New Hire Benefit Enrollment between October 28 and November 19, 2021

Congratulations on your employment with the University of California!

Employee benefits are an important part of your total compensation package. As a new hire, there are two important steps that require your immediate attention:

1. **2021 Benefit Elections**: You must make your benefit elections during your New Hire Period of Initial Eligibility (PIE), which generally begins on the first day of employment and ends 31 days later. Most of your new benefits are effective as of your date of hire. Some plans are only open during your New Hire PIE (such as Life and Disability insurance), so make your elections carefully before your PIE expires.

   **To make your 2021 New Hire Benefit Elections, follow the steps below:**
   - Using your Single Sign-On, login to UCPath by visiting [ucpath.universityofcalifornia.edu](http://ucpath.universityofcalifornia.edu)
   - On the Dashboard, locate and click on Employee Actions
   - Click on Health and Welfare
   - Click on Enroll in Benefits
   - If prompted, answer and/or set up Security Questions
   - Locate your New Hire Enrollment Event towards the bottom of the screen
   - Click Open next to your New Hire Enrollment Event
   - Once you have ensured that all your elections are entered as desired, click the Submit button

   *Once you submit your elections online, you should receive a confirmation email within 24-48 hours.*

   **Please note:** If you enroll in the Health Flexible Spending Account (FSA) and/or Dependent Care FSA for the current plan year, 2021, your FSA coverage is effective the first of the month following your enrollment, subject to payroll deadlines. For monthly paid employees, the deadline to make elections via self-service for FSA accounts is October 31, 2021; for bi-weekly paid employees, the deadline is November 28, 2021.

   **If you are a monthly employee and your effective date is November 1st – November 19th** and wish to enroll in the Health Flexible Spending Account (FSA) and/or Dependent Care FSA for the current year, 2021, you will need to submit a Manual Benefits Enrollment form via UCPath.

2. **2022 Benefit Elections**: After you make your New Hire PIE elections for the current year, you have the opportunity to make 2022 plan year Open Enrollment Benefit Elections. Doing so will change the plans in which you are enrolled starting January 1, 2022. Refer to your 2022 Open Enrollment booklet, (included in this kit) and review the Open Enrollment website for details about important plan changes and costs for 2022: [ucal.us/oe](http://ucal.us/oe)

   If you have no changes, your New Hire PIE elections will carry over automatically for the 2022 plan year – with one important exception. You **must** re-enroll in the Health FSA and/or Dependent Care FSA plans during Open Enrollment every year. If you are making contributions to the Health Savings Account, verify your HSA pledge amount for 2022.
To make your 2022 Benefit Elections, follow the steps below:

- Using your Single Sign-On, login to UCPath online by visiting ucpath.universityofcalifornia.edu
- Click on the Dashboard and select Enroll Now on the OE banner at the top
- Scroll down to the Open Enrollment event and click on Open
- Answer the Security Question and then click the Submit button
- Read the Benefits Enrollment page and make your benefits elections
- Once you have ensured that all your elections are entered as desired, click the Submit button
- Confirm your elections the next business day by accessing UCPath online and clicking on Employee Actions, then Health and Welfare, then Benefits Summary. Enter 01/01/2022 in the date box and click on the Go button

Please note: You cannot make elections for both the current year and the next plan year on the same day using UCPath Self-Service online. Please wait 24 hours after making your 2021 new hire elections before making your 2022 Open Enrollment elections. This waiting period does not apply if you are submitting a Manual Open Enrollment Form as described below.

You may complete your 2022 Benefit Elections via self-service through 5 p.m. on November 19, 2021. After November 19, 2021, you may make your 2022 elections by completing and submitting the Manual Open Enrollment form. To obtain a form, contact UCPath as noted below. You can submit your form via the secure online UCPath system at http://ucpath.universityofcalifornia.edu by following the steps below:

- Click on Ask UCPath in the top right corner, which will open a new browser tab.
- On the new tab, select the blue box labeled Click Here to Submit an Inquiry.
- Select the Category: Enrollment Form using the pre-populated category dropdown
- Select the Topic: Open Enrollment using the pre-populated topic dropdown
- Please type the following as your Subject: Submitting OE Election Form
- Select Add Attachment next to the paperclip icon above the Submit button to add your form. Please note that you can only add one file attachment when creating the inquiry. Once you have hit the Submit button, you can go back into the inquiry and add more file attachments.
- Click the blue Submit button.

You can also submit your form by fax to UCPath at 855-982-2329, or by mail at:

14350-1 Meridian Parkway
Riverside, CA 92518-3035

*The deadline to submit your 2022 plan year Open Enrollment elections is the last day of your new hire 31-day PIE. Your 2022 changes become effective January 1, 2022.

If you have questions, please visit UCPath (ucpath.universityofcalifornia.edu) and click on “Ask UCPath” to submit an inquiry. You may also contact UCPath to speak with an agent, Monday – Friday 8:00 a.m. – 6:00 p.m. (PST) at 855-982-7284.