Benefits Eligibility Indicator Code (BELI) Basics

September 2014
Benefits Eligibility Level Indicator

- Staff and faculty are offered benefits based on eligibility
- Eligibility is dependent upon an employee’s appointment type
- The departmental payroll person assigns the individual a BELI code
- The BELI input to PPS by the department the level of benefits the employee is to receive
- Our payroll system also derives a BELI, so there are two fields in the payroll system –
  - The assigned BELI
  - The derived BELI
- The assigned BELI controls the benefits enrollments, which is why it is important to understand how to properly assign the BELI so employees get the benefits package they are eligible for – no more and no less
- An assigned BELI should match the derived BELI in almost all cases (i.e., may not match if 1000 hours have been reached)
- BELI code guidance can be found here: http://hr.ucr.edu/belicodes.html
Reports

- **Out of Compliance Report**
  - Shows employees with non-matching assigned and derived BELI codes
  - PPS should be reviewed and corrected

- **CORE Report**
  - Shows employees that have recently become eligible for Core and those that have ongoing Core coverage
  - Beware of those who do not opt out

- **1000 (staff)/750(faculty) Hours Report**
  - Shows employees approaching 1000/750 hours towards benefits eligibility
  - Monitor and plan for recruitment/end of appointment, whichever is applicable

Reports may be accessed through iReport: [http://ireport.ucr.edu/ireport/MainMenu.main](http://ireport.ucr.edu/ireport/MainMenu.main)

iReport access must be granted by Payroll Office