

This Job Aid supports information learned in EMP112: Benefits Information

UCPath allows you to manage your benefits and enroll in coverage when you are first eligible for benefits during the hire process, if you become newly eligible due to a job change and annually during the Open Enrollment process. You have 31 days from your date of eligibility to enroll in coverage.

Navigation:

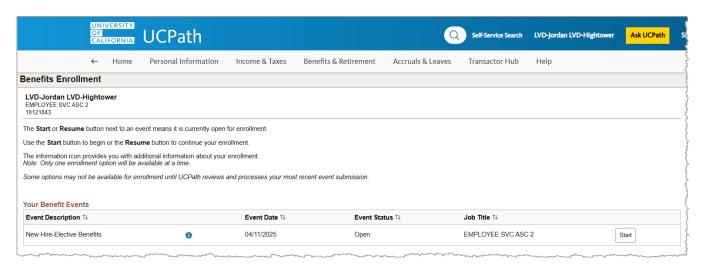
Menu > Benefits & Retirement > Health & Welfare Benefits > Select My Benefits



Before you access your personal information, you must validate your identity by answering one of the security questions you initially set up on your profile.

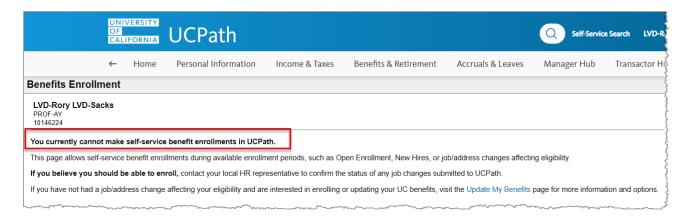
Your Benefits Events

 If you are eligible to enroll in benefits and have an open benefit event, UCPath displays the Benefits Enrollment page.





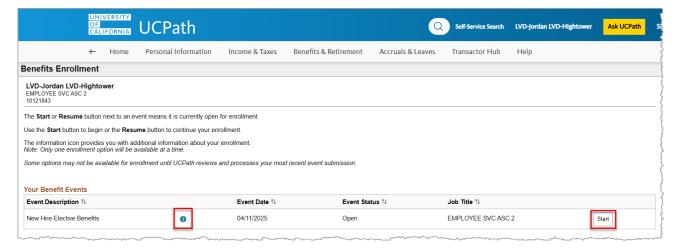
If you do not have an open benefit event, the following message appears.





Note: If you believe you should be eligible to enroll in coverage, contact your Location for further assistance.

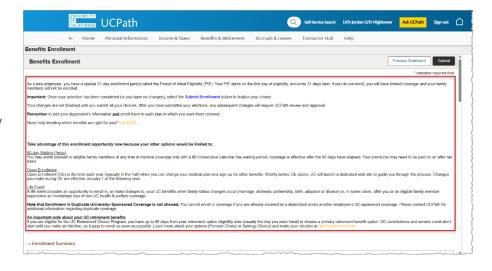
- The Your Benefits Events section displays your Benefits Events open for review/changes.
 The page includes the Event Description, Event Date, Event Status and your Job Title.
- Select the Event Information icon to review important information about your event.
- Select the Start button when you are ready to begin your elections.





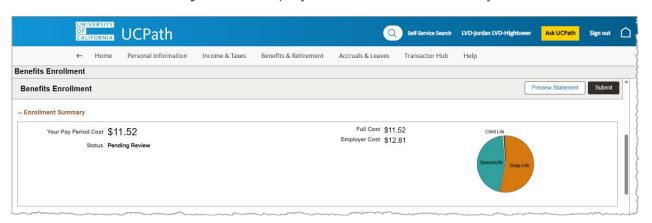
Benefits Enrollment

The **Benefits Enrollment** page appears. Take a moment to review the important disclosures at the top of this page. Scroll down the page when you are ready to continue.



Enrollment Summary

The **Enrollment Summary** section displays the cost of the benefits you have selected.



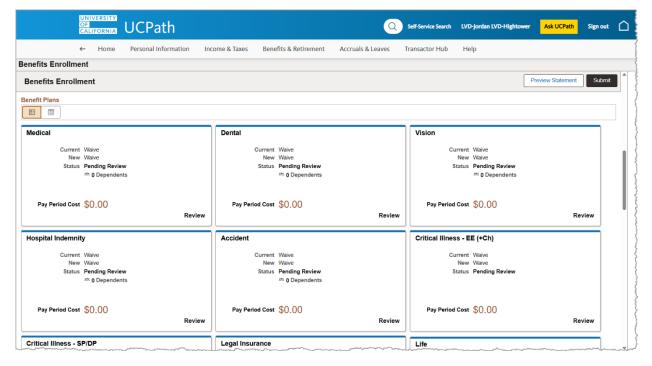
The pie chart displays a breakdown of your costs per plan. The chart below provides additional details about the fields in this section.

Field	Description
Your Pay Period Cost	You will pay this amount each pay period for the benefit coverage you elect. The cost is automatically deducted from your paycheck.
Status	This field indicates the current status of your benefits enrollment.

Field	Description
Full Cost	The total cost of the benefit coverage, including both your share and the portion paid by the University.
Employer Cost	The portion of the full cost that the University pays on your behalf toward your benefit coverage.

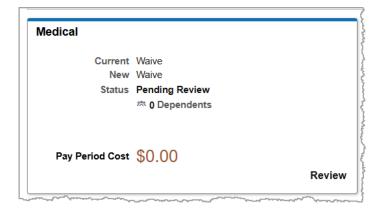
Benefits Plans

The **Benefit Plans** section displays the benefit plans for which you are eligible. You can view your benefits plans either as tiles or in a list. Use the **List View** button to switch to the list.



Understanding the Benefit Plans Tiles

- Each benefit plan is displayed on a tile.
- Refer to the following table for a description of the fields on each tile.

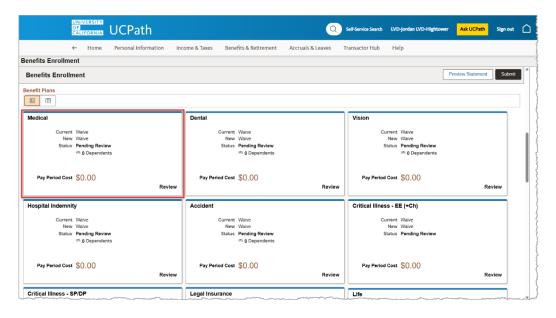




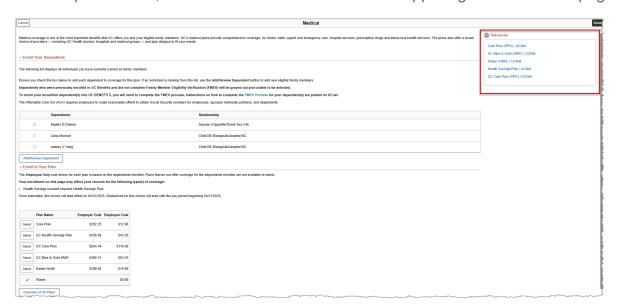
Field	Description
Current	This field displays an already existing enrollment in the benefit plan, if any. If no enrollment exists, then the field displays Waive .
New	This field displays the default election of Waive when you start the enrollment process. When you select a different plan option, your plan choice appears in this field.
Status	This field displays the status of the benefit plan. The possible values are Pending Review , Visited , Changed , Not Available and Error . If you update a plan, the status displays Changed , a green checkmark icon appears, and the blue border at the top of the tile changes to green.
Dependents	For plans that allow enrolling dependents or beneficiaries, the tile displays a dependent or a beneficiary icon and the number of dependents or beneficiaries enrolled in the plan.
Pay Period Cost	This field displays the cost of the benefit per pay period.
Review	Select this button on the list view to review your benefit plan elections.

Select Your Benefits

 When you are ready to make your elections, select the appropriate plan tile or the Review button on the list view to access the plan.



Use the **Plan** page to select a plan and add or remove your dependents from a plan. For additional plan details, select the **Resources** links in the upper right corner of the page.

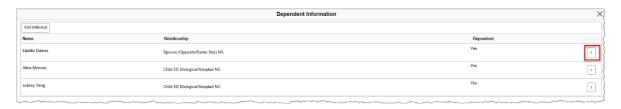


Add/Review Dependent

To add or review dependent information, select the Add/Review Dependent button.



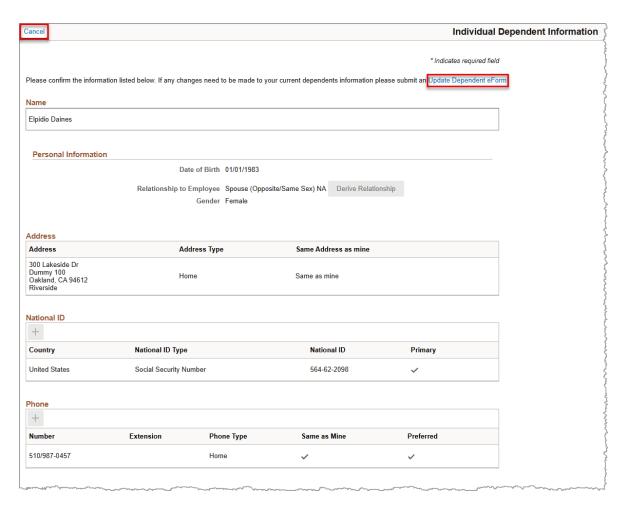
• To review current dependent information, select the View or Update Detail icon.



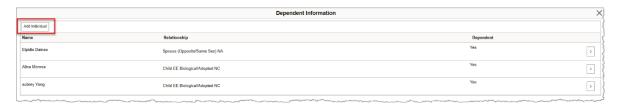


The **Individual Dependent Information** page displays your dependent's information. **Note:** This page is read-only. To update your dependent's information, select the **Update Dependent eForm** link at the top of the page.

• Select the **Cancel** button to return to the **Dependent Information** page.

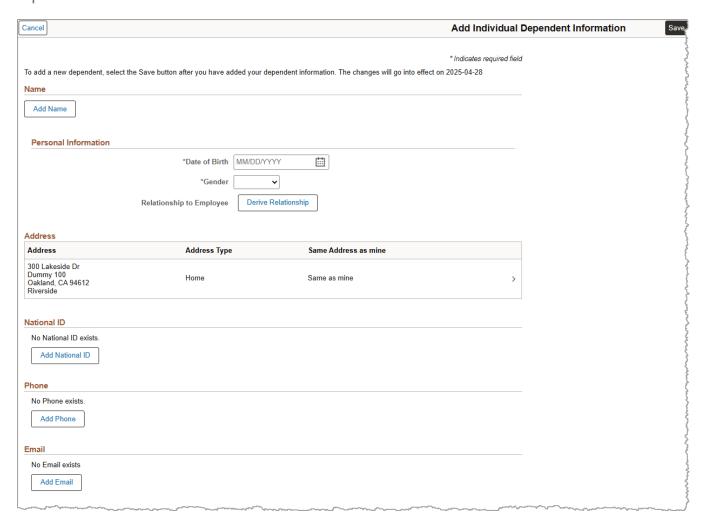


 On the **Dependent Information** page, select the **Add Individual** button to add a new dependent.

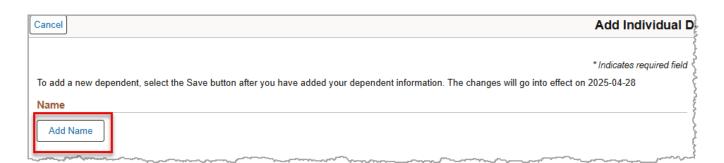




 The Add Individual Dependent Information page appears. Here, you can enter your dependent's information.

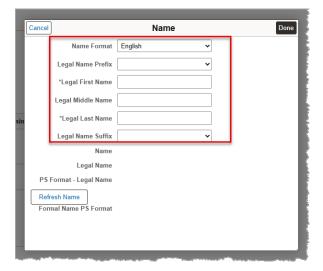


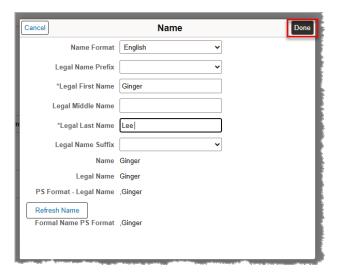
• Select the Add Name button.



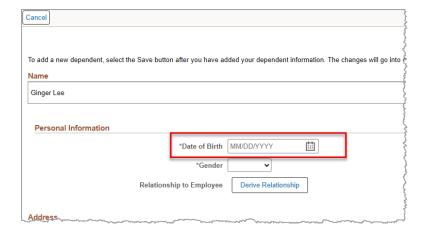


• Enter your dependent's **Legal Name** details, and then select the **Done button**. Fields with an asterisk are required.





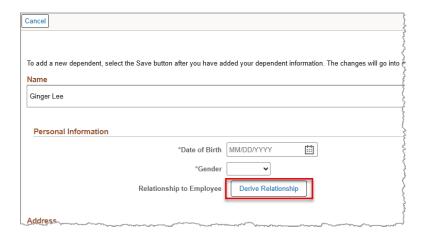
 In the Personal Information section, enter your dependent's Date of Birth.
 You can type this information or select the Calendar icon to choose the date.



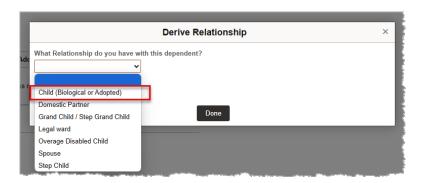
 From the **Gender** list of values, select the appropriate option.



 Select the Derive Relationship button to designate your dependent's relationship to you.



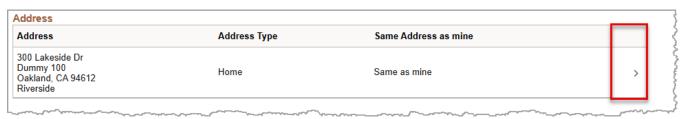
 From the list of values, select your dependent's relationship to you



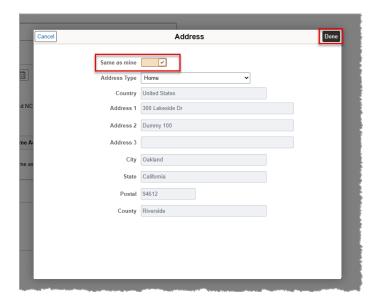
Select the **Done** button.



• Your dependent's address defaults to your address. To change their address, select the **Select** icon in the **Address** section.



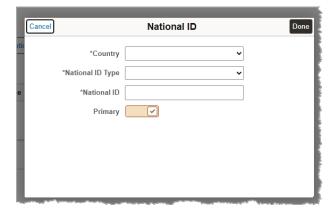
 Deselect the Same as mine checkbox and then enter your dependent's address. Select the Done button.



 Select the Add National ID button to enter your dependent's National ID details such as their Social Security number (SSN).



• Complete the fields on this page and then select the **Done** button.





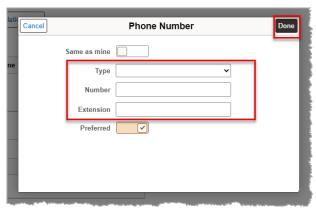
 To edit your dependent's phone number, select the Add Phone button.





 Your dependent's phone number defaults to your number. To update it, deselect the Same as mine check box. Enter the dependent's phone number details and then select the Done button.

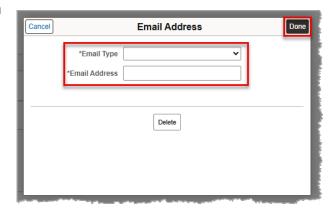




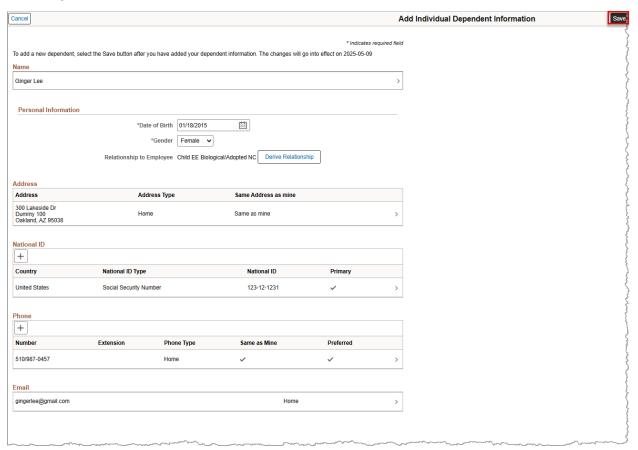
 If you want to add an email address for your dependent, select the Add Email button.



 Enter your dependent's email address, and then select the **Done** button.



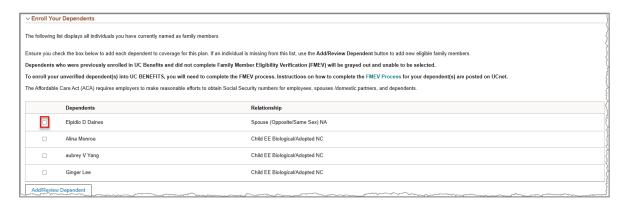
Carefully review your dependent's information, and then select the Save button to complete
your entry.



Repeat these steps until all your dependents have been added.

Selecting Dependents

Your newly entered dependents appear on the **Dependent List** but are not yet enrolled in coverage. Select the check box next to the dependent's name to add them to your plan.

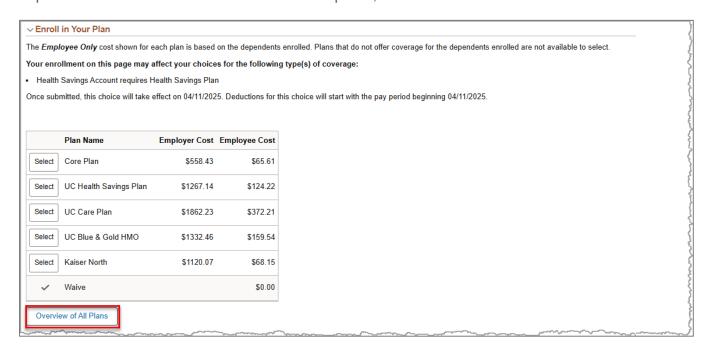




Note: UC requires all faculty, staff and retirees who enroll family members in their medical, dental and/or vision insurance plans to complete the **Family Member Eligibility Verification (FMEV)** process with UC's third-party vendor. This involves submitting documentation to confirm their family members' eligibility for coverage.

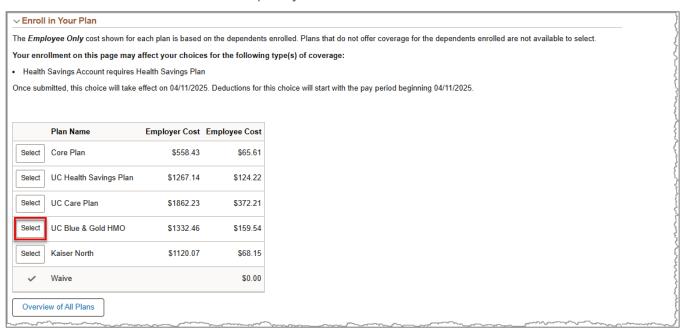
Enroll in Your Plan

When you have selected the dependents you wish to add, scroll to the **Enroll in Your Plan** section. This section displays the plan names and the cost based on your enrolled dependents. For more information about the plans, select the **Overview of All Plans** button.

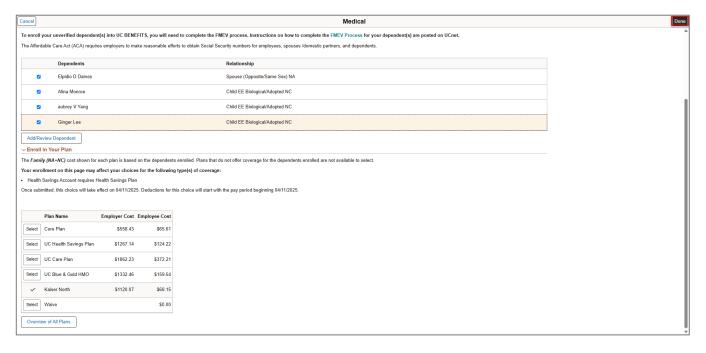




Select the Select button next to the plan you want to enroll in.

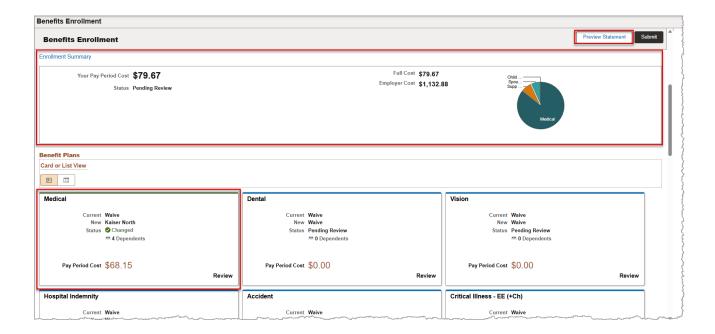


 When you have selected the appropriate plan and dependents, select the **Done** button to save your elections.



 On the Benefits Enrollment page, the Enrollment Summary section displays your new Pay Period Cost. The Plan Tile also displays your new election and, if applicable, the number of dependents you have added to the plan. You can also select the Preview Statement button to review a preliminary copy of your chosen elections, costs and dependent information.





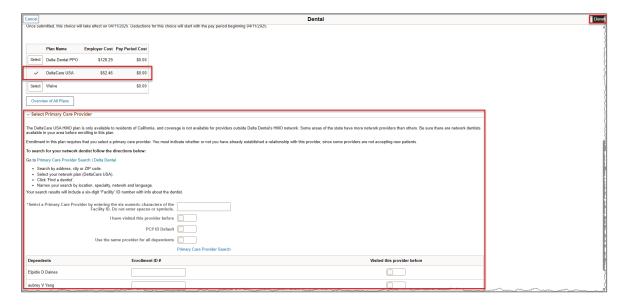
• Repeat the enrollment steps for the rest of the benefit plans you want to enroll in.

Special Considerations

Special consideration should be made for the following plans:

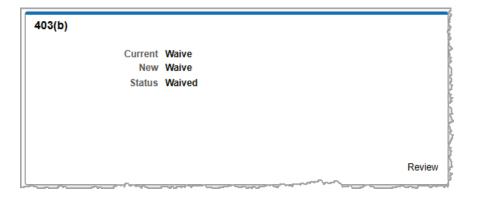
Enrolling in UC Blue & Gold HMO Medical Plan and DeltaCare USA Dental Plan

- If you select UC Blue & Gold HMO or DeltaCare USA, you must complete the Select Primary Care Provider section.
- Use the links on the page to search for your primary care provider's Enrollment ID number.
- When you have made your election, select the **Done** button.



Retirement Elections

 Elections into the UC Retirement Plan (UCRP) and voluntary retirement savings plans (403(b), 403(b) Roth and 457(b) are not entered in UCPath. Visit <u>UCRAYS</u> to complete these elections.



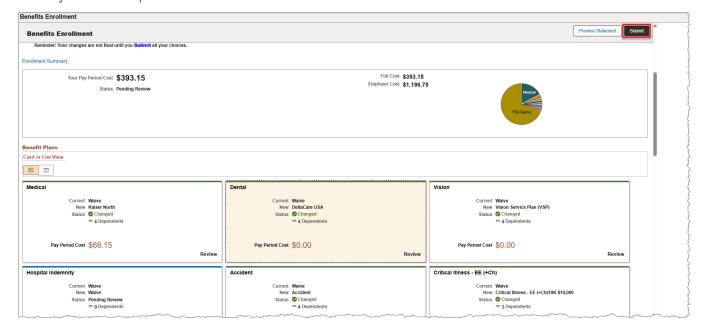
Identity Theft Protection

 UC provides a comprehensive identity protection program through Experian for employees, retirees and their dependent children (up to age 18).
 Coverage in this plan is automatic; however, you must visit the Experian website to set up your account. No enrollment action is required in UCPath.



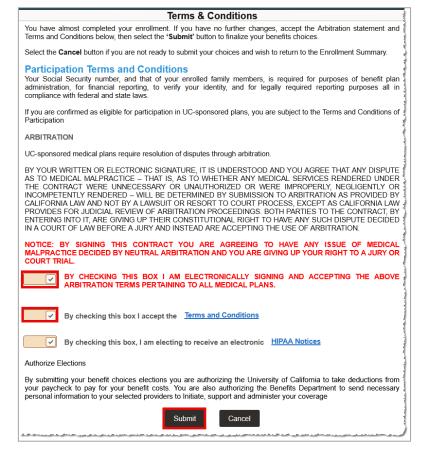
Finalizing Your Enrollments

After making changes to your enrollment plans, select the **Submit** button in the upper right corner to submit your benefit plan choices to UCPath.





- UCPath displays the Terms &
 Conditions pop-up window. Select
 the check boxes to accept the
 Arbitration Terms and the Terms
 and Conditions.
- Select the Submit button.



 When the Benefits Alerts message appears, select the Done button.

