UC San Diego

UC San Diego
Health Sciences

Micro Learning:
Understanding Benefits in UCPath
9/13/22

UC Path

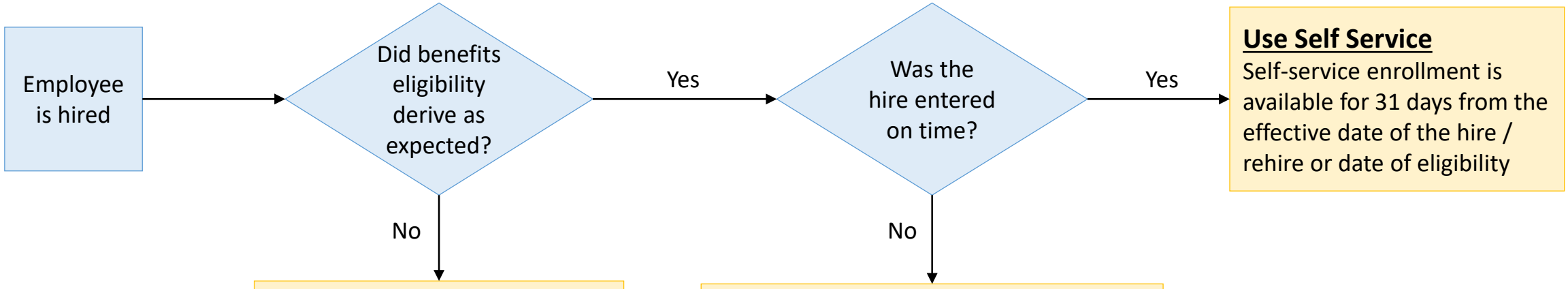
UCPath Benefits Eligibility

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)

Note: There are no manual overrides in UCPath to provide someone benefits

Benefits Eligibility and Enrollment Decision Tree



Use Self Service
Self-service enrollment is available for 31 days from the effective date of the hire / rehire or date of eligibility

Review and correct data to derive benefits eligibility
The Benefits Administration Eligibility Fields on the Benefits Program Participation page lists the Benefits Programs employee is eligible for. Job Aid: Benefits Administration (Ben Admin) Eligibility Configuration Fields

Use eForm
For employees hired retroactively, self-service elections are available for 31 days from the effective date of hire. Once self-service options are closed, employees can make benefit elections by submitting a benefits enrollment eForm available in the Forms Library (within 31 days of the date created / date of entry)

Job Aid: Benefit Eligibility & Triggers

Benefits Eligibility | Key Fields

- Effective Date
- Action/Reason Codes
- Job Indicator
- Position Number
- Location
- Expected Job End Date
- End Job Automatically Checkbox
- HR Status
- Payroll Status
- Empl Class
- FTE (Full Time Equivalent)
- Pay Group
- FICA Status
- Salary Admin Plan
- Job Code
- Union Code
- Employee Relations Code
- Representation Code
- Birth Date
- Social Security Number (SSN)

Job Aid: Benefit Eligibility & Triggers

Best Practices

Review the key fields that trigger benefits eligibility

- 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

Enter transactions on time

- Self Service Option to enroll is available for 31 days from the effective date of hire
- Benefits enrollment eForm available to use in the Forms Library (within 31 days of the date created / date of entry)

Don’t let employees auto-term in error

- Rehire Reinstatement Template does NOT reinstate benefits. Submit a case to UCPC to expedite reinstatement of benefits
- Monitor the **Expected Job End Date Report** on BAH

Contacts

Benefits Office

- Phone: (858) 534-2816
- Email: benefits@ucsd.edu
- Contact the Sr. Benefits Representative assigned to your Vice Chancellor Area.
- Visit UCnet to explore employee benefits at UC San Diego

UCPath Center

- Phone: (855) 982-7284
- Submit an Inquiry: Ask UCPath
- Email: ucpath@universityofcalifornia.edu
- Login to UCPath: ucpath.universityofcalifornia.edu
- Chat feature available on Benefits Summary page within UCPath

https://blink.ucsd.edu/HR/benefits/index.html

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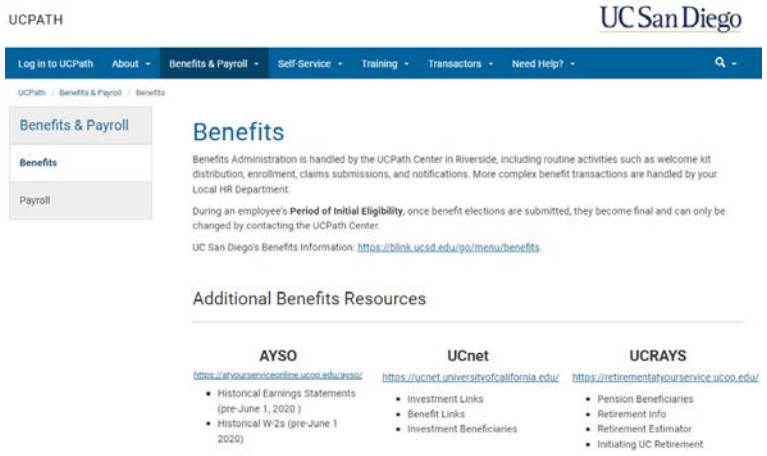
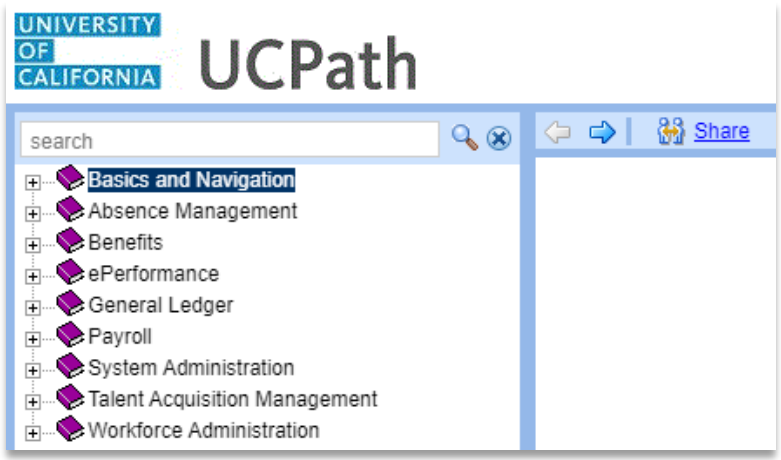
Resources

UC San Diego Websites



- https://ucpath.ucsd.edu/benefits-payroll/benefits.html
- https://blink.ucsd.edu/HR/benefits/index.html

UCPath Help Site for Transactional Users



- Job Aid: Benefit Eligibility & Triggers
- UPK: View Benefits Summary
- Job Aid: Benefits Administration (Ben Admin) Eligibility Configuration Fields
- Job Aid: Action/Reason Codes Impacting Benefits

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