

To: Benefits Managers, Benefits Representatives, Health Care Facilitators and  
Customer Service Representatives

From: Christy Thompson, UC HR Benefits Information Systems

Subject: At Your Service Online (AYSO) – Benefits Enrollment and Current Enrollments  
Applications – Year-End Closure

As you know, at the end of every calendar year, we close two At Your Service Online (AYSO) applications to allow local payroll offices to complete year-end health and welfare changes. This year, AYSO's Benefits Enrollment (aka New Hire) and Current Enrollments applications will close at 5 p.m. on Friday, December 9, 2016. We plan on re-opening these two applications the morning of Wednesday, January 4, 2017.

Employees using Current Enrollments through December 9<sup>th</sup> will continue to see their 2016 Health & Welfare enrollments; Open Enrollment changes will not be reflected here. When they use the application in the new year, they will see their 2017 enrollments, including their Open Enrollment changes.

An employee with a PIE who does not complete his/her Benefits Enrollments by 5 p.m. on December 9<sup>th</sup> will need to complete them by paper. Please keep this deadline in mind as you work with new employees.

This applies to non-UCOP employees only. UCOP employees with a PIE in December will be subject to UCPath Center procedures and deadlines.