

**Micro Learning:**  
Understanding Benefits in UCPath

9/13/22

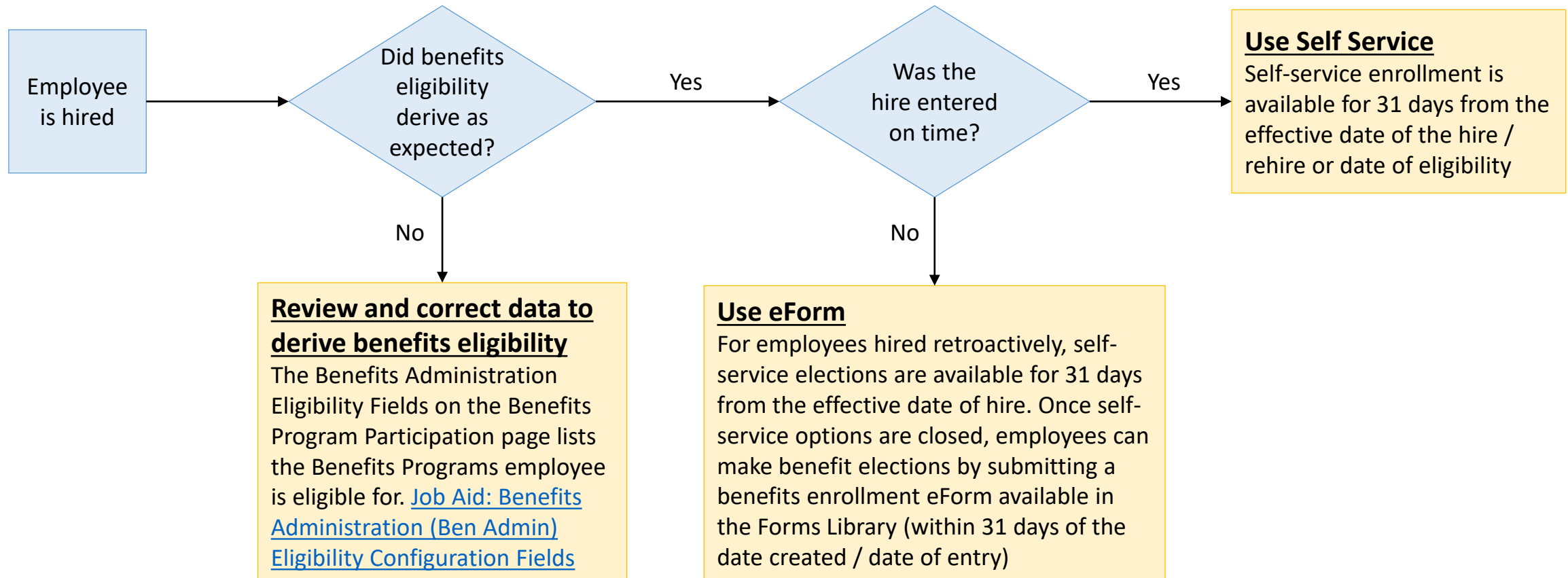


## UCPath Benefits Eligibility

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





- 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)

## 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

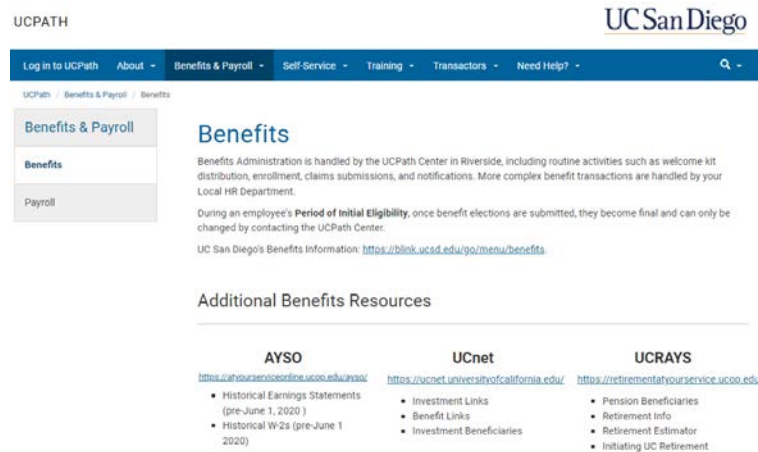
### Benefits Office

- Phone: (858) 534-2816
- Email: [benefits@ucsd.edu](mailto: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](mailto:ucpath@universityofcalifornia.edu)
- Login to UCPath: [ucpath.universityofcalifornia.edu](https://ucpath.universityofcalifornia.edu)
- Chat feature available on Benefits Summary page within UCPath

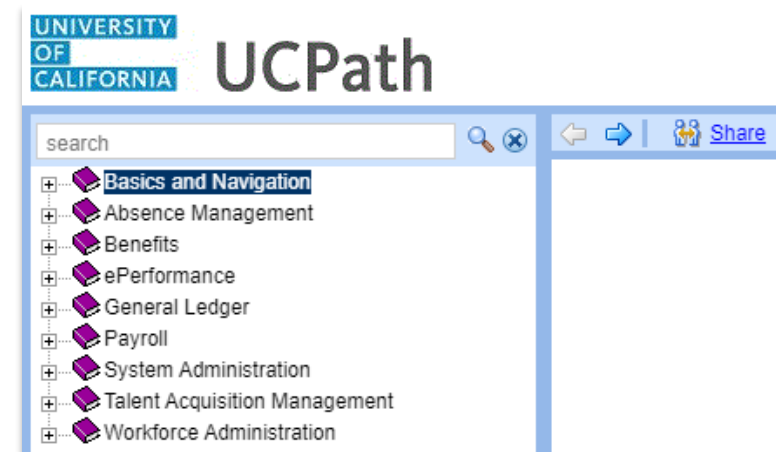
## UC San Diego Websites



The screenshot shows the UCPath website interface. At the top, there is a navigation bar with links for 'Log in to UCPath', 'About', 'Benefits & Payroll', 'Self-Service', 'Training', 'Transactors', and 'Need Help?'. Below this, the 'Benefits & Payroll' section is active, displaying a sidebar with 'Benefits' and 'Payroll' options. The main content area is titled 'Benefits' and contains text about the UCPath Center in Riverside, including information on the 'Period of Initial Eligibility' and a link to 'UC San Diego's Benefits Information' at <https://blink.ucsd.edu/go/menu/Benefits>. Below this, there is a section for 'Additional Benefits Resources' with three columns: 'AYSO' (with a link to <https://ayso.ucsd.edu/ayso/>), 'UCnet' (with a link to <https://ucnet.universityofcalifornia.edu/>), and 'UCRAYS' (with a link to <https://retirementofyour.service.ucsd.edu/>).

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

## UCPath Help Site for Transactional Users



The screenshot shows the UCPath help site for transactional users. The header includes 'UNIVERSITY OF CALIFORNIA' and 'UCPath'. Below the header is a search bar and a 'Share' button. The main content area is a list of topics, each with a purple icon and a plus sign to its left. The topics are: 'Basics and Navigation', 'Absence Management', 'Benefits', 'ePerformance', 'General Ledger', 'Payroll', 'System Administration', 'Talent Acquisition Management', and 'Workforce Administration'.

- [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](#)

The logo features the letters 'UC' in white on a yellow square background. To the right, the word 'Path' is written in a blue, italicized sans-serif font. This text is enclosed in a blue rectangular frame that has a slight 3D effect. At the top right corner of the frame, there is a blue trident symbol with three upward-pointing arrows.

UC *Path*

UC San Diego

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Health Sciences