
Employee Name

Date

**Key Points about Employee Benefits Enrollment:
The consequences of benefits lost if employee does not enroll during
period of initial eligibility**

Benefits counseling is provided by UC Path Benefits Office. The link for the Benefits Office is <https://ucpath.universityofcalifornia.edu>. They can be reached at (855-982-7284). A case may be submitted at the above link to inquire about various benefits/retirement issues.

It is important that each new employee attend the New Employee Benefits Orientation (NEO) by signing up online at <http://www.ucop.edu/ucoplearningcenter>.

Instructions on how to sign up for the NEO are in the enclosed insert entitled *Register for New Employee Orientation Online UC Learning Center*.

The most important points about your initial enrollment are:

- HR contact would have provided you details for entering personal information such as Direct Deposit, Taxes, emergency contact, etc. **Please DO NOT ACCESS** this site until you receive an email confirmation notice from the BRC Analyst in the payroll office. The confirmation should come to you within 1 business day of your appointment along with instructions for accessing Time Reporting System for reporting worked time.
- Please complete the UC sponsored benefit enrollment during your period of initial eligibility (PIE). A PIE starts on the first day of eligibility (for example, the day you are hired into a position for which you are eligible for medical benefits). UC Path center will provide all benefit details, this serves as a reminder that it is critical that you sign up for benefits within this PIE.
- You will not be able to sign up for your choice of medical, vision, and dental coverage until open enrollment.
- You may sign up for Supplemental Life and Dependent Life insurance without a statement of health during your (PIE) but after the PIE there is no guarantee that you will be able to get coverage and you must submit a statement of health to Prudential for review. The only other time you will

have a PIE is if there's a special event in your life such as when you get married or have a child.

- It is the same case with Supplemental Disability. If you do not sign up during PIE, you must submit a statement of health to Liberty Mutual for their review and this benefit could be denied. A 7-day wait period is strongly recommended for all new employees as you do not have any sick leave. **UC does not have State Disability.**
- If you are interested in Legal insurance, you should sign up during your PIE. Note: the Legal Plan is not available every year during open enrollment.
- Employees may not have dual coverage when both employees are employed by the University.
- If you were previously employed by at UC prior to 1976, it is possible that you may be Non-coordinated with Social Security in the retirement plan. Please be sure to verify this information with your payroll contact to make sure that Social Security is not deducted from your check.