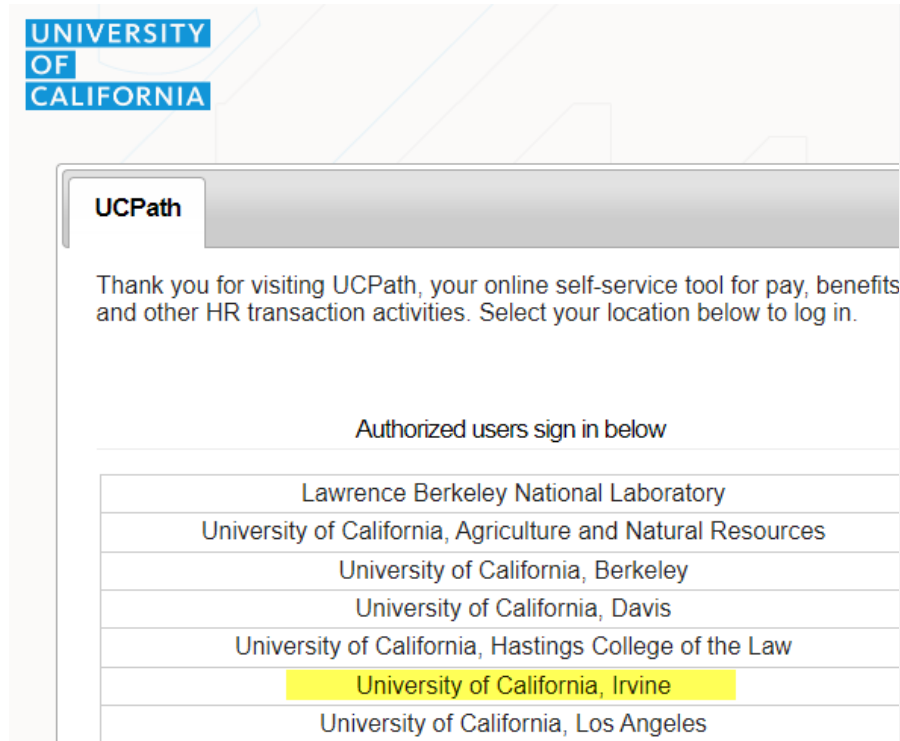




# UC Path Enrollment Process

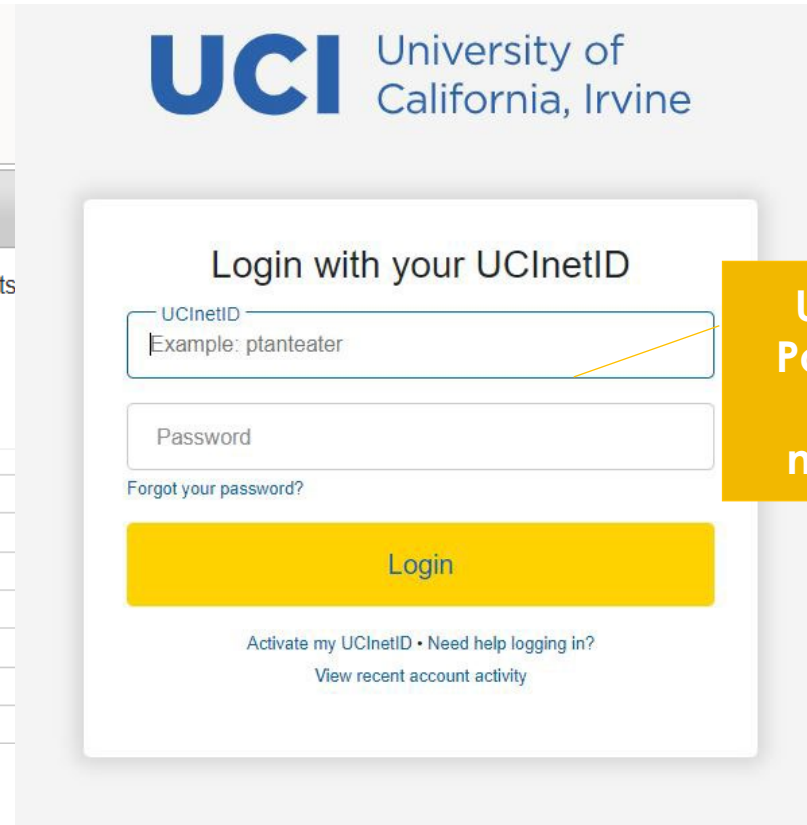
# How to Enroll in Benefits on UCPath

You can access the UCPath portal by going to <https://ucpath.universityofcalifornia.edu/>.



The screenshot shows the UCPath portal home page. At the top left is the University of California logo. Below it is a header for 'UCPath'. The main text reads: 'Thank you for visiting UCPath, your online self-service tool for pay, benefits and other HR transaction activities. Select your location below to log in.' Below this is a section titled 'Authorized users sign in below' with a list of university locations. The 'University of California, Irvine' option is highlighted in yellow.

| Authorized users sign in below                              |
|---|
| Lawrence Berkeley National Laboratory                       |
| University of California, Agriculture and Natural Resources |
| University of California, Berkeley                          |
| University of California, Davis                             |
| University of California, Hastings College of the Law       |
| <b>University of California, Irvine</b>                     |
| University of California, Los Angeles                       |



The screenshot shows the UCPath login page for the University of California, Irvine. It features the UCI logo and the text 'University of California, Irvine'. The main heading is 'Login with your UCInetID'. There are two input fields: 'UCInetID' with an example 'Example: ptanteater' and 'Password'. Below the password field is a link for 'Forgot your password?'. A large yellow 'Login' button is centered. At the bottom, there are links for 'Activate my UCInetID', 'Need help logging in?', and 'View recent account activity'.

**User name and Password are the same as your network sign-on**

# Security Verification

UNIVERSITY OF CALIFORNIA UCPATH

Search

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Ask UCPATH Center

**SECURITY QUESTION**

Please confirm your identity by answering the following security question.

Who is your childhood best friend?

Submit

You'll need to set up your security questions, if you have not already done so.

# UCPath Portal

The screenshot displays the UCPath Portal interface. At the top left is the University of California logo and the text "UCPath". At the top right is a "Log out" button. Below the header is a row of four main cards: "Next Paycheck December 13" with a "View Paycheck" button; "View Benefits" with a document icon and a highlighted "View Benefits" button; "View Retirement Info" with a piggy bank icon and a "View Retirement Info" button; and "View Leave Balances" with a progress bar for "VACATION HOURS ACCRUED" (0 to 240.00) and "SICK HOURS ACCRUED", and a "View Leave Balances" button. Below this row are three expandable sections: "Personal Information" (collapsed), "Health and Welfare" (expanded), and "Income and Taxes" (collapsed). The "Health and Welfare" section contains a list of links: "Benefits Summary", "Dependent Coverage", "Life Events / Benefit Changes", "Enroll in Benefits" (highlighted with a yellow box), "Using Your Benefits", and "Review/Update Your Beneficiary". A blue callout box with a white border points to the "Enroll in Benefits" link, containing the text: "Select 'Enroll in benefits' in the 'Health and Welfare' section and follow the instructions provided". At the bottom right of the page is the text "Terms of Use University of California".

Select "Enroll in benefits" in the "Health and Welfare" section and follow the instructions provided

# Self Service Enrollment - Visit Alex

Before starting the election process, a link is provided to our ALEX tool. ALEX is a highly interactive tool that can help employees choose the plans that are the best fit for them.

**BENEFITS ENROLLMENT**

Welcome to the benefits enrollment section. Congratulations! You and your family now have an opportunity to enroll in benefits based on one of the scenarios listed below :

- You are a new hire with a Period of Initial Eligibility (PIE) to enroll in benefits initially, OR
- You are newly eligible for benefits, OR
- You have a life event that enables you to make enrollment changes, OR
- The annual Open Enrollment period is now open

Scroll down to view the list of your benefit events below. Do you see the **Open** button next to an event? If so, that indicates the event is currently open to you for enrollment. Click on **Open** to begin.

Take advantage of this opportunity now because your other options are limited to:

**90-day Waiting Period**  
If you miss your initial enrollment period, you may enroll yourself and/or your family member in medical coverage with a 90 day waiting period. Coverage is effective after 90 consecutive calendar days have elapsed. Your premiums may need to be paid on an after-tax basis.

**Open Enrollment**  
Open Enrollment (OE) is the time each year (typically in the Fall) when you can change your medical plan and sign up for other benefits. Shortly before OE opens, UC will launch a dedicated website to guide you through the process. Most changes you make during OE are effective January 1 of the following year.  
UC Residents and Fellows are eligible for the Flexible Spending Accounts only through UCPath, please visit [www.ucresidentbenefits.com](http://www.ucresidentbenefits.com) for more information.

**Life Event**  
A *life event* provides an opportunity to enroll in, or make changes to, your UC benefits when family status changes occur (marriage, domestic partnership, birth, adoption or divorce) or, in some cases, after you or an eligible family member experience an involuntary loss of non-UC health & welfare coverage. Changes to benefits elections made due to a life event are effective retroactive to the date the life event occurred.

The **Open** button below indicates that you may make benefit elections now. If you recently made elections as part of Open Enrollment and the Open Enrollment period has not ended, you may click on the Submitted button and you will be allowed to make new elections. If you think this is in error or have additional questions, contact the UCPath Center at 1-855-9UC-PATH (1-855-982-7284).

Need help deciding which benefits are right for you? [Ask Alex.](#)

**Open Benefit Events**

After you use the **Open** button, it will take a few seconds for your benefits enrollment information to load.

# Start the Election Process

UNIVERSITY OF CALIFORNIA **UCPath** digital

Search  [Log out](#) [Bookmark](#)

[Ask UCPATH Center](#)

## NEW HIRE-ELECTIVE BENEFITS

Susan Hadjioannou

As a new employee, you have a special 31-day enrollment period called the Period of Initial Eligibility (PIE). Your PIE starts on the first day of eligibility, and ends 31 days later. If you do not enroll, you will have limited coverage and your family members will not be enrolled.

Take advantage of this enrollment opportunity now because your other options would be limited to:

**90-day Waiting Period**  
You may enroll yourself or eligible family members at any time in medical coverage only with a 90 consecutive calendar day waiting period; coverage is effective after the 90 days have elapsed. Your premiums may need to be paid on an after-tax basis.

**Open Enrollment**  
Open Enrollment (OE) is the time each year (typically in the Fall) when you can change your medical plan and sign up for other benefits. Shortly before OE opens, UC will launch a dedicated web site to guide you through the process. Changes you make during OE are effective January 1 of the following year.

**Life Event**  
A *life event* provides an opportunity to enroll in, or make changes to, your UC benefits when family status changes occur (marriage, domestic partnership, birth, adoption or divorce) or, in some cases, after you or an eligible family member experience an involuntary loss of non-UC health & welfare coverage.

Important: Make each of your benefits choices by selecting the **Edit** button. When you have completed your selections, use the Submit button to finalize your choices. Once you submit, you cannot change your selections.

[Help](#)

### Current Enrollment Summary

### Open Benefit Events

After you use the **Select** button, it will take a few seconds for your benefits enrollment information to load.

|   |                           |
|---|---------------------------|
| <b>New Hire-Elective Benefits</b><br>PROJECT POLICY ANL 3<br>10/02/2017 | <a href="#">Open &gt;</a> |
|---|---------------------------|

The Open Benefit Events section displays events for which you are eligible, such as the New Hire-Elective Benefits event that is Open in this example. Click the Open button.

# Selecting Benefits after clicking “Open”


**Current Enrollment Summary**

This table summarizes estimated costs per pay period for your new benefit choices. (The Employer column displays the amount UC contributes to the UC Retirement Plan on your behalf.)


**Election Summary**

| Summarized estimates for new Benefit Elections | Before Tax  | After Tax   | Total       | Employer |
|--|-------------|-------------|-------------|----------|
| Costs  | 0.00        | 0.00        | 0.00        | 0.00     |
| <b>Your Costs</b>                              | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |          |


**Current Benefits Details**

**Medical** 


Waive  
*New*

**Dental** 

Waive  
*New*

**Vision** 


Waive  
*New*

**Legal Services** 


Waive  
*New*

**Behavioral Health**

No Coverage

**Supplemental Life** 

Waive



The Current Enrollment Summary section displays your current elections for all eligible plan types. At new hire, most elections default to Waive. Click the pencil icon on the right corner for each benefit plan to make your benefit choices as well as add or EDIT dependents for each plan.

As you make selections, the Before Tax and After Tax columns at the top of the page display your costs associated with the election for that plan.







# Dependents Information

- Click on a dependent to modify:
  - Name
  - SSN
  - Address & # number

**ADD/REVIEW DEPENDENT**

**[Redacted Name]**

The people listed below may be eligible for Benefit Coverage. Select a name to view or modify personal information. To add a dependent or beneficiary, select the 'Add a dependent' button.

|  |                              |                   |   |
|--|------------------------------|-------------------|---|
| <b>[Redacted Name]</b><br>Child EE Biological/Adopted NC | Date of Birth:<br>Dependent: | 02/17/1996<br>Yes | > |
| <b>[Redacted Name]</b><br>Child EE Biological/Adopted NC | Date of Birth:<br>Dependent: | 12/12/2006<br>Yes | > |

- Dependent Information Update Form
  - Gender
  - Date of birth

# Flex Spending & Health Savings Accounts

Requires annual re-enrollment to continue in plans

|   |  |
|---|--|
| <p><b>Voluntary LongTerm Disability</b></p> <p>Voluntary LongTerm Disability:<br/>60.00% of Salary</p> <p>42.53<br/>After Tax</p> | <p><b>Flex Spending - Health</b></p> <p>Waive<br/>New</p> <p>0.00<br/>Before Tax</p> |
| <p><b>Flex Spending - Dependent Care</b></p> <p>Waive</p> <p>0.00<br/>Before Tax</p>  | <p><b>Health Savings Account</b></p> <p>Waive</p> <p>0.00<br/>Before Tax</p>         |

Health Savings Account (HSA) requires enrollment in the UC Health Savings Plan.

# Supplemental Health Plans

|  |                                 |   |
|--|---------------------------------|---|
| <b>Hospital Indemnity</b><br>No Coverage       | <b>Accident</b><br>No Coverage  | <b>Critical Illness – EE (+Ch)</b><br>No Coverage |
| <b>Critical Illness – SP/DP</b><br>No Coverage | <b>Legal Insurance</b><br>Waive | <b>Life</b><br>Basic Life                         |

# Pet Insurance

Nationwide  
link to get a  
quote  
required for  
enrollment

## PET INSURANCE

Harrison Quijas

Pet Insurance with Nationwide allows you to insure your dogs, cats, birds, and certain exotic pets with preferred pricing on plans not available to the general public.

You can find more information on [Nationwide](#).

Select an Option

|                             |   |
|-----------------------------|---|
| No, I do not want to enroll | Pet Insurance                             |
| Select                      | <input checked="" type="radio"/> Selected |

Cancel Changes Save and Continue

# Submitting Benefit Elections

**SUBMIT BENEFIT CHOICES**

**Susan Hadjioannou**

You have almost completed your enrollment. If you have no further changes, select the **Submit** button on this page to finalize your benefit choices.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you'd like up until your enrollment deadline. However, once you select the **Submit** button your benefit choices will be processed.

Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualified family status change.

**Terms and Conditions**

I agree to the terms and conditions listed here.

By checking this box I accept the above Terms and Conditions

**HIPAA Statement Confirmation**

By selecting this checkbox, I am electing to receive an electronic HIPAA statement.

**Authorize Elections**

By submitting your benefit choices you are authorizing the University of California to take deductions from your paycheck to pay for your benefit costs. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.

[Terms of Use](#) [University of California](#) [Help](#)

The Submit Benefit Choices page appears. Review the Terms and Conditions, as well as the HIPAA Statement Confirmation.

Click the Submit button.

# Enrollment Submission Confirmation

UNIVERSITY OF CALIFORNIA UCPATH  
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Ask UCPATH Center

## ENROLLMENT SUBMIT CONFIRMATION

Once you select OK, your submission is FINAL. Any subsequent changes will require UCPATH Center review and approval. If your elections are FINAL, click OK to proceed.

CANCEL OK

Click the OK button to submit your changes

UNIVERSITY OF CALIFORNIA UCPATH  
Search Log out Bookmark

Ask UCPATH Center

## SUBMIT CONFIRMATION

Susan Hadjoannou

Your benefit choices have been successfully submitted.  
You will receive a confirmation statement within one week to confirm your new hire enrollment.  
To return to the Benefits Enrollment page, use the OK button.

OK

Terms of Use University of California

A confirmation message appears. Click the OK button.

# Confirmation Statements

- Once submitting your election, you will receive a Confirmation statement and a Submission Statement via email
- It is super crucial that the employee reviews the email confirmations that they receive.

| UNIVERSITY OF CALIFORNIA                           |                  | UCPath Center           |                              |                                |                                  |  |
|--|------------------|-------------------------|------------------------------|--------------------------------|----------------------------------|--|
| Final Confirmation of Elections for Plan Year 2019 |                  |                         |                              |                                |                                  |  |
| YOUR BENEFIT CHOICES                               |                  |                         |                              |                                |                                  |  |
| Health Plans                                       | Plan Selected    | Coverage Category/ Base | Pay Period Pre Tax Deduction | Pay Period After Tax Deduction | Employer Pay Period Contribution |  |
| Medical  | Waive            |                         | \$0.00                       | \$0.00                         | \$0.00                           |  |
| Dental   | Waive            |                         | \$0.00                       | \$0.00                         | \$0.00                           |  |
| Vision   | Waive            |                         | \$0.00                       | \$0.00                         | \$0.00                           |  |
| Behavioral Health                                  | Waive            |                         | \$0.00                       | \$0.00                         | \$0.00                           |  |
| Disability, Life and Accident Insurance            | Plan Selected    | Coverage Category/ Base | Pay Period Pre Tax Deduction | Pay Period After Tax Deduction | Employer Pay Period Contribution |  |
| Life   | Basic Life       | \$50000                 | \$0.00                       | \$0.00                         | \$4.34                           |  |
| Supplemental Life                                  | Waive            |                         | \$0.00                       | \$0.00                         | \$0.00                           |  |
| Basic Dependent Life                               | Waive            |                         | \$0.00                       | \$0.00                         | \$0.00                           |  |
| Supp Dependent Life - Spouse                       | Waive            |                         | \$0.00                       | \$0.00                         | \$0.00                           |  |
| Supp Dependent Life - Child                        | Waive            |                         | \$0.00                       | \$0.00                         | \$0.00                           |  |
| Employee & Dependent AD&D                          | Waive            |                         | \$0.00                       | \$0.00                         | \$0.00                           |  |
| Basic Disability                                   | Basic Disability | \$1454.55               | \$0.00                       | \$0.00                         | \$8.04                           |  |
| Voluntary ShortTerm Disability*                    | Waive            |                         | \$0.00                       | \$0.00                         | \$0.00                           |  |
| Voluntary Long-Term Disability*                    | Waive            |                         | \$0.00                       | \$0.00                         | \$0.00                           |  |



# Questions? Contact the EEC



START HERE. Search for knowledge articles and answers to questions or issues you have.

Search all knowledge articles and the HR catalog

ALREADY KNOW WHAT YOU NEED? Select a category to open a new case for problem resolution.

- Featured Items
- Benefits Administration
- Employee Relations
- Learning & Development
- Leave and Disability Administration
- Onboarding / Talent Acquisition
- Payroll and Time Reporting
- Programs & Initiatives
- Talent Management
- UCPath

HOW TO NAVIGATE THIS SUPPORT SITE

- 01 TRY SELF HELP**  
Use the search box above to look for answers and solutions to your issue.
- 02 OPEN A SUPPORT CASE**  
Click on a CATEGORY above to open a support case. Choose what best defines your issue, e.g., benefits, payroll, timesheet, etc.
- 03 VISIT UCPath ONLINE**  
Not ready to open a support case? You may find answers at UCPath Online. Use UCPath Online to view pay statements, change personal information and more.
- 04 GET HELP NOW**  
Need help right now? Call 949.824.0500 and speak to an HR support representative.

Most Viewed Articles

2023 New Employee Orientation (NEO)

A screenshot of a chat window titled "EEC Support". The chat history shows a message from the user: "Thank you for using our support chat." followed by a response from the virtual agent: "Hi, I'm your Virtual Agent. Let me know how I can help you today." The user then asks: "What's your issue or request? Or take a look at what I can help with." Below the chat, there are several buttons for categories: "Benefits", "Leave of Absence", "Payroll and Taxes", "Retirement", and "Show me everything". At the bottom, there is a text input field with the placeholder "Please type your request" and a send button.

## Self-Service Portal:

<https://eec.hr.uci.edu/>

## AI Chat Feature:

Self-service topic search for quick answers to common questions along with live agent support

**Phone:** 949.824.0500,

M – F, 8:30am – 5pm

**Email:** [eec@uci.edu](mailto:eec@uci.edu)