

**Topic Based Zoom:**  
**Understanding Benefits in UCPath**  
9/14/22



# Today's Topics

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Review Critical Concepts & Pages



Benefits Eligibility Triggers



Resources



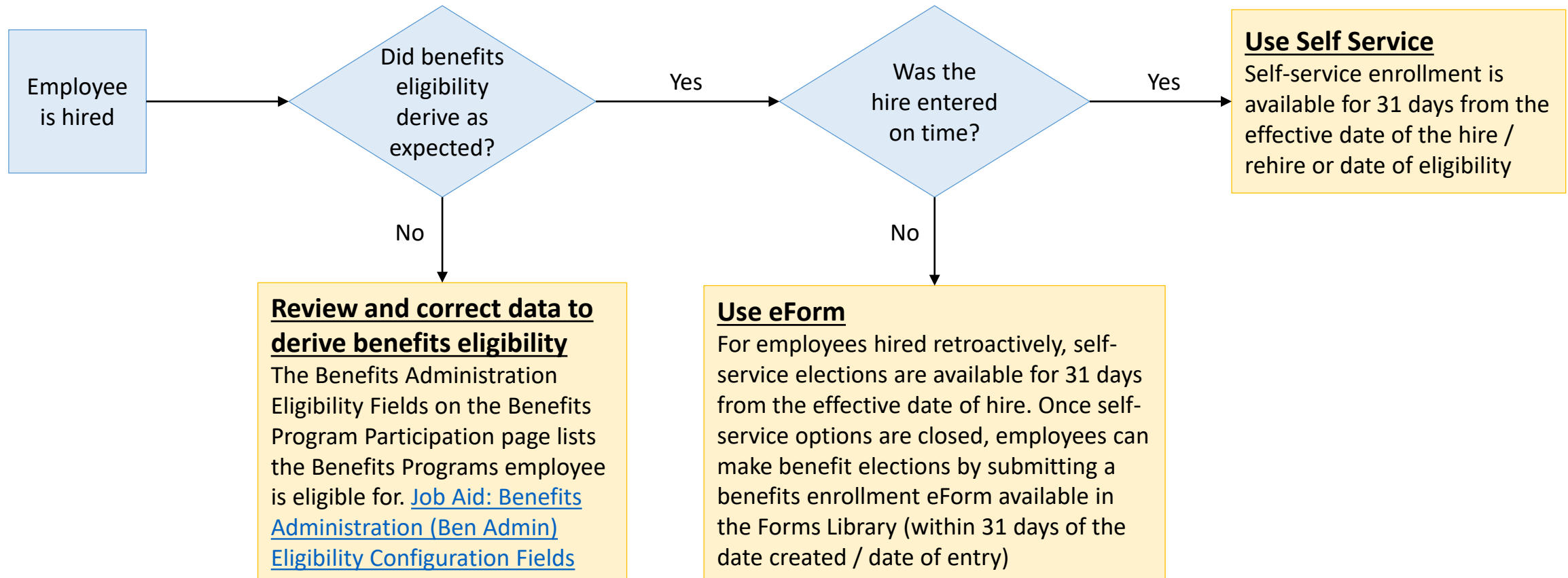
Best Practices and Q&A

## 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



- 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** a 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

- Events are processed in the sequence they have been entered

When changes are made to any of the key fields, the Benefit Administration Process evaluates and automatically updates benefit eligibility

- Example: 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

Benefits Administration Eligibility Fields are populated automatically after the system evaluates all of the employee data fields that trigger benefits eligibility 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

**Benefit Program Participation**

Empl ID [REDACTED]  
Empl Record 0

**Benefit Status** Find First 1 of 1 Last  
Benefit Record Number 0  
Effective Date 06/26/2022  
Effective Sequence 0  
HR Status Active  
Payroll Status Active  
Action Pay Rate Change  
Reason Across-The-Board  
Job Indicator Primary Job  
Current

Benefits System Benefits Administration  
Annual Benefits Base Rate USD  
ACA Eligibility Details  
Benefits Employee Status Active  
Benefits Eligibility Data  
UCRS Resp Message

**Benefits Administration Eligibility**

BAS Group ID S2B	UCSD Campus & MC Biweekly	
Elig Fld 1 F	Elig Fld 2 F	Elig Fld 3
Elig Fld 4	Elig Fld 5 99C	Elig Fld 6
Elig Fld 7	Elig Fld 8	Elig Fld 9 T16I

**Benefit Program Participation Details** Find | View All First 1 of 2 Last  
Effective Date 05/17/2020  
Currency Code USD  
Benefit Program NRB  
Non Represented Biweekly

Job Data Employment Data Earnings Distribution **Benefits Program Participation**

Save Return to Search Notify Refresh Update/Display Include History

Additional details about these fields are in the [Job Aid: Benefits Administration \(Ben Admin\) Eligibility Configuration Fields](#)

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

**Benefit Enrollment Summary** | **Benefit Deduction Summary**

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

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

Benefits As of: 09/09/2022 [x] Refresh

Benefit Eligibility Level: F-FULL

[Print Summary and Election Form](#)

Election Form Provided to EE:

## Navigation: Benefits > Review Employee Benefits > Benefits Summary

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

If you have an employee going on an unpaid leave or short work break eligible for direct billing, Print Summary and Election Form to provide the employee

Current Enrollments							
Plan Type	Coverage Election	Benefit Plan	Description	Coverage or Participation	Coverage Begin	Employee Monthly Cost	Total Monthly Cost
Medical	Elect	HBG	BLUE GOLD	Family (NA+NC)	01/01/2020	266.39	2464.60
Dental	Elect	DPPO	DENT PPO	Family (NA+NC)	01/01/2020		126.87
Vision	Elect	VSP	VSP	Family (NA+NC)	01/01/2020		10.76
Legal Insurance	Waive			Waived	01/01/2022		
Behavioral Health	Waive			Waived	05/17/2020		
Life	Elect	BLIF	Basic Life	Salary	11/04/2019		4.34
Supplemental Life	Elect	SL4X	SUPLIFE 4X	Salary X 4	11/04/2019	6.03	6.03
Employee & Dependent AD&D	Elect	ADDF	AD&D FAMIL	\$500000	11/04/2019	8.50	8.50
Basic Dependent Life	Waive			Waived	05/17/2020		
Exp Dependent Life - Spouse/DP	Elect	EDLS04	SpoLIF2.0X	Salary X 2	01/01/2020	4.89	4.89
Exp Dependent Life - Child	Elect	EDLC01	ChdLIF10K	\$10000	01/01/2020	0.31	0.31
Basic Disability	Elect	BASDIS	BasicDsbty	55% of Salary	01/01/2020		8.04
Voluntary Long-Term Disability	Elect	VLTD02	LNGBSBLTY2	60% of Salary	01/01/2020	11.27	11.27



- 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)

## Effective Date

- Identifies the beginning of benefits eligibility

## Action/Reason Codes

- Refer to the [Action/Reason Codes Impacting Benefits](#) job aid to view the Action/Reasons and their impacts to benefits

## Job Indicator

- Identifies the employee's Primary Job
- Job fields - FTE and Duration are added together for Primary and Secondary Jobs to determine the benefit program the employee is eligible for (Refer to the [Group Insurance Regulations – Administrative Supplements to Part II-A](#) 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

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | UC Job Data

Employee [Redacted] Empl ID [Redacted]  
Empl Record 0

### Work Location Details

Find First 1 of 1 Last  
Go To Row

Effective Date	06/26/2022
Effective Sequence	0
HR Status	Active
Payroll Status	Active
Action	Pay Rate Change
Reason	Across-The-Board
Job Indicator	Primary Job

Current

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Position Number	40693549	PAYROLL ANL 2
Override Position Data		
Position Entry Date	03/22/2020	<input type="checkbox"/> Position Management Record
Regulatory Region	USA	United States
Company	UCS	University of California
Business Unit	SDCMP	UC San Diego Campus
Department	000121	HUMAN RESOURCES DEPT
Department Entry Date	06/01/2022	
Location	VCCFO	VC-CHIEF FINANCIAL OFFICER
Establishment ID	UCSD	UC San Diego
Date Created 07/05/2022		
Last Start Date	11/04/2019	
Expected Job End Date	12/31/2022	<input checked="" type="checkbox"/> End Job Automatically

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Notify | Refresh | Update/Display | Include History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | UC Job Data

## Position Number

- The position number determines the Job Code and the corresponding Union Code (viewable under the Job Labor tab)

## Location

- Both location zip code and home address zip code impact the HMO benefit plans available

## Expected Job End Date

- Job End Date impacts Duration – which impacts eligibility
- Benefits will not automatically terminate on / after the Expected Job End Date has passed.

## End Job Automatically Checkbox

- If selected, the employee's job automatically terminates as of the Expected Job End Date

The screenshot shows the 'Work Location' tab in the UC Path system. The 'Position Number' 40693549 is highlighted in orange. Other highlighted fields include 'Expected Job End Date' 12/31/2022 and the 'End Job Automatically' checkbox, which is checked. The job title is 'VC-CHIEF FINANCIAL OFFICER' and the location is 'VCCFO'. The effective date is 06/26/2022. The employee's last start date is 11/04/2019. The system also shows the 'End Job Automatically' checkbox is checked. The 'Expected Job End Date' is 12/31/2022. The 'Last Start Date' is 11/04/2019. The 'Date Created' is 07/05/2022. The job is currently active and is the primary job. The action is 'Pay Rate Change' and the reason is 'Across-The-Board'. The job indicator is 'Primary Job'. The current status is 'Current'. The position entry date is 03/22/2020. The department entry date is 06/01/2022. The regulatory region is USA (United States), company is UCS (University of California), business unit is SDCMP (UC San Diego Campus), and department is 000121 (HUMAN RESOURCES DEPT). The establishment ID is UCSD (UC San Diego). The position management record checkbox is unchecked. The override position data button is visible. The navigation tabs at the bottom are Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation. The bottom navigation bar includes buttons for Save, Return to Search, Notify, Refresh, Update/Display, and Include History. The breadcrumb trail at the bottom shows the path: Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | UC Job Data.

Effective Date	06/26/2022	Action	Pay Rate Change
Effective Sequence	0	Reason	Across-The-Board
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		
Position Number	40693549	PAYROLL ANL 2	
Position Entry Date	03/22/2020		
Regulatory Region	USA	United States	
Company	UCS	University of California	
Business Unit	SDCMP	UC San Diego Campus	
Department	000121	HUMAN RESOURCES DEPT	
Department Entry Date	06/01/2022		
Location	VCCFO	VC-CHIEF FINANCIAL OFFICER	
Establishment ID	UCSD	UC San Diego	Date Created 07/05/2022
Last Start Date	11/04/2019		
Expected Job End Date	12/31/2022	End Job Automatically	<input checked="" type="checkbox"/>

## HR Status

- Inactive jobs are not eligible for benefits

## Payroll Status

- Only some Status' are evaluated for benefit eligibility:
  - 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.

## FTE (Full Time Equivalent)

- FTE of 1.0 equals 40 hours
- FTE determines initial benefits eligibility. Once the employee meets initial eligibility – ongoing eligibility is based on the annual Standard Measurement Period (SMP) process

The screenshot displays the 'Job Information' tab in the UC Path system. The 'Job Information Details' section is highlighted with a red box. Key details include:

- Effective Date: 06/26/2022
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Action: Pay Rate Change
- Reason: Across-The-Board
- Job Indicator: Primary Job
- Job Code: 006943
- Entry Date: 03/22/2020
- Supervisor Level: PAYROLL ANL 2
- Supervisor ID: 40649515
- Reports To: 40649515
- Regular/Temporary: Not Applicable
- Full/Part: Fixed
- Empl Class: Contract
- Officer Code: None
- Regular Shift: Not Applicable
- Shift Rate: None
- Classified Ind: Professional & Support Staff
- Shift Factor: None

The 'Standard Hours' section shows:

- Standard Hours: 40.00
- FTE: 1.000000
- Work Period: W Weekly
- Encumbrance Override:

The 'Contract Number' section shows:

- Contract Number: [Empty]
- Contract Type: [Empty]

Navigation and utility buttons are visible at the bottom, including 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', and 'Include History'.

## 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)

Work Location | Job Information | Job Labor | **Payroll** | Salary Plan | Compensation | UC Job Data

Employee [redacted] Empl ID [redacted]  
Empl Record 0

Payroll Information Find First 1 of 1 Last  
Go To Row

Effective Date 06/26/2022  
Effective Sequence 0  
HR Status Active  
Payroll Status Active

Action Pay Rate Change  
Reason Across-The-Board  
Job Indicator Primary Job

Current

Payroll System Payroll for North America  
Absence System Absence Management

Payroll for North America ?

**Pay Group 6B7 UCSD 7/40 Non-Exempt Biweekly**

Employee Type H Hourly  
Tax Location Code CA-DEFAULT California  
GL Pay Type  
Combination Code

Holiday Schedule NONE None

**FICA Status Subject**  
Edit ChartFields

Absence Management System

Pay Group BIWEEKLY Bi-Weekly AM Pay Group

Setting

- Use Pay Group Eligibility
- Use Pay Group Rate Type
- Use Pay Group As Of Date

Eligibility Group STAFF99 Non-Reported Staff PSS, MSP, SMG  
Exchange Rate Type  
Use Rate As Of

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Notify | Refresh | Update/Display | Include History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | UC Job Data

## Salary Admin Plan

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

Work Location | Job Information | Job Labor | Payroll | **Salary Plan** | Compensation | UC Job Data

Employee [redacted] Empl ID [redacted]  
Empl Record 0

**Salary Plan Details** ? Find First 1 of 1 Last

Effective Date 06/26/2022  
Effective Sequence 0  
HR Status Active  
Payroll Status Active

Action Pay Rate Change  
Reason Across-The-Board  
Job Indicator Primary Job

Go To Row

**Salary Admin Plan** CTSD **Career Tracks**  
Grade 19 Grade 19

Grade Entry Date 03/22/2020  
Step Entry Date

Includes Wage Progression Rule

Current

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Notify | Refresh | Update/Display | Include History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | UC Job Data

## 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

New Window | Help

Description | Specific Information | UC Position Data | Budget and Incumbents | Supporting Documents

### Position Information

Position Number 40693549  
Headcount Status Filled Current Head Count 1 out of 1  
\*Effective Date 06/01/2022 \*Status Active  
Reason REO Re-Organization/Restructure Action Date 06/24/2022  
\*Position Status Approved Status Date 05/23/2020  Key Position

### Job Information

\*Business Unit SDCMP UC San Diego Campus  
**Job Code 006943 PAYROLL ANL 2**  
\*Reg/Temp Not Applicable \*Full/Part Time Fixed  
\*Regular Shift Not Applicable **Union Code 99 Non-Represented**  
Title PAYROLL ANL 2 Short Title PAYROLL AN Detailed Position Description

### Work Location

\*Reg Region USA United States  
Department 000121 HUMAN RESOURCES DEPT Company UCS University of California  
Location VCCFO VC-CHIEF FINANCIAL OFFICER  
Reports To 40649515 PAYROLL SUPV 2 Dot-Line  
Supervisor Lvl

### Salary Plan Information

Salary Admin Plan CTSD Grade 19 Step

## 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

New Window | Help

Description | Specific Information | **UC Position Data** | Budget and Incumbents | Supporting Documents

Position Number 40693549  
Headcount Status Filled Current Head Count 1 out of 1

**Employee Relations Code** Find | View All First 1 of 1 Last

Effective Date 06/01/2022 Status Active

HR Worksite ID 6-000001 6-000001 BUSINESS AND FINANCIAL SERV.

**\*Employee Relations Code** All Others, Not Confidential **Representation Code** Covered

Incentive Award Plan

Special Training Code		Security Clearance	
Special Training Code	Description	Security Clearance Type	Description
1		1	

Save Return to Search Notify Add Update/Display Include History

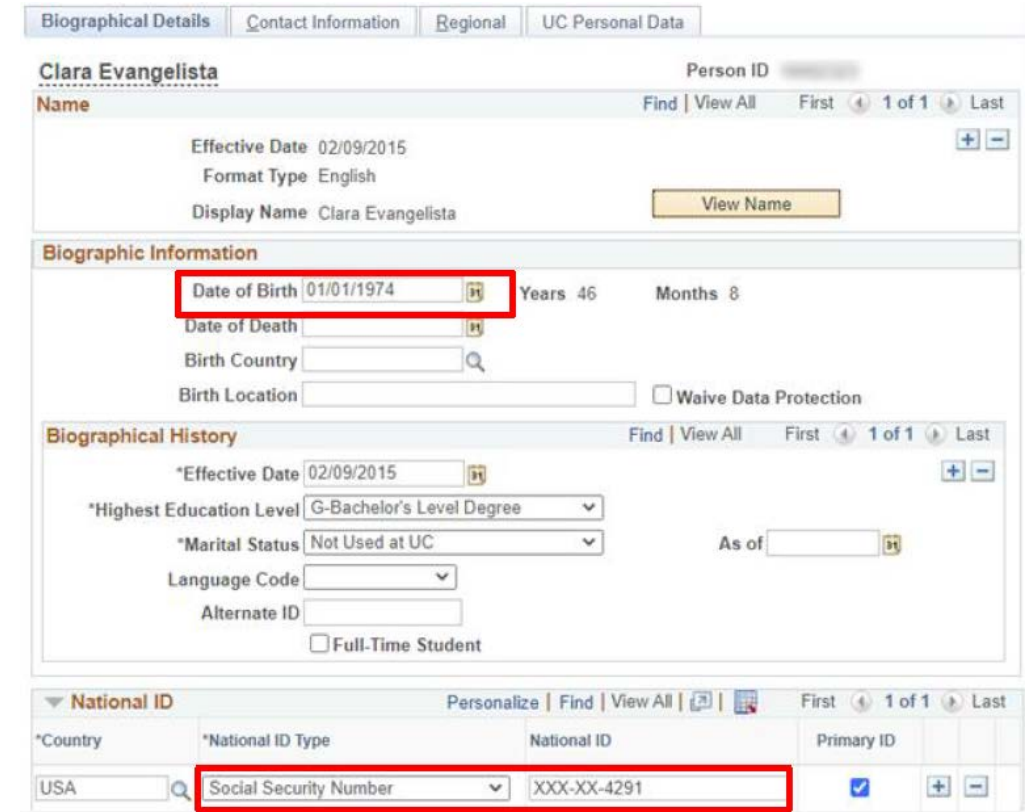
Description | Specific Information | UC Position Data | Budget and Incumbents | Supporting Documents



**Birth Date** is required to process benefit events

**Social Security Number (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 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 will need to be submitted to correct and consolidate the accounts.



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 Years 46 Months 8  
Date of Death  
Birth Country  
Birth Location  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  
Language Code  
Alternate ID  Full-Time Student

**National ID** Personalize | Find | View All First 1 of 1 Last

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

**Note:** Future dated hires do not require a **Birth Date** or **SSN** but both should be added on the first day of work [UC San Diego](#)

# 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**

Ex: A Rehire or Reinstatement when a Job End Date has passed and is subsequently updated and extended

**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**

Ex: 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**

## Contacts

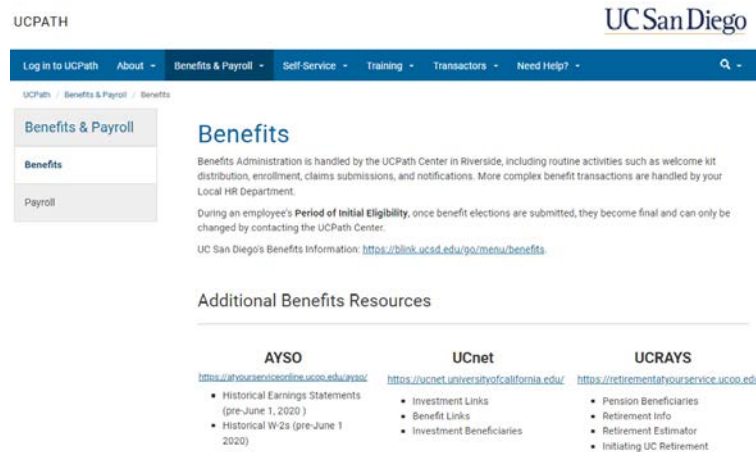
### Benefits Office

- 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

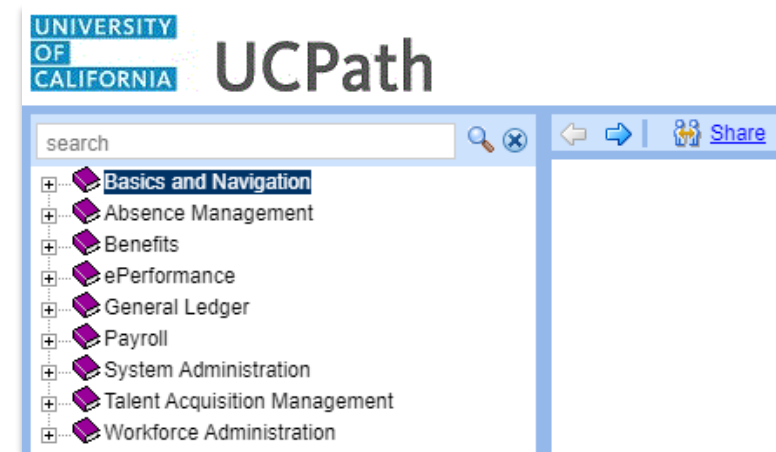


The screenshot shows the UCPath website interface. At the top, there is a navigation bar with links for 'Log in to UCPath', 'About', 'Benefits & Payroll', 'Self-Service', 'Training', 'Transactors', and 'Need Help?'. Below this, the 'Benefits & Payroll' section is active, displaying a 'Benefits' sub-section. The main content area explains that Benefits Administration is handled by the UCPath Center in Riverside and provides information about the 'Period of Initial Eligibility'. It also includes a link to 'UC San Diego's Benefits Information' and a section for 'Additional Benefits Resources' with links to AYSO, UCnet, and UCRAYS, each with a list of related documents or services.

▪ <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 the 'UNIVERSITY OF CALIFORNIA UCPath' logo. Below the header is a search bar and a 'Share' button. The main content area is a navigation menu with a list of topics, each preceded by a purple diamond icon and a plus sign. 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](#)



## Double check 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 Template and PayPath 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



UC Path

UC San Diego

UC San Diego  
Health Sciences



- If an employee transfers into our department and their benefit eligibility changes (They were only eligible for CORE benefits and are now eligible for Full Benefits), then will they receive a notification from UCPATH letting them know they can change their benefits enrollment? **They should but best practice is to have employee's enroll through self service as soon as they are aware of new benefits eligibility.**
- BAH.ucsd.edu has a report **Benefits Administration Eligibility Configuration Fields Report** <https://bah.ucsd.edu/hr-payroll/index.html?#report-id-4>
- How do we determine the eligibility based on the employee's class? Example Short Term Exceptions. **Refer to [Group Insurance Regulations – Administrative Supplements to Part II-A](#)**
- Is UC Path only using the personal email on file? Where do benefits notifications get sent? **Confirmed with UCPC that notifications get sent to all emails in UCPATH so please make sure employee's personal email is entered into UCPATH.**
- Is there more clarification on how the look back period functions for benefits determination? **Review SMP section on [Group Insurance Regulations – Administrative Supplements to Part II-A](#)**
- **Submit an inquiry to UCPC first and then Contact VC Area HR Benefits rep to escalate Critical Benefits Issues**