
Welcome to UCOP!

Payroll Onboarding

Your First Day Checklist

- ☐ Signing of the Oath of Allegiance and Patent Acknowledgment
- ☐ I-9 Verification
- ☐ Receive AD credentials
- ☐ Confirm UCTrust Certification was successful (Establish SSO access)
- ☐ Access the UCPATH Employee Self-Service Portal
- ☐ Access Time Reporting System (TRS)
- ☐ Add Emergency contact in UCPATH
- ☐ Sign-up for Health Benefits
- ☐ Establish Federal and State Tax Withholdings (W-4)
- ☐ Learn what to expect regarding your first check
- ☐ Learn about the Pre-tax Commuter Program
- ☐ Learn about the on-line Learning Center
- ☐ Receive ACA Notice
- ☐ Complete Workers Comp Predesignation Form
- ☐ Complete Prior Service form (if applicable)
- ☐ Receive information about New Employee Notification (NEO)

Key Points about Benefits and Enrollment

Benefits counseling is provided by the UCPATH 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.

The most important points about your initial enrollment are:

- Once you have an Employee ID and have received your AD log in credentials, please enroll online for your UC sponsored benefits at <https://ucpath.universityofcalifornia.edu> during your 31-day Period of initial Eligibility (PIE). The PIE starts on your hire date. While we can share the UC Benefits Guide, the UCPATH Center will be able to provide any additional clarifications regarding the benefits offered at UC. This note serves as a reminder that it is critical that you sign up for benefits within your PIE. **Please wait to complete this action until you have received your Employee ID from me.**
- If you are eligible for Supplemental Life and Dependent Life insurance during your PIE you can enroll without a statement of health; 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. The UCPATH Benefits office should be contacted for any additional questions.
- Similarly, if you are eligible for Supplemental Disability coverage, if you do not sign-up during your PIE, you must submit a statement of health to Lincoln Financial for their review and this benefit could be denied. **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.

State Oath of Allegiance and Patent Acknowledgment

UNIVERSITY OF CALIFORNIA STATE OATH OF ALLEGIANCE, PATENT POLICY, AND PATENT ACKNOWLEDGMENT		EMPLOYEE'S NAME (Last, First, Middle Initial)	DATE PREPARED Mo/Dy/Yr
UPAY585 (R 11/2011) E0420 71443-180		EMPLOYEE ID	DEPARTMENT
		EMPLOYMENT DATE Mo/Dy/Yr	
STATE OATH OF ALLEGIANCE I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.			
Taken and subscribed before me on: _____		Signature of Officer or Employee: _____	
Signature of Authorized Official: _____		(Do not sign until in the presence of proper witness.)	
Title: _____		NOTE: No fee may be charged for administering this oath.	
County: _____ State: _____			
The oath must be administered by either (1) a person having general authority by law to administer oaths—for example, Notaries Public, Civil Executive Officers (Gov. Code Sec. 1001), Judicial Officers, Justices of the Peace, and county officials named in Gov. Code Sections 24000, 24057, such as, district attorneys, sheriffs, county clerks, members of boards of supervisors, etc., or (2) by any University Officer or employee who has been authorized in writing by The Regents to administer such oaths.			
WHO MUST SIGN THE OATH: All persons (other than aliens) employed by the University, in common with all other California public employees, whether with or without compensation, must sign the oath. (Calif. Constitution, Article XX, Section 2, Calif. Gov. Code Sections 3100-3102.)		WHERE OATHS ARE FILED: The Oaths of all employees of the University shall be filed with the Campus Accounting Office.	
All persons re-employed by the University after a termination of service must sign a new Oath if the date of re-employment is more than one year after the date on which the previous Oath was signed (Calif. Gov. Code Sec. 3102.)		FAILURE TO SIGN OATH: No compensation for service performed prior to his subscribing to the Oath or affirmation may be paid to a University employee. And no reimbursement for expenses incurred may be paid prior to his subscribing to the Oath or affirmation. (Calif. Gov. Code Sec. 3107.)	
WHEN OATH MUST BE SIGNED: The Oath must be signed BEFORE the individual enters upon the duties of employment (Calif. Constitution, Article XX, Section 3; Calif. Gov. Code Sec. 3102.)		PENALTIES: "Every person who, while taking and subscribing to the Oath or affirmation required by this chapter, states as true any material which he knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison not less than one or more than 14 years." (Calif. Gov. Code Sec. 3108.)	
PATENT ACKNOWLEDGMENT This acknowledgment is made by me to The Regents of the University of California, a corporation, hereinafter called "University," in part consideration of my employment, and of wages and/or salary to be paid to me during any period of my employment, by University, and/or my utilization of University research facilities and/or my receipt of gift, grant, or contract research funds through the University. By execution of this acknowledgment, I understand that I am not waiving any rights to a percentage of royalty payments received by University, as set forth in the University of California Patent Policy, hereinafter called "Policy." I also understand and acknowledge that the University has the right to change the Policy from time to time, including the percentage of net royalties paid to inventors, and that the policy in effect at the time an invention is disclosed shall govern the University's disposition of royalties, if any, from that invention. Further, I acknowledge that the percentage of net royalties paid to inventors is derived only from consideration in the form of money or equity received under: 1) a license or bailment agreement for licensed rights, or 2) an option or letter agreement leading to a license or bailment agreement. I also acknowledge that the percentage of net royalties paid to inventors is not derived from research funds or from any other consideration of any kind received by the University. The Policy on Accepting Equity When Licensing University Technology governs the treatment of equity received in consideration for a license. I acknowledge my obligation to assign, and do hereby assign, inventions and patents that I conceive or develop 1) within the course and scope of my University employment while employed by University, 2) during the course of my utilization of any University research facilities, or 3) through any connection with my use of gift, grant, or contract research funds received through the University. I further acknowledge my obligation to promptly report and fully disclose the conception and/or reduction to practice of potentially patentable inventions to the University authorized licensing office. Such inventions shall be examined by the University to determine rights and equities therein. NOTE: This acknowledgment does not apply to an invention which qualifies under the provision of Calif. Labor Code Sec. 2870 which provides that (a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either: (1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or (2) Result from any work performed by the employee for the employer. (b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable. In any suit or action arising under this law, the burden of proof shall be on the individual claiming the benefits of its provisions.		accordance with the Policy, I shall promptly furnish University with complete information with respect to each. In the event any such invention shall be deemed by University to be patentable or protectable by an analogous property right, and University desires, pursuant to determination by University as to its rights and equities therein, to seek patent or analogous protection thereon, I shall execute any documents and do all things necessary, at University's expense, to assign to University all rights, title, and interest therein and to assist University in securing patent or analogous protection thereon. The scope of this provision is limited by Calif. Labor Code Sec. 2870, to which notice is given below. In the event I protest the University's determination regarding any rights or interest in an invention, I acknowledge my obligation: (a) to proceed with any University requested assignment or assistance, (b) to give University notice of that protest no later than the execution date of any of the above-described documents or assignment; and (c) to reimburse University for all expenses and costs it encounters in its patent application attempts, if any such protest is subsequently sustained or agreed to. I acknowledge that I am bound to do all things necessary to enable University to perform its obligations to grantors of funds for research or contracting agencies as said obligations have been undertaken by University. University may relinquish to me all or a part of its right to any such invention, if, in its judgment, the criteria set forth in the Policy have been met. I acknowledge that I am bound during any periods of employment by University or for any period during which I conceive or develop any invention during the course of my utilization of any University research facilities, or any gift, grant, or contract research funds received through the University. In signing this acknowledgment, I understand that the law, of which notification is given below, applies to me, and that I am still required to disclose all my inventions to the University.	
RETENTION: Accounting: 5 years after separation, except in cases of disability, retirement or disciplinary action, in which case retain until age 70.		Employee/Guest Name (Please print): _____	
Other Copies: 0-5 years after separation		Employee/Guest Signature: _____ Date: _____	
		Witness Signature & University Acceptance: _____ Date: _____	

PLEASE SIGN STATE OATH AND PATENT ACKNOWLEDGMENT

UNIVERSITY OF CALIFORNIA PATENT POLICY—October 1, 1997

I. PREAMBLE

It is the intent of the President of the University of California, in administering intellectual property rights for the public benefit, to encourage and assist members of the faculty, staff, and others associated with the University in the use of the patent system with respect to their discoveries and inventions in a manner that is equitable to all parties involved.

The University recognizes the need for and desirability of encouraging the broad utilization of the results of University research, not only by scholars but also in practical application for the general public benefit, and acknowledges the importance of the patent system in bringing innovative research findings to practical application.

Within the University, innovative research findings often give rise to patentable inventions as fortuitous by-products, even though the research was conducted for the primary purpose of gaining new knowledge. The following University of California Patent Policy is adopted to encourage the practical application of University research for the broad public benefit; to appraise and determine relative rights and equities of all parties concerned; to facilitate patent applications, licensing, and the equitable distribution of royalties, if any; to assist in obtaining funds for research; to provide for the use of invention-related income for the further support of research and education; and to provide a uniform procedure in patent matters when the University has a right or equity.

II. STATEMENT OF POLICY

A. An agreement to assign inventions and patents to the University, except those resulting from permissible consulting activities without use of University facilities, shall be mandatory for all employees, for persons not employed by the University but who use University research facilities, and for those who receive gift, grant, or contract funds through the University. Such an agreement may be in the form of an acknowledgment of obligation to assign. Exemptions from such agreements to assign may be authorized in those circumstances when the mission of the University is better served by such action, provided that overriding obligations to other parties are met and such exemptions are not inconsistent with other University policies.

B. Those individuals who have so agreed to assign inventions and patents shall promptly report and fully disclose the conception and/or reduction to practice of potentially patentable inventions to the Office of Technology Transfer or authorized licensing office. They shall execute such declarations, assignments, or other documents as may be necessary in the course of invention evaluation, patent prosecution, or protection of patent or analogous property rights, to assure that title in such inventions shall be held by the University or by such other parties designated by the University as may be appropriate under the circumstances. Such circumstances would include, but not be limited to, those situations when there are overriding patent obligations of the University arising from gifts, grants, contracts, or other agreements with outside organizations.

In the absence of overriding obligations to outside sponsors of research, the University may release patent rights to the inventor in those circumstances when:

1. the University elects not to file a patent application and the inventor is prepared to do so, or
2. the equity of the situation clearly indicates such release should be given, provided in either case that no further research or development to develop that invention will be conducted involving University support or facilities, and provided further that a shop right is granted to the University.

C. Subject to restrictions arising from overriding obligations of the University pursuant to gifts, grants, contracts, or other agreements with outside organizations, the University agrees, following said assignment of inventions and patent rights, to pay annually to the named inventor(s), or to the inventor(s) heirs, successors, or assigns, 35% of the net royalties and fees per invention received by the University. An additional 15% of net royalties and fees per invention shall be allocated for research-related purposes on the inventor's campus or Laboratory. Net royalties are defined as gross royalties and fees, less the costs of patenting, protecting, and preserving patent and related property rights, maintaining patents, the licensing of patent and related property rights, and such other costs, taxes, or reimbursements as may be necessary or required by law.

Inventor shares paid to University employees pursuant to this paragraph

PLEASE SIGN THE STATE OATH and PATENT ACKNOWLEDGEMENT on page 1

represent an employee benefit. When there are two or more inventors, each inventor shall share equally in the inventor's share of royalties, unless all inventors previously have agreed in writing to a different distribution of such share.

Distribution of the inventor's share of royalties shall be made annually in November from the amount received during the previous fiscal year ending June 30th, except as provided for in Section II.D. below. In the event of any litigation, actual or imminent, or any other action to protect patent rights, the University may withhold distribution and impound royalties until resolution of the matter.

D. The DOE Laboratories may establish separate royalty distribution formulas, subject to approval by the President. Distribution of the inventor's share of DOE Laboratory royalties shall be made annually in February from the amount received during the previous fiscal year ending September 30th. All other elements of this policy shall continue to apply.

E. Equity received by the University in licensing transactions, whether in the form of stock or any other instrument conveying ownership interest in a corporation, shall be distributed in accordance with the Policy on Accepting Equity When Licensing University Technology.

F. In the disposition of any net income accruing to the University from patents, first consideration shall be given to the support of research.

III. PATENT RESPONSIBILITIES AND ADMINISTRATION

A. Pursuant to Regents' Standing Order 100.4(mm), the President has responsibility for all matters relating to patents in which the University of California is in any way concerned. This policy is an exercise of that responsibility, and the President may make changes to any part of this policy from time to time, including the percentage of net royalties paid to inventors.

B. The President is advised on such matters by the Technology Transfer Advisory Committee (TTAC), which is chaired by the Senior Vice President—Business and Finance. The membership of TTAC includes the Provost and Senior Vice President—Academic Affairs, the Director of the Office of Technology Transfer, and representatives from the campuses, DOE Laboratories, Academic Senate, the Division of Agriculture and Natural Resources and the Office of the General Counsel. TTAC is responsible for:

1. Reviewing and proposing University policy on intellectual property matters including patents, copyrights, trademarks, and tangible research products;
2. Reviewing the administration of intellectual property operations to ensure consistent application of policy and effective progress toward program objectives; and
3. Advising the President on related matters as requested.

C. The Senior Vice President—Business and Finance is responsible for implementation of this Policy, including the following:

1. Evaluating inventions and discoveries for patentability, as well as scientific merit and practical application, and requesting the filing and prosecution of patent applications.
2. Evaluating the patent or analogous property rights or equities held by the University in an invention, and negotiating agreements with cooperating organizations, if any, with respect to such rights or equities.
3. Negotiating licenses and license option agreements with other parties concerning patent and/or analogous property rights held by the University.
4. Directing and arranging for the collection and appropriate distribution of royalties and fees.
5. Assisting University officers in negotiating agreements with cooperating organizations concerning prospective rights to patentable inventions or discoveries made as a result of research carried out under gifts, grants, contracts, or other agreements to be funded in whole or in part by such cooperating organizations, and negotiating with Federal agencies regarding the disposition of patent rights.
6. Approving exceptions from the agreement to assign inventions and patents to the University as required by Section II.A. above.
7. Approving exemptions to University policy on intellectual property matters including patents, copyrights, trademarks, and tangible research products.

Your First Paycheck

- Please be sure to establish your Federal and State Tax Withholdings ahead of your first paycheck. (Complete your W-4)
- As your initial direct deposit request will take up to one month, please be prepared to have your first paycheck be a paper check. It will be mailed to your home address. It is very important that your address is correct in UCPATH. Please review your address in the UCPATH portal and make any needed corrections as soon as you have access.
- Paychecks are mailed via U.S. mail which may take up to 3-5 additional days.
- Any future changes made to your direct deposit will also take up to one month to process. Be aware that while the changes are being processed, you may receive a paper check, depending on the timing of your request.

: Payday		: Pay Period Ends		: Holiday		: Vacation and Sick Leave Accrual		: Deduction Holiday		: Service Credit Accrual	
January											
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*PDF pay statements will be available 2 days prior to the pay date

Leave and Service Credit Accruals

- Vacation and Sick Leave are accrued on a quadri-weekly cycle (once every 4 weeks)
- Service Credit is accrued once per month with the last payday of each month

Observed Holidays

New Year Day January 1	Martin Luther King Jr. Day January 15	Presidents' Day February 19	Cesar Chavez Day March 29	Memorial Day May 27	Juneteenth Holiday June 19
Independence Day July 4	Labor Day September 2	Veterans Day November 11	Thanksgiving November 28	Winter Holiday December 24	New Year Holiday December 31
					Winter Closure Varies by Campus

UCPath Contact Information

ucpath@universityofcalifornia.edu

Phone: 855-982-7284
Fax: 855-982-2329Business Hours
Monday - Friday, 8am to 5pm

: Payday		: Holiday		: Vacation and Sick Leave Accrual																
January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6						1	2	3					1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
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April							May							June						
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14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
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July							August							September						
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7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
October							November							December						
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		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

UC Learning Center

Please wait at least 36-48 hours after getting your employee ID before logging into the UC Learning Center, as it may take a short time for the system to recognize you as a new/transferred/rehired employee at UCOP.

After that, go to: [UCOP Learning Center](#)

Sign in with your UCOP computer login name and password.

- In the Search box (upper left), type New Employee Orientation, and click GO.
- Click the Register button to see upcoming orientation dates.
- Click the Check box for the date you want to attend.
- Click the Submit button (above, left) to complete your registration.

Tip: At any time click Home (top, left-hand corner of each page) to return to the main screen. Have questions about the UC Learning Center? Email ucoplearninganddevelopment@ucop.edu

New Employee Orientation

Welcome to the University of California Office of the President (UCOP). As a new employee at one of the nation's top research and teaching universities, you have a world of opportunity ahead of you. We offer regular orientation sessions designed to give you a brief overview and understanding of UC and UCOP and the tools and resources to assist you in navigating your way around UCOP. We encourage you to sign up and attend a session as soon as possible after beginning work at UCOP to hear from senior leaders, gain an understanding of your benefits and meet others who have chosen to begin their careers here.

To attend the orientation you will need to register online within the UC Learning Center. The link to the registration system is: [UCOP Learning Center](#).

To access the learning center please use the logon and password you use to log on to your computer in the morning. Additional instructions on how to register can be found at: [UC Learning Center Quick Start Guide](#). If you are unable to register, please let me know and I'll reach out to the New Employee Orientation (NEO) team on your behalf.

NEO is offered in person approximately once a month for on-site and hybrid employees, from 9:00am until Noon. The exact date and location of the session will be available when you register. For 100% remote employees, remote sessions via Zoom are also available.

Employees who are unable to attend the NEO can access benefits information ([UC Complete Guide to Health Benefits](#)) and other employee resources on the Local Human Resources website and in the [UCOP Franklin-Broadway Campus Welcome Guide](#)

Pre-Tax Commuter Program at UCOP

Below is a link to UCOP's Pre-Tax Commuter Benefits Program. The website has many details about the programs available to UCOP employees.

<http://www.ucop.edu/building-administrative-services/employee-systems/icommute.html>

If you have any questions please contact Commuterserviceshelp@ucop.edu

ACA Notice

UNIVERSITY OF CALIFORNIA

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

HUMAN RESOURCES

OFFICE OF THE PRESIDENT
P.O. Box 24570
Oakland, CA 94623-1570

Dear UC Employee:

The enclosed legally-mandated notice explains the health insurance marketplace for Americans to shop for insurance. In California, the marketplace is called Covered California. The notice explains that UC's health plans meet minimum legal requirements, what to do if you're not eligible for UC's benefits, and other details about the marketplaces.

If you're eligible for UC Employee or Postdoctoral Scholar Benefits or a UC-sponsored Student Health Insurance Plan, you don't need to take action in the health insurance marketplace

Your UC health plan helps you and your family pay for big and small health care bills. In the health insurance marketplace, plans are rated bronze, silver, gold and platinum. The minimum required plan is a bronze plan. Since UC's plans meet all the legal requirements of the Affordable Care Act, if you are eligible for and enroll in a UC medical plan, you do not need to take any action in the health insurance marketplace.

UC's commitment to providing good benefits is not changing. As always, we'll be monitoring developments in the industry so we can continue to bring you and your family the best value possible.

You can learn more about UC's employee benefits at: ucal.us/medicalplans

Postdoctoral Scholar Benefits information is at: ucnet.universityofcalifornia.edu/labor/bargaining-units/px/index.html
You can learn about UC's Student Health Insurance Plans at: <https://myucship.org>

If you're not eligible for UC benefits

If you're not eligible for UC benefits, the health insurance marketplace is a great way for you to purchase medical coverage. Based on your income, you may be eligible for a federal subsidy to help you pay for coverage. The subsidy, sometimes called a premium tax credit, is a cash advance to help cover part of the cost of health insurance through a state exchange. The dollar amount is determined by family size, household income and the cost of plans in your state exchange.

For more information about the health insurance marketplace in California, check out: coveredca.com

Coverage obtained through health insurance marketplaces outside of California may require completion of additional forms. Please visit <https://www.dol.gov/agencies/ebsa/laws-and-regulations/laws/affordable-care-act/for-employers-and-advisers/coverage-options-notice> for additional information.

UC Human Resources

Health Insurance Marketplace Coverage Options and Your Health Coverage

GENERAL INFORMATION

When key parts of the Affordable Care Act took effect in 2014, there was a new way to buy health insurance: the Health Insurance Marketplace. This notice provides some basic information about the marketplace and employment-based health coverage offered by UC.

WHAT IS THE HEALTH INSURANCE MARKETPLACE?

The marketplace is designed to help you find health insurance that meets your needs and fits your budget. The marketplace offers one-stop shopping to find and compare private health insurance options. You may also be eligible for a tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the marketplace is held every year.

CAN I SAVE MONEY ON MY HEALTH INSURANCE PREMIUMS IN THE MARKETPLACE?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer you coverage, or offers coverage that doesn't meet certain standards. The savings on your premium depends on your household income.

DOES UC HEALTH COVERAGE AFFECT ELIGIBILITY FOR PREMIUM SAVINGS THROUGH THE MARKETPLACE?

Yes. If you have an offer of employee health coverage from UC, you will not be eligible for a tax credit through the marketplace and may wish to enroll in a UC-sponsored health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost sharing if UC does not offer coverage to you.

Note: The UC contribution—as well as your employee contribution to UC-sponsored coverage—is excluded from income for federal and state income tax purposes. Your payments for coverage through the marketplace are made on an after-tax basis.

STUDENTS — IT'S YOUR CHOICE

UC's student health plans meet the coverage requirements of the ACA, and all registered students are automatically enrolled. If you are eligible for enrollment in a UC-sponsored student health plan, you have the option to purchase insurance through Covered California instead. You may be eligible for a premium subsidy of the marketplace plan, based on your income and family size. UC's student health plans offer strong benefits at an affordable cost, convenient access to care on campus, access to the carrier's full network of providers off-campus, and often include dental and vision coverage. Compare benefit levels carefully before making your choice. If you want to opt out of the student health plan, you must apply to waive enrollment. Check your campus' Student Health Services website for the online waiver form.

HOW CAN I GET MORE INFORMATION?

For more information about UC-sponsored coverage, visit ucal.us/medicalplans. For information about student health plans, visit <https://myucship.org>.

The marketplace can help you evaluate your coverage options, including your eligibility for coverage through the marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a health insurance marketplace in your area. In California, visit coveredca.com.

INFORMATION ABOUT UC HEALTH COVERAGE

If you decide to complete an application for coverage in the marketplace, you will be asked to provide the information about UC health coverage below as well as the contact information for your local Human Resources Office.

Here is some basic information about UC health coverage:

- As your employer, we offer a health plan to some employees. You can find the eligibility rules here: ucal.us/healthguide
- With respect to dependents: We do offer coverage. You can find information about eligible dependents here: ucal.us/healthguide

UC offers coverage that meets the minimum value standard, and if you are eligible, the cost of this coverage to you is intended to be affordable, based on employee wages.

6/23

Workers Comp Physician Predesignation

PREDESIGNATION OF PERSONAL PHYSICIAN

In the event you sustain an injury or illness related to your employment, you may be treated for such injury or illness by your personal medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or medical group if:

- on the date of your work injury you have health care coverage for injuries or illnesses that are not work related;
- the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records;
- your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominantly for nonoccupational illnesses and injuries;
- prior to the injury your doctor agrees to treat you for work injuries or illnesses;
- prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury or illness, and (2) your personal doctor's name and business address.

You may use this form to notify your employer if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work-related injury or illness and the above requirements are met.

NOTICE OF PREDESIGNATION OF PERSONAL PHYSICIAN

Employee: Complete this section.

To: _____ (name of employer) If I have a work-related injury or illness, I choose to be treated by:

(name of doctor)(M.D., D.O., or medical group)

(street address, city, state, ZIP)

(telephone number)

Employee Name (please print): _____

Employee's Address: _____

Name of Insurance Company, Plan, or Fund providing health coverage for nonoccupational injuries or illnesses: _____

Employee's Signature _____ Date: _____

Physician: I agree to this Predesignation:

Signature: _____ Date: _____
(Physician or Designated Employee of the Physician or Medical Group)

The physician is not required to sign this form, however, if the physician or designated employee of the physician or medical group does not sign, other documentation of the physician's agreement to be predesignated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

Title 8, California Code of Regulations, section 9783.

DWC FORM 9783 (7/2014)

Prior Service Verification Form

University of California, Office of the President

Request for Verification of Previous Employment

For University of California, California State University or State of California Employment

Attention: _____

Employer: _____

Address: _____

Fax: _____

Please return form to:

UCOP

Local HR - Payroll

1111 Franklin St, 9th Flr.

Oakland, CA 94607

Contact: _____

Phone: _____

email: HRPayroll@ucop.edu

Employee: Complete this section:

I am currently working at the University of California, Office of the President and need verification of my previous University of California, California State University or State of California Employment Service. This verification is required to establish my vacation* leave accrual rate at UCOP. Your prompt response is appreciated.

My signature below serves to authorize the release of the information requested to the University of California, Office of the President. **Please print:**

Last Name First Name (Maiden/other names used/Year) Telephone Number

Employee's Signature

Date of Birth

Signature Date

Were you employed as: Staff: ☐ Medical Center: ☐ Academic: ☐

Last Department Worked: _____

Employment Service Verification – To be completed by the University of California or State of California agency authorized to provide the following employment service verification.

Employment Date

Separation Date

Years _____ Months _____ Total qualifying Service Credit – A month of pay status at 50% time or more is counted as a month of qualifying service. Service need not be continuous to be counted.

Completed by: _____

Please Print name

Title

Telephone Number: _____

Email address: _____

Signature: _____

Date: _____

Please note: *Service credit calculations for vacation leave accrual rates are *not* the same as calculations for retirement service credit, or used to determine layoff seniority. Refer to the Benefits office for questions on retirement service credit.

Summary of Helpful Links

- [New Employee Roadmap](#)
- [Welcome Kit](#)
- [UC Complete Guide to Health Benefits](#)
- [UCOP Franklin-Broadway Campus Welcome Guide](#)
- [UCPath Employee Portal](#)
- [Commuter Program Information](#)
- [UCOP Learning Center](#)
- [Time Reporting System \(TRS\)](#)
- [New Employee Orientation and New Employee Benefits Webinar | UCOP](#)

Thank you!