

WELCOME TO UCI HEALTH

Frequently Asked Questions

For any questions regarding your employment with Tenet, please contact your local HR colleagues. For any questions regarding the transaction or your employment with UCI, please review the below FAQs, review the UCI HR welcome website <https://hr.uci.edu/health/welcome>, or contact the UCI Employee Experience Center (EEC) at eec@uci.edu or 949.824.0500, Monday – Friday, 8:30 a.m. – 5:00 p.m.

Click on a topic below to jump to the section's questions and answers.

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ONBOARDING

1. What should I do if I have not received an offer letter?

Please contact the UCI Employee Experience Center (EEC) at eec@uci.edu or 949.824.0500, Monday – Friday, 8:30 a.m. – 5:00 p.m.

2. Will I be required to reapply for my position?

No, employees who receive an offer letter are being extended an offer of employment from UCI for the position they currently hold.

3. Do I need to accept my position with UCI?

By completing the I-9 verification process with UCI HR, you will be deemed to have accepted UCI's employment offer. Please visit the UCI welcome website (<https://hr.uci.edu/health/welcome>) for a step-by-step guide to your transition into UCI Health.

4. What is the process for completing I-9 verification?

I-9 Section 1 will be sent to the personal email address your offer letter was sent to. The email will be sent from "I-9 Tracker - employment.authorization@universityofcalifornia.edu". Please complete Section 1 immediately upon receipt.

If you have not received an email from I-9 Tracker, please first check your spam email folder, and then contact the UCI Employee Experience Center (EEC) at eec@uci.edu or 949.824.0500, Monday – Friday, 8:30 a.m. – 5:00 p.m.

I-9 Section 2 will be verified on-site by UCI HR co-workers. Please view the following link for a list of locations and times: <https://hr.uci.edu/health/welcome/files/Onboarding-I-9-Kiosk-Schedule.pdf>

Please view the following link for a list of acceptable documents that you must present at your I-9 Section 2 verification: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

5. When and how will I receive additional HR forms that must be completed before becoming a UCI co-worker?

Additional UCI Employment forms will be sent to the personal email address your offer letter was sent to. These forms will be sent via DocuSign and the email will be sent from dse_NA3@docusign.net. Forms must be completed no later than March 26, 2024.

6. I will not be able to attend a facility to verify my i9 between now and March 29, 2024. What should I do?

Please contact the UCI Employee Experience Center (EEC) at eec@uci.edu or 949.824.0500, Monday – Friday, 8:30 a.m. – 5:00 p.m.

7. How will I get access to my UCI email?

On your first day of employment with UCI, you will receive an email to the personal email address your offer letter was sent to. That email will contain instructions on how to set up your UCI email address.

8. I have questions about my Tenet offboarding – who should I speak to?

Please consult with your local Tenet HR colleague.

EMPLOYMENT

9. How does UCI define a full-time career appointment?

An individual working 50% or more (20 hours) for one year or longer is defined by UCI as a full-time career appointment.

10. Can I hold a full-time appointment at UCI and a per diem appointment at my current location?

UCI does not permit co-workers to work more than a 40-hour full-time appointment (e.g., more than 100%). If you hold two positions that total over 100% time or 40 hours per week, UCI will contact you to discuss next steps.

11. What happens to my Tenet seniority when I start at UCI?

You will start your employment with UCI as a new hire. Your Tenet seniority will not transition to UCI for the purposes of PTO or vacation accrual, benefits, or retirement purposes.

12. What day does the UCI workweek start?

The UCI workweek runs Sunday through Saturday.

13. Will my work schedule change?

Your work schedule will continue to be set by your manager. Your ability to pick up shifts will not change in the immediate future.

14. Can I transfer to a different UCI facility or apply for a different position?

You may apply to any open UCI position. Please visit jobs.uci.edu for a listing of open positions.

15. How is PTO or vacation accrued at UCI?

PTO or vacation is accrued each pay period and will depend on your employee group. Information on your accrual rate can be found at <https://www.hr.uci.edu/partnership/benefits/employee-groups/>.

16. I have a vacation scheduled – can I still take the time off?

If your supervisor has approved your vacation, you will be permitted to go into a negative PTO or vacation balance to take time off.

PAYROLL AND COMPENSATION

17. When will my first check be issued by UCI?

Assuming the transaction closes at the end of March, as is currently anticipated, your first paycheck with UCI will be deposited on April 10, 2024.

To receive this paycheck as a direct deposit, you must provide UCI with your direct deposit information as soon as possible in the first 3 days of your employment. You will receive instructions on how to provide this information.

18. Am I eligible for holiday pay?

Full-time employees working 20 or more hours per week on a pay status of at least 50% in the appropriate pay cycle are eligible for holiday pay.

Full-time non-exempt employees are eligible for holiday pay if they are on pay status on their last scheduled workday before the holiday and on their first scheduled workday following the holiday.

19. I am owed a Tenet referral or sign on bonus – will it still be paid?

UCI will continue to honor referral and sign on bonus payments in accordance with the schedule set forth by Tenet.

20. I was recently informed that I will receive a merit increase. Will UCI honor that increase?

Yes, you will see your merit reflected on the first paycheck you receive from UCI.

21. Will my salary or wages change?

In the short term, your salary and wages will remain the same. UCI will soon be conducting a pay equity review and may make adjustments accordingly.

BENEFITS

22. When will my benefits with Tenet end?

Your benefits with Tenet will end March 26, 2024.

23. When will my benefits with UCI begin?

Your benefits with UCI will commence on your first day of employment, which is March 27, 2024. You'll have 31 days from this date to select your benefits, and they will be effective retroactively to March 27, 2024.

24. Do employees pay for medical benefits?

The cost of your UCI medical benefits is shared between employee and employer. For detailed information on your medical coverage and premium costs, visit <https://www.hr.uci.edu/partnership/benefits/employee-groups/>.

Premium costs will be deducted from your pre-tax, bi-weekly paycheck based on your benefits elections.

25. Are incentives offered for not opting in to UCI benefits?

No incentive is offered for employees who choose to opt out of benefits plans.

26. What medical plan options do I have?

UC offers employees a choice of medical plans because maintaining good benefits is important to you and it's important to UC. Our plans have a broad choice of providers — including UC medical center doctors, hospitals and medical groups — and plan designs to fit your needs.

Employees have these medical plan options:

- **Kaiser**: an HMO with a closed network of doctors and hospitals
- **UC Blue & Gold** (administered by Health Net): an HMO with a network designed just for UC
- **UC Care** (administered by Anthem Blue Cross): a PPO plan created just for UC with access to UC doctors and medical centers as well as the entire Anthem PPO network

- **UC Health Savings Plan** (administered by Anthem Blue Cross): a PPO with a health savings account that allows you to contribute tax-free
- **CORE** (administered by Anthem Blue Cross): a high-deductible PPO plan offered at no cost to eligible faculty and staff

UC's benefits decision support tool, [ALEX](#), is available to help employees determine which plan is the best fit for you and your family. [ALEX](#) will ask a few questions, then provide rates specific to each employee, as well as estimates of out-of-pocket costs for care and side-by-side plan comparisons.

27. How do I make my benefit selections?

You have a period of initial eligibility (PIE) during which you may enroll yourself and your eligible family members. Your PIE starts on the first day of eligibility (for example, the day you begin work in a position that makes you eligible for benefits) and ends 31 days later.

To enroll, sign in to your [UCPath account](#). For instructions, [click here](#).

28. Can I enroll in UCI's dental and vision plans if I do not enroll in a UCI medical plan?

Yes, you may enroll in UCI medical, dental and / or vision plans during your benefits enrollment period, within 31 days of your hire date.

After this 31-day period, you may update your elections when you experience a qualifying life event (e.g., getting married or having a child) and during the annual Open Enrollment period in October.

29. Can I open a UCI FSA account?

Yes, you may enroll in a UCI FSA account during your benefits enrollment period, within 31 days of your hire date. The IRS limits your total 2024 FSA contribution to \$3,050 across both your Tenet and UCI FSA accounts.

30. I have an unused FSA balance with Tenet. How can I use that balance?

Please consult with your local Tenet HR colleague.

31. I have a scheduled medical procedure in the next few weeks. How will my benefit coverage for this procedure be impacted?

Please contact the UCI Employee Experience Center (EEC) at eec@uci.edu or 949.824.0500, Monday – Friday, 8:30 a.m. – 5:00 p.m. to get in touch with UCI's Benefits team.

32. How long is my dependent child eligible for UCI benefit coverage?

Your eligible children will have coverage up to age 26.

33. Does UCI offer long-term care insurance?

UCI does not offer long-term care insurance. If you have long-term care insurance at Tenet, please contact your local HR.

34. Does UCI participate in California's Kin-Care program?

UCI does not participate in Kin-Care, but we have an equivalent program called Family Illness Leave. Like Kin Care, Family Illness Leave allows a co-worker to use a maximum of one half of the co-worker's annual earned and accrued sick leave per year to care for themselves or their qualified family members.

35. How will my employment with UCI impact my enrollment in Tenet's dependent care program?

Please consult with your local Tenet HR colleague.

36. Does UCI have a tuition reimbursement program?

UCI does not offer tuition reimbursement. For more information on discounts offered on degree programs, discounts offered on continuing education courses, and available scholarships, please visit:

<https://www.reg.uci.edu/fees/staff.html>

<https://ce.uci.edu/student-resources/registration-costs/discounts>

<https://www.staffassembly.uci.edu/scholarship-program/>

37. What will happen to the SDI I currently pay into?

UCI does not participate in California SDI, although co-workers who have worked for UC for less than 18 months may have some residual SDI benefits.

For more information on UCI's employer-paid disability and voluntary disability, please visit:

<https://ucnet.universityofcalifornia.edu/compensation-and-benefits/disability-life-accident/disability/index.html>

RETIREMENT

38. What retirement benefits are available to me at UCI?

Please view this link for information on the retirement benefits options available to UCI co-workers: <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/retirement-benefits/2016-retirement-choice/index.html>

39. Will my years of service with Tenet roll over for UCI's retirement benefits?

You will begin contributing to UCI's retirement plans as a new co-worker. Your Tenet service will not apply.

40. Can I roll my 401k into UCI's retirement plans?

You cannot roll your 401k into UCI's retirement plans, however you may be able to roll it into

one of our supplemental accounts. Please contact Fidelity Retirement Services at 1-866-6UC-RSVP (1-866-682-7787) for more information.

41. What is the UCI employer match on retirement plans?

UCI's employer match will depend on which primary retirement plan you participate in.

Savings Choice: You contribute 7% and UC contributes 8% up to the annual IRS pay maximum.

UCRP Pension Choice: You contribute 7-9% (depending on your employee group) and UC contributes a portion of your eligible pay, as determined by the UC Regents, up to the PEPRA maximum.

To view details on your primary retirement benefits based on your employer group, visit <https://www.hr.uci.edu/partnership/benefits/employee-groups/>.

42. When will I be vested in UCI's retirement plan?

If you are eligible for and enroll in Savings Choice, you will vest after one year of full-time service (100%).

If you select the pension plan (UCRP), you will vest after five years of full-time service. If you leave UCI before you vest in the pension plan, you will retain access to your contributions.

For more information, please visit: <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/retirement-benefits/2016-retirement-choice/index.html>

43. Are per-diem co-workers eligible for retirement benefits?

Per-diem co-workers are not eligible for UCRP or Savings Choice plans, however they will be required to put 7.5% of earnings into a Safe Harbor Plan.

Please view this link for more information on the Safe Harbor Plan:

<https://ucnet.universityofcalifornia.edu/forms/pdf/retirement-savings-program-information-for-safe-harbor-participants.pdf>.

44. I have questions about my current Tenet retirement plans – where should I go for answers?

Please consult with your local Tenet HR colleague.