

Job Aid: Benefit Eligibility & Triggers

Benefits Eligibility Process Overview

The Benefits Eligibility Process runs nightly and analyzes a variety of data fields in UCPath to determine the following:

- **Health & Welfare Benefit Package:** Full, Mid, Core, Post Doc or No Benefit Package
- **Dependent Care Flexible Spending Account Eligibility** for Graduate Student Researchers (GSR) and Academic Student Employee (ASE)
- **Defined Contribution Plan Safe Harbor** (DCPSH)
- **UC Retirement Program** (UCRP) Eligibility and Tiers
- **Summer Salary Benefit** (SSB–403(b) Plan)

This job aid outlines the key fields necessary to determine if an employee is eligible for benefits and what benefits package they are eligible for.

- There are no manual overrides in UCPath to provide someone benefits – all the key fields must be reviewed and updated to trigger the appropriate benefit package

Job Data: Work Location Tab

- **Effective date of Job Data update**
 - Identifies the beginning of benefits eligibility
- **Action / Reason combination**
 - Different Action / Reason combinations can cause benefits to continue or terminate
 - Refer to the [Action / Reason Code Description Job Aid](#) and the [Action / Reason Codes Impacting Benefits Job Aid](#) to view the Action / Reasons and their impact on benefits
- **Job Indicator**
 - Identifies the employee's Primary Job or Secondary Job
 - The system looks across all active jobs on a daily basis to determine Primary / Secondary
 - When an employee has multiple active positions, typically the Academic job is set as the Primary job
 - If a Primary job end date has passed, the Primary job will not automatically be reassigned - an extension or termination will need to be processed in order for the Job Indicator to be re-evaluated
 - If the Primary Job is terminated and there is no other active job (at the end of the month) benefits are terminated
 - When the Primary Job is terminated, the system should automatically update the Secondary Job to be the Primary Job
 - If the Secondary Job is not eligible for benefits (e.g. Without Salary), benefits will be terminated
 - Job fields - FTE and Duration are added together for Primary and Secondary Jobs
 - FTE and Duration determine the benefit program the employee is eligible for

Job Aid: Benefit Eligibility & Triggers

- Duration is not a field visible in UCPath – it is a calculation determined by looking at the Effective Date of the Action and the Expected End Date of the job
- A job with no Expected End Date is considered indefinite
- Duration is re-evaluated daily, any time the Effective Date or Expected Job End Date is updated
 - Refer to the [Group Insurance Regulations – Administrative Supplements to Part II-A](#) Job Aid for FTE and Duration requirements
- Certain jobs are not eligible for benefits; therefore, FTE and Duration do not contribute to benefits eligibility: Contingent Workers, Without Salary (WOS), Short Work Break
- **Position Number**
 - The position number determines the Job Code and the corresponding Union Code (viewable under the Job Labor tab)
 - The Union Code determines the benefits program for represented employees
- **Location**
 - Each location has a zip code set up in the back end tables of UCPath (not visible in UCPath)
 - Both location zip code and home address zip code impact the HMO benefit plans available
 - PPO plans are not impacted by zip code
- **Expected Job End Date**
 - Job End Date impacts Duration – which impacts eligibility
 - Locations should work the R-103 Report: Jobs with Approaching End Dates to ensure End Dates are accurate
 - Benefits will not automatically terminate on / after the Expected Job End Date has passed. Benefits will only when the termination record is entered.
- **End Job Automatically Checkbox**
 - If selected, the employee's job automatically terminates as of the Expected Job End Date
 - The system automatically enters a termination row the night of the Expected Job End Date.
 - Benefits automatically terminate at the end of the month of the Job End date
 - For example, termination row effective date 6/1 will have benefits terminated on 5/31
 - For example, termination row effective date 6/2 will have benefits terminated 6/30
 - If an employee's job was automatically terminated and is subsequently updated and extended, a case needs to be submitted to reinstate benefits. Benefits will not automatically be reinstated.
 - If the End Job Automatically Checkbox is not selected, when the Expected Job End Date is in the past, benefit eligibility will be re-evaluated and updated as appropriate.

Job Aid: Benefit Eligibility & Triggers

- Example:
 - An employee has 2 jobs and the FTE and Duration of the 2 jobs makes the employee eligible for full benefits
 - Job 1 ends on 9/30 and when the benefits processes run on 10/1, the employee is re-evaluated for benefits eligibility
 - If the remaining job falls under the Group B eligibility criteria, the employee is only eligible for Core benefits
 - Vision, Dental, Supplemental Life and Dependent Life Insurance would terminate
 - Life Insurance would move from Basic Life to Core

The screenshot displays the UCPath interface for an employee's job information. The 'Work Location' tab is selected. The interface shows the following details:

- Employee Information:** Employee ID, Empl ID, and Empl Record 0.
- Work Location Details:**
 - Effective Date: 12/12/2018
 - Effective Sequence: 0
 - HR Status: Active
 - Payroll Status: Active
 - Action: Position Change
 - Reason: Position Only Change
 - Job Indicator: Primary Job
- Position Information:**
 - Position Number: 40122609
 - Position Name: TEACHG ASST-GSHIP
 - Position Entry Date: 10/01/2018
 - Position Management Record:
- Organizational Details:**
 - Regulatory Region: USA (United States)
 - Company: UCS (University of California)
 - Business Unit: SBCMP (UC Santa Barbara Campus)
 - Department: COMS (COMPUTER SCIENCE)
 - Department Entry Date: 10/01/2018
 - Location: ENGT-101 (Engineering Trailer 698)
 - Establishment ID: UCSB (UC Santa Barbara)
 - Date Created: 12/17/2018
- Job Status:**
 - Last Start Date: 10/01/2018
 - Expected Job End Date: 12/31/2018
 - End Job Automatically:

Job Data: Job Information Tab

- **HR Status**
 - Inactive jobs are not eligible for benefits
 - Active jobs are evaluated for benefit eligibility
- **Payroll Status:** Only some Status' are evaluated for benefit eligibility
 - Active (A) – evaluated for benefit eligibility

Job Aid: Benefit Eligibility & Triggers

- Leave with Pay (P) – evaluated for benefit eligibility
- Unpaid Leave of Absence (L) - enrolled in benefit billing
- Short Work Break (W) - not evaluated for benefits eligibility. May be enrolled in benefit billing. Refer to the [Short Work Break Matrix](#) for additional details
- Deceased (D) – not evaluated for benefit eligibility
- Retired (R) – not evaluated for benefit eligibility
- Terminated (T) – not evaluated for benefit eligibility
- Terminated with Pay (U) – not evaluated for benefit eligibility
- **Empl Class**
 - Empl class is entered by the location when hiring. Staff Empl class selected at the time of hire for Academics is derived by job code.
 - The Empl class determines Group A or Group B for ACA and eligibility purposes as noted under Initial Eligibility on the [Group Insurance Regulations – Administrative Supplements to Part II-A](#) Job Aid
 - Note: “Code” on the job aid refers to Empl Class
- **FTE (Full Time Equivalent)**
 - FTE of 1.0 equals 40 hours
 - It is not uncommon to have FTE > 1.0 because the FTE for all active jobs are added together
 - FTE determines initial benefits eligibility
 - Once the employee meets initial eligibility – ongoing eligibility is based on the annual Standard Measurement Period (SMP) process
 - Refer to the [Group Insurance Regulations – Administrative Supplements to Part II-A](#) Job Aid for additional details

Job Aid: Benefit Eligibility & Triggers

Job Information ?		Find	First	4 of 11	Last
Effective Date	12/12/2018	Go To Row			
Effective Sequence	0	Action	Position Change		
HR Status	Active	Reason	Position Only Change		
Payroll Status	Active	Job Indicator	Primary Job		
		History			
Job Code	002310	TEACHG ASST-GSHIP			
Entry Date	10/01/2018				
Supervisor Level					
Supervisor ID					
Reports To	40035741	PROF-AY-B/E/E	10038450	Matthew Turk	
Regular/Temporary	Not Applicable	Full/Part	System Default - Select Value		
Empl Class	Ac Student	Officer Code	None		
Regular Shift	Not Applicable	Shift Rate			
Classified Ind	Academic	Shift Factor			
Standard Hours ?					
Standard Hours	20.00	Work Period	W	Weekly	
FTE	0.500000				
<input checked="" type="checkbox"/> Adds to FTE Actual Count?		<input type="checkbox"/> Encumbrance Override			

Job Data: Payroll Tab

• Pay Group

- Some pay groups determine the benefit program the employee is eligible for
 - Post doc fellows
 - Post doc pay directs
 - Students

• **FICA Status:** FICA status has an impact on the eligibility of Safe Harbor and the Retirement Tier Plan assigned to the employee – and is analyzed when the system populates the Benefit Eligibility Configuration Fields below

- **Subject** – Required to pay Social Security and Medicare Tax (default for non-student employees)
- **Medicare Only** – Required to pay Medicare tax but not Social Security
- **Exempt** – Not required to pay Social Security or Medicare tax (default for student employees; except summer session)

Job Aid: Benefit Eligibility & Triggers

Payroll for North America ?

Pay Group 8AC	UCSB Academic Exempt Monthly		
Employee Type S	Salaried	Holiday Schedule NONE	None
Tax Location Code CA-DEFAULT	California		
GL Pay Type		FICA Status Exempt	
Combination Code		Edit ChartFields	

Job Data: Salary Plan Tab

- **Salary Admin Plan**
 - Defaults from the Position Number
 - Without Salary Plans (WOS) are not eligible for benefits

Salary Plan ? Find First 4 of 11 Last

Effective Date 12/12/2018 Go To Row

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Position Change

Reason Position Only Change

Job Indicator Primary Job

Salary Admin Plan T018 Academic Student Titles- AY


Grade I Teaching Assistant- AY

Step 1 UC Step 1.0

Grade Entry Date 10/01/2018

Step Entry Date 10/01/2018

Includes Wage Progression Rule

History 

Position Data: Description Tab

- **Job Code**
 - The Job Code drives the Union Code
- **Union Code**
 - The Union Code determines the benefit program for represented employees
 - Union dues and fees are also based on the Union Code
 - Union Code determines the Employee Relations Code
- **Employee Relations Code**
 - Drives the benefit program for represented employees
- **Representation Code**
 - Uncovered employees are not eligible for rates and/or programs agreed to in active Collective Bargaining Agreements.

Job Aid: Benefit Eligibility & Triggers

Job Information	
Business Unit	SBCMP UC Santa Barbara Campus
Job Code	002310 TEACHG ASST-GSHIP
Reg/Temp	Not Applicable
Regular Shift	Not Applicable
Title	TEACHG ASST-GSHIP
Full/Part Time	System Default - Select Value
Union Code	BX Academic Student Employees
Short Title	TEACHG ASS
Detailed Position Description	

Employee Relations Code		Find View All	First	1 of 1	Last
Effective Date	09/06/2019	Status	Active		
HR Worksite ID	91	BFS			
Employee Relations Code	Stud Academic Title, HEERA	Representation Code	Covered		
Incentive Award Plan					

Affordable Care Act (ACA) Eligibility Status

- ACA hours are calculated annually – the report is delivered in November and changes are effective 1/1
- Employees benefit package will be updated automatically on 1/1
- Locations should review the report of ineligible employee and notify UCPath of any discrepancies
- If the report is incorrect and hours need to be updated – the location should submit the correct hours.
- BYH hours need to be submitted with payroll. Refer to the [BYH Job Aid](#) for more details.

Benefit Eligibility Configuration Fields

- Benefits Administration Eligibility Fields are populated automatically after the system evaluates all of the employee data listed above as well as information from the UC Retirement System (UCRS)
 - Elig Fld 1: Health & Disability Benefits
 - Elig Fld 2: Welfare Benefits
 - Elig Fld 3: Medicare
 - Elig Fld 4: DCP Summer Salary
 - Elig Fld 5: Covered / Uncovered
 - Elig Fld 6: Health & Welfare Grandfathered
 - Elig Fld 7: Faculty
 - Elig Fld 8: Rehired Retiree
 - Elig Fld 9: Retirement Plan Eligibility
- Additional details about these fields are in the [Benefits Administration \(Ben Admin\) Eligibility Configuration Fields Job Aid](#)

Job Aid: Benefit Eligibility & Triggers

- Health and Welfare requirements for benefit eligibility are outlined in the [Group Insurance Regulations – Administrative Supplements to Part II-A](#)

Last Date Worked 12/30/2018			
Job Data	Employment Data	Earnings Distribution	Benefits Program Participation

Benefits Administration Eligibility ?					
BAS Group ID	M19	Monthly OE 2019			
Elig Fld 1	N	Elig Fld 2	N	Elig Fld 3	
Elig Fld 4		Elig Fld 5	C	Elig Fld 6	
Elig Fld 7		Elig Fld 8		Elig Fld 9	N

Modify a Person

- **Birth Date:** Is required to process benefit events
 - If no birth date is populated, benefits will error out and the employee will not be paid
 - Locations should work the R-130 Report - Ability for locations to monitor missing personal data to identify employees missing a Birth Date
- **Social Security Number (SSN):** SSN is required for savings plans and for funding Safe Harbor deductions
 - Employees with no SSN in UCPath will have a variety of issues including:
 - Inability to enroll in coverage with the following vendors: Delta Dental, VSP, Principal, HealthNet (not Postdocs) and Anthem
 - The employee will not receive Evidence of Insurance (EOI) paperwork
 - The employee will not be eligible to receive expedited pay on a pay card
 - Incorrect information with EDD for unemployment benefit purposes
 - Issues with Fidelity retirement accounts:
 - UCPath has a process that will derive a value to be used when sending funding to Fidelity
 - When the correct SSN is added – the employee will have multiple fidelity accounts and a case would have to be submitted to correct and consolidate the accounts
- Future dated hires do not require a Birth Date or SSN but both should be added on the first day of work

Job Aid: Benefit Eligibility & Triggers

Biographical Details | Contact Information | Regional | UC Personal Data

Clara Evangelista Person ID [REDACTED]

Name Find | View All First 1 of 1 Last

Effective Date 02/09/2015 + -

Format Type English

Display Name Clara Evangelista View Name

Biographic Information

Date of Birth 01/01/1974 [i] Years 46 Months 8

Date of Death [i]

Birth Country [i]

Birth Location [i] Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date 02/09/2015 + -

*Highest Education Level G-Bachelor's Level Degree

*Marital Status Not Used at UC As of [i]

Language Code [i]

Alternate ID [i]

Full-Time Student

National ID Personalize | Find | View All [i] [i] First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA [i]	Social Security Number [i]	XXX-XX-4291 [i]	<input checked="" type="checkbox"/> + -

Current Benefits Summary Page

- This page shows past, current, and future dated benefit enrollments. Navigate by using the Benefits As of Date field and select Refresh

Job Aid: Benefit Eligibility & Triggers

Benefit Enrollment Summary | Benefit Deduction Summary New Window | Help

Employee ID: [REDACTED] Benefit Record Number 0
Primary Empl Record 0

Benefits System: Benefits Administration
Benefit Program: NRB Non Represented Biweekly
Benefits Status: Active

[Print Summary and Election Form](#)

Benefits As of: 08/30/2020 [Refresh](#)

Plan Type	Coverage Election	Benefit Plan	Description	Coverage or Participation	Coverage Begin	Employee Monthly Cost	Total Monthly Cost
Medical	Elect	KSCA	KAISER SO	Self + Child(ren) (N)	01/01/2018	110.07	1105.96
Dental	Elect	DUSA	DENT HMO	Self + Child(ren) (N)	10/30/2017		30.93
Vision	Elect	VSP	VSP	Self + Child(ren) (N)	10/30/2017		12.11
Legal Insurance	Elect	ARAG	ARAG	Self + Child(ren) (N)	10/30/2017	14.95	14.95
Behavioral Health	Elect	OPTKP	BH-OPTKP	Self + Child(ren) (N)	01/01/2018		

Benefits Administration Process in UCPath

- Events are processed in the sequence they have been entered
- When changes are made to any of the fields above, the Benefit Administration Process evaluates and automatically updates benefit eligibility
 - e.g. A change in Union Code from CX to TX automatically modifies the Benefit Program the employee is eligible for, including deduction amount and frequency
- Benefit Programs determine benefit elections available for employees, benefit premium rates and frequency of deductions
- There are typically no systematic notifications when benefits terminate except when the employee is eligible for COBRA
 - COBRA packages are only sent when the primary job is terminated and there are no other active positions
- Employees are automatically enrolled in UC paid plans such as basic life, basic disability, summer salary, and retirement tier plans when they are eligible

When to Contact UCPath / Submit a Case: Cases must be submitted to UCPath for corrections in the following scenarios:

- Anytime benefits terminate and need to be reinstated - the system will not reinstate benefits real time
 - benefits eligibility analysis can take up to 30 days
 - Example: A Rehire or Reinstatement when a Job End Date has passed and is subsequently updated and extended

Job Aid: Benefit Eligibility & Triggers

- When retroactive changes are made to Job Data – including FTE, Duration, or EMPL Class and the change should trigger eligibility for a different benefits package
 - Example: An employee's FTE was incorrectly set to 0 and has been updated to 1. Submit a case to have the system re-evaluate the employee's eligibility for benefits. If no case is submitted, the benefits eligibility analysis could take up to 30 days
- An employee has incorrect benefits, and you do not understand why after reviewing all of the fields outlined above
- ACA Eligibility Status is incorrect (only applicable to locations that converted in 2020)

Timing of Benefits Reinstatement:

- Benefits reinstatements can take up to 1 month to go into effect due to the timing of when the files are sent to the vendors
- When there is an immediate need for services and benefits reinstatement needs to be expedited, call (855) 982-7284 to make the request with an Employee Services associate or submit a case indicating the need for "Expedited Benefits."
 - UCPath can expedite coverage by manually notifying the appropriate vendors (takes 1-3 days depending on the vendor)
 - Employee Services can only expedite reinstatement when benefits show "Enrolled" on the Benefits Summary; if benefits show "Waived," the case will need to be worked by the benefits team

Period of Initial Enrollment (PIE)

- Benefit self-service enrollment is available for 31 days from the effective date of the hire / rehire or date of eligibility
 - Employees hired after a break in service of 120 days or more are considered newly eligible
 - Employees hired after a break in service of less than 120 days are restricted to previous benefit elections unless the rehire is in a new calendar (plan) year. Employee must submit an Health Benefit Enrollment form
 - For employees hired retroactively - self-service elections are available for 31 days from the date of hire.
 - Once self-service options are closed, employees can make benefit elections by submitting a manual enrollment form and submitting a case to UCPath (within 31 days of the date created / date of entry)
 - Refer to the Late Enrollment Request form for additional opportunities to enroll
- After 31 days, unelected options display as "Waived" on the Benefits Summary page
- When an employee becomes eligible for benefits – benefit eligibility notifications are sent notifying employees to use UCPath to make their selection
- Employees have 90 days to make retirement elections (in Fidelity) – the 90 day period begins the date the transaction is entered