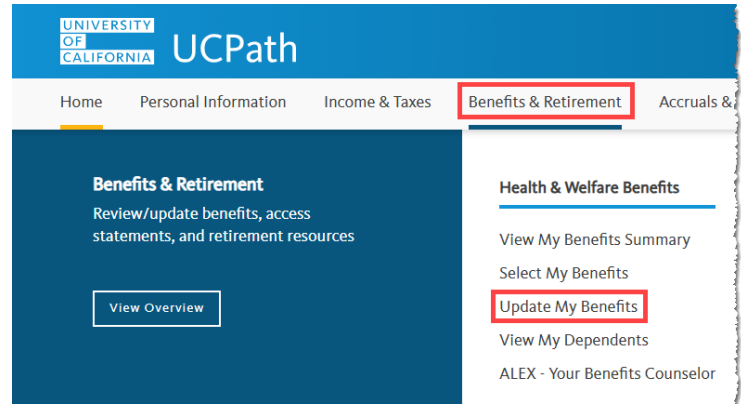This Job Aid supports the information shown in *EMP112: Benefits Information*

UCPath allows you to manage your benefits and make plan changes within 31 days of a qualifying event. Life event options include marriage, birth or adoption, establishing a domestic partnership, finalizing divorce/legal separation/annulment or terminating a domestic partnership.

Benefit changes for AD&D, Health Savings Plan (HSA) and life insurance are available through the Self-Service Event Options.

Navigation:

Menu > Benefits & Retirement > Health & Welfare Benefits > **Update My Benefits**

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

- In the **Self-Service Event Options** section, select the appropriate life event.
- Enter or select the **As Of** date.
- Select the **Start Life Event** button.

UCPath displays the **Benefit Enrollment** activity guide.

Step 1: Welcome to the Self-Service Enrollment

- Review the **Self-Service Enrollment Instructions**.
- Select the **Next** button.
- **Note:** Select the **Cancel Life Event** button to exit the life event without saving. Select the **Exit** button to return to the **Life Events** page. The life event remains active, and you can return to complete the life event.

Step 2: Self Service Acknowledgements

- Review the **Self Service Acknowledgements**.
- Select the **I have read and acknowledged the above reminders** check box.
- Select the **Save** button.

- After you save, UCPath displays a banner at the top of the page that reads **Your changes are successfully saved**.
- Select the **Next** button.

Step 3: View Current Benefits

- Review your current benefits coverage.
- Optionally, select the **Dependents** link in any plan tile to review your dependents.
- Select the **Next** button.

Step 4: Make Benefit Selections

- Select the **Start My Enrollment** button to begin your benefit enrollment.

Benefits Enrollment

The **Benefits Enrollment** page 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.

- When you first enter the Benefits Enrollment page, your plan Status displays as **Pending Review**.

- After you review the plans, the next time you return to the **Benefits Enrollment** page, the status displays as **Visited**.

If you update a plan, the status changes to **Changed**, a green checkmark icon appears, and the tile has a green bar at the top.

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.

Medical

Current	Waive
New	Waive
Status	**Pending Review**
	🏢 **0 Dependents**
Pay Period Cost	$0.00
	Review

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 new 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** button.

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** check box 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 select the **Done** button.

- To edit your dependent's phone number, select the **Add Phone** button.
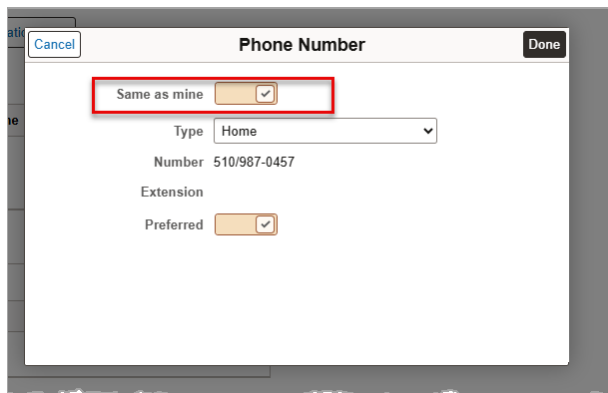
- Your dependent's phone number defaults to your number. To update it, deselect the **Same as mine** check box. Enter the dependent's phone number details and then, select the **Done** button.
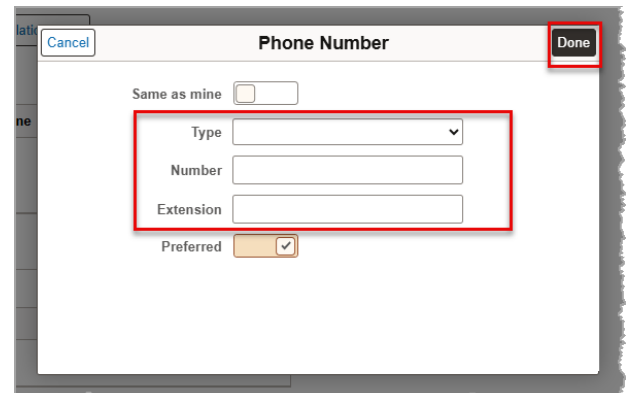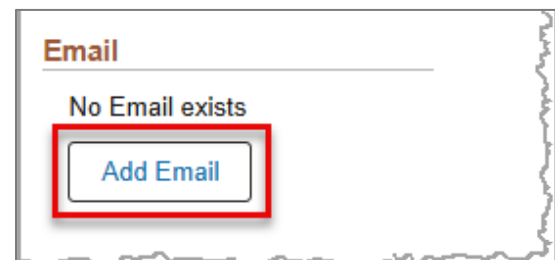
- If you want to add an email address for your dependent, select the **Add Email** button.
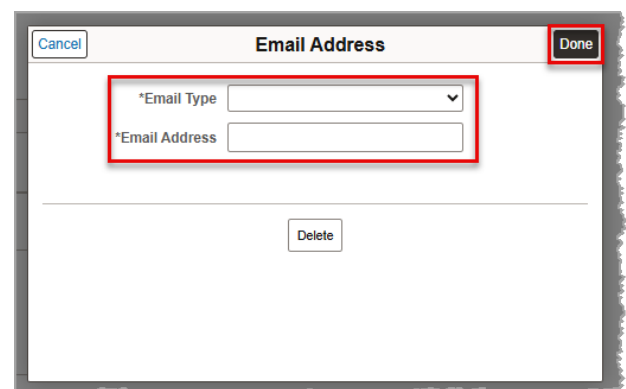
- Enter your dependent's email address and select the **Done** button.

- Carefully review your dependent's information and 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. Select the **Overview of All Plans** button for more information about the plans.

∨ Enroll in Your Plan

The *Employee Only* cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select.

Your enrollment on this page may affect your choices for the following type(s) of coverage:

- Health Savings Account requires Health Savings Plan

Once submitted, this choice will take effect on 04/11/2025. Deductions for this choice will start with the pay period beginning 04/11/2025.

	Plan Name	Employer Cost	Employee Cost
Select	Core Plan	$558.43	$65.61
Select	UC Health Savings Plan	$1267.14	$124.22
Select	UC Care Plan	$1862.23	$372.21
Select	UC Blue & Gold HMO	$1332.46	$159.54
Select	Kaiser North	$1120.07	$68.15
✓	Waive		$0.00

Overview of All Plans

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

∨ Enroll in Your Plan

The *Employee Only* cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select.

Your enrollment on this page may affect your choices for the following type(s) of coverage:

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Select	Kaiser North	$1120.07	$68.15
✓	Waive		$0.00

Overview of All Plans

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

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

Enrollment Summary

- On the **Benefits Enrollment** page, the **Enrollment Summary** section displays to show 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.

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.
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.

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 *UCRAYS* to complete these elections.

403(b)

Current	Waive
New	Waive
Status	Waived

Review

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.

Identity Theft Protection

Current	Identity Theft Protection
New	Identity Theft Protection
Status	Not Available

Pay Period Cost $0.00

Review

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.

Step 5: View Benefits Statements

- Your **Submitted Enrollment** statement becomes available. Select the **Statements** icon to view your submissions.

- Select the **Next** button to continue.

Step 6: Complete the Self-Service Process

- Review the **Steps** section that displays the enrollment **Status**, **Date Completed**, **Required** and **Go to Step** if needed.
- **Note:** Any **Steps** that are **Required** must show a **Status** of **Complete** to finalize your enrollment.
- If no updates are needed, select the **Complete** button to submit your enrollment.