such as Medicare, or the Marketplace (also known as the Exchange), which was created as an option for individuals to purchase health insurance (potentially with premium assistance).

If you are eligible for and plan to enroll in the State Group Health Insurance plan through your employment at the UW, you do not need to enroll in coverage through the Marketplace, unless you choose to do so. Most UW employees who are eligible for State Group Health Insurance will not be eligible for a premium subsidy for coverage purchased through the Marketplace.

For information about the Health Insurance Marketplace and options available to you, please visit the following websites:

- HealthCare.gov: <https://www.healthcare.gov> (for detailed information about health plans available to you, eligibility, premiums and premium subsidies, FAQs....)
- UW System Affordable Care Act webpage at: <http://www.wisconsin.edu/ohrwd/aca/>

If you need this information in another language, please visit <https://www.healthcare.gov/language-resource/> or call HealthCare.gov at 1-800-318-2596.

If you have questions about your eligibility for health insurance through your employment, contact your institution's human resources office (contact information available at:

<http://www.wisconsin.edu/ohrwd/benefits/contact/>