Guide to Enrolling in Benefits – Open Enrollment 2020

Overview

♦ UCPath Open Enrollment 2020 starts at 8:00 a.m. October 31, 2019 and completes at 5:00 p.m. November 26, 2019. During this time you can add, change and disenroll from specific benefit plans via UCPath. Note that you can make and submit Open Enrollment changes in UCPath once per day until 5:00 p.m. on November 26, 2019.

♦ You cannot make Open Enrollment changes before 8:00 a.m. on October 31, 2019.

♦ Open Enrollment is the opportunity for you to make changes to your benefits elections, but is not required. Please click here for instructions if you have no changes to enrollments.

♦ Flexible Spending Accounts (Health FSA and/or the DepCare FSA) require enrollment each calendar year. Click here for instructions to enroll in Health FSA and/or the DepCare FSA.

♦ If you participate in a Health Savings Account (HSA), verify your 2020 annual pledge amount during Open Enrollment.

♦ You will receive a submission statement via email when you submit your benefit enrollments in the UCPath Open Enrollment Portal. You also will receive a final benefits enrollment confirmation statement via email when Open Enrollment processing is completed by the UCPath Center in December 2019.

♦ Open Enrollment 2020 introduces three new supplemental health benefit plans from Aflac for Full, Mid-level and Core benefit-eligible employees: Accident, Critical Illness and Hospital Indemnity (Hospitalization). These three plans are known as UCPlus plans. Post Docs, Retirees, Residents and Graduate Students are not eligible for these plans. Note that enrollment in the new supplemental health benefit plans is voluntary and deductions are after-tax. Click here for instructions to enroll in the supplemental health plans.

♦ Effective January 1, 2020 Western Health Advantage health plan members will be automatically enrolled in the UC Blue and Gold HMO plan, including behavioral health services through Managed Health Network (MHN), unless a different medical plan is chosen during Open Enrollment.

♦ Refer to the Open Enrollment website to learn more about Open Enrollment and to help make your benefit choices for 2020. ucnet.universityofcalifornia.edu/oe/

Faculty and Staff Benefit Plans Available for Open Enrollment 2020

Faculty and Staff benefit plans available for Open Enrollment changes for benefit plan year 2020 are:

♦ Medical
  ♦ CORE
  ♦ Kaiser Permanente
  ♦ UC Blue & Gold HMO
  ♦ UC Health Savings Plan
  ♦ UC Care

♦ Dental
  ♦ Delta Dental PPO
  ♦ DeltaCare USA HMO

♦ Vision
  ♦ VSP

♦ Flexible Spending Accounts (Health FSA and DepCare FSA)
♦ Health Savings Account (HSA), for those enrolled in the UC Health Savings Plan
♦ Legal
♦ Accidental Death & Dismemberment (AD&D); note that you can also enroll into AD&D anytime throughout the calendar year using the Benefit Changes life event in UCPath online. Click here for instructions.
♦ Pet Insurance; note that you can also enroll into Pet Insurance anytime throughout the calendar year via UCPath using the Benefit Changes life event.
♦ New UCPlus Supplemental Health Plans Available to all Full, Mid-level and Core benefits-eligible employees:
  ♦ Accident
  ♦ Critical Illness
  ♦ Hospital Indemnity (Hospitalization)

Postdoctoral Scholars Benefit Plans Available for Open Enrollment 2020
Postdoctoral benefit plans available for Open Enrollment changes for benefit plan year 2020 are:

♦ Medical
  ♦ Health Net HMO
  ♦ Health Net PPO
♦ Dental
  ♦ Principal POS
  ♦ Health Net DHMO
♦ Vision
  ♦ Health Net

All Disability, Life, Savings (403(b), 457 and so on) and Retirement benefit plans are excluded from the Open Enrollment process. Note that employees can enroll in or disenroll from Disability, Life and AD&D anytime throughout the calendar year using the Benefit Changes life event in UCPath online. Click here for instructions.

New Benefits Available
♦ Supplemental Health Plans
  You may choose to participate in one, two or all three of the new UCPlus supplemental health plans, or you may choose to not participate in any of the new supplemental health plans.
  ♦ Accident
  ♦ Critical Illness
  ♦ Hospital Indemnity (Hospitalization)
OE Coverage Begin Date and Paycheck Deduction Dates

Note that because most benefit costs are paid the month before coverage for bi-weekly employees, most new 2020 benefit rates take effect in 2019 for bi-weekly employees. The following table illustrates the coverage begin date for Open Enrollment changes and the paycheck on which new benefit rates take effect for bi-weekly and monthly pay schedules. Be aware that the cost of pet insurance is not paid via UCPath payroll deduction. If you enroll in pet insurance, the vendor bills you directly.

<table>
<thead>
<tr>
<th>Pay Schedule</th>
<th>OE Coverage Begin Date</th>
<th>Paycheck Deduction Begin Date</th>
<th>Paycheck Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bi-Weekly</td>
<td>1/1/2020</td>
<td>11/17/2019</td>
<td>12/11/2019*</td>
</tr>
<tr>
<td>Monthly</td>
<td>1/1/2020</td>
<td>12/1/2019</td>
<td>1/2/2020**</td>
</tr>
</tbody>
</table>

* 2020 Disability premiums for January and Flexible Spending Account contributions deduct on the 1/8/2020 paycheck for bi-weekly employees.

How to Make Your Open Enrollment 2020 Changes

UCPath Tips

♦ Use a current version of Safari, Google, Firefox or Internet Explorer to enroll in Open Enrollment. Do not use outdated versions.
♦ Disable pop-up blockers before you start the enrollment process. Click here for instructions to disable pop-up blockers in your web browser.
♦ Note that the default system timeout in UCPath for non-activity is 20 minutes. The following message appears five minutes before the default system timeout occurs. If this message occurs while you are active in the Open Enrollment event, click the Yes button, as shown in the example below, to remain active in UCPath.
Open Enrollment Steps

Log into UCPath at [https://ucpath.universityofcalifornia.edu](https://ucpath.universityofcalifornia.edu).

On your UCPath Dashboard, locate the Open Enrollment 2020 section and click the Enroll Now button.

The Open Enrollment countdown clock tracks the time remaining to make your Open Enrollment changes.

Moving or Had Personal Changes this Year? Be Sure to Update your Information on UCPath

Help ensure that UC and the UCPath Center knows how to get in touch with you should you move, retire or separate from UC.

Apr 29, 2019

Worklist

View All
You can also make Open Enrollment changes from the Employee Actions menu. In the menu pane on the left side of the Dashboard, navigate to Employee Actions > Health and Welfare > Enroll in Benefits.
If prompted, answer the **Security Question** and then click the **Submit** button. The specific security questions/answers are specific to your account and may not be the same as the example shown here.

You are required to set up security questions and answers in order to use self service in UCPath, which includes Open Enrollment 2020. Click [here](#) for instructions to set up your security questions and answers, if needed.
The **Benefits Enrollment** page appears after successfully answering the displayed security question. Read through the page and then scroll to the bottom of the page to see the **Open Enrollment** event.

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**BENEFITS ENROLLMENT**

**Jasmin Allan**

Welcome to the benefits enrollment section. Congratulations! You and your family now have an opportunity to enroll in benefits based on one of the scenarios listed below:

- You are a new hire with a Period of Initial Eligibility (PIE) to enroll in benefits initially, OR
- You are newly eligible for benefits, OR
- You have a life event that enables you to make enrollment changes, OR
- The annual Open Enrollment period is now open

Scroll down to view the list of your benefit events below. Do you see the Open button next to an event? If so, that indicates the event is currently open to you for enrollment. Click on Open to begin.

Take advantage of this opportunity now because your other options are limited to:

**90-day Waiting Period**

If you miss your initial enrollment period, you may enroll yourself and/or your family member in medical coverage with a 90-day waiting period. Coverage is effective after 90 consecutive calendar days have elapsed. Your premiums may need to be paid on an after-tax basis.

**Open Enrollment**

Open Enrollment (OE) is the time each year (typically in the Fall) when you can change your medical plan and sign up for other benefits. Shortly before OE opens, UC will launch a dedicated website to guide you through the process. Most changes you make during OE are effective January 1 of the following year.

**Life Event**

A life event provides an opportunity to enroll in, or make changes to, your UC benefits when family status changes occur (marriage, domestic partnership, birth, adoption or divorce) or, in some cases, after you or
In the Open Benefit Events section, locate the Open Enrollment event and click the Open button. Note that a spinning circle indicates UCPath is processing your request.

Open Benefit Events

After you use the Open button, it will take a few seconds for your benefits enrollment information to load.
You can have only one open benefit event at a time in UCPath. If you are a new hire, newly benefit-eligible employee or have an open life event, such as marriage, divorce, adoption, birth, establishment of domestic partnership, termination of domestic partnership or benefits changes (adding, changing or waiving Life, Disability and AD&D plans), you may see multiple benefit events in the Open Benefit Events section. If you have more than one open event, you must complete the currently open event before you begin the Open Enrollment event. If you have an open life event, complete the life event first using the Life Event transaction in UCPath. Do not complete the life event using the Enroll in Benefits transaction.

There may be a one-day processing period after completing the currently open event before you can access the Open Enrollment event.

Click the Open button to complete the open event.

You cannot access the Open Enrollment event until the day after you complete other open benefit events.
Benefit plans that are available for Open Enrollment changes appear in the **Current Benefits Details** section under the **Election Summary** section. Benefit plans that display the **Edit** button (pencil icon) are open for changes. Click the **Edit** button for applicable plans to add or change benefit enrollments and/or dependents.

**Current Benefits Details**

Your current benefit elections.

**Election Summary**

The **Election Summary** section shows your current cost per pay period.

**Open Enrollment**

Jasmin Allan

Now is the time to make sure you’re enrolled in the right plans for you and your family. Take advantage of online tools, including short videos about your health and welfare benefit options and how the different plans work. To learn more about your choices, click on UCNet.

**Reminders**

If you have the Flexible Spending Account(ESA) and want to continue participating next year, you must reenroll in these programs during Open Enrollment. If you do not reenroll in the Health FSA, you must have a minimum of $25 remaining in your account after the run-out period (April 15 of the next plan year) to be able to carry over funds (up to $500) to the next plan year. Remaining funds in your account will only be carried over for one plan year.

**Important:** Your current benefit elections are summarized below.

- To edit your benefit elections, click on the edit button (pencil icon) in the upper corner of the benefit tile and modify your selections.
- Once your selections have been completed, select the **Submit** button to finalize your choices.

Your enrollments are not finalized until you Submit your benefit elections from the **Submit Benefit Choices**.

Benefit plans without an **Edit** button are **not** open for changes.

**Note:** The **Edit** button does not appear on this example tile. This means that the benefit plan is **not** open for change through Open Enrollment.
After you click the **Edit** button, benefit plan options appear for the selected benefit.

Select an Option

*Here are your available options with your costs per pay period. (Your cost = full benefit cost – UC contribution)*

<table>
<thead>
<tr>
<th>Core Plan</th>
<th>UC Health Savings Plan</th>
<th>UC Care Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Select</td>
<td>Select</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UC Blue &amp; Gold HMO</th>
<th>Kaiser North</th>
<th>Waive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Selected</td>
<td>Select</td>
</tr>
</tbody>
</table>

Click the **View cost summary** button to see the benefit costs for all benefit plans for all coverage levels on the **View Cost Summary** list. To locate your coverage cost for the selected benefit plan, note your coverage level on the **Current Benefits Details** page, and then locate your coverage level on the **View Cost Summary** list. Coverage level is based on the dependents selected for plan coverage. Scroll to the bottom of the page and click the **Return** button to exit the **View Cost Summary** list.

### Current Benefits Details

**Medical**

*Kaiser North: Fam NA+NC*

- **New**
- **271.21** Before Tax

- **Plan Name**: UC Health Savings Plan
  - **Coverage Level**: Family (NA+NC)
  - **Your Cost**: 273.79

*This is your coverage level.*

*This is your coverage cost on the View Cost Summary list. Note that your cost may differ from the amount shown, based on your location, choice of plan and, if represented, the status of your bargaining unit's contract.*
Review the benefit plan choices and select the desired benefit plan. Select **Waive** to decline coverage.

Click **Select** to change to the associated benefit plan.

Click **Selected** to review your plan dependents and make dependent changes.

Click [here](#) to open the UC Open Enrollment website in a separate browser window for additional benefit plan details.

Selected

Click **Selected** to review your plan dependents and make dependent changes.

Select

Select the **Select** option to choose a plan other than your current plan.

Waive

Select the **Waive** option to decline coverage.

Important messages and alerts appear in the blue and white boxes.
Review your covered dependents for applicable benefit plans. Use the **Enroll** check box to select or deselect dependents for applicable benefit plans. Note that if you remove a dependent from all benefit plans, the dependent is not deleted from UCPath. The dependent remains in UCPath for historical purposes.

You can change an existing dependent’s name, Social Security number, address or phone number in UCPath during Open Enrollment. You cannot change a dependent’s date of birth, gender or relationship to you (for example, change a spouse to ex-spouse) after a dependent is entered in UCPath. Contact the UCPath Center to request dependent record changes that you are unable to do in UCPath online.

You can remove dependents from benefit plans as long as an active Qualified Medical Child Support Order (QMCSCO) does not exist for the dependent. If you are required to maintain coverage due to an active court order (QMSCO), and the court order is recorded in UCPath, you cannot remove dependents from the applicable benefit plans. However, you can change benefit plans.
You cannot disenroll dependents from benefits plans with active court orders. Notice that the check box is disabled and the dependent name is gray.

Click the Add/Review Family Members button to add a new dependent or to make demographic changes for an existing dependent.

Click the Add/Review Family Members button to add new dependents or change existing dependent demographic information.
Click the **Add a dependent** button to add a new dependent.

### ADD/REVIEW DEPENDENT

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Dependable?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Puja Robinson</td>
<td>01/01/1973</td>
<td>Yes</td>
</tr>
<tr>
<td>Robert Gibbs</td>
<td>01/01/2004</td>
<td>Yes</td>
</tr>
<tr>
<td>Robert Fisher</td>
<td>01/01/2000</td>
<td>Yes</td>
</tr>
<tr>
<td>Adam Beeravolu</td>
<td>01/01/2015</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The people listed below may be eligible for Benefit Coverage. Select a name to view or modify personal information. To add a dependent or beneficiary, select the ‘Add a dependent or beneficiary’ button.
Enter dependent information into the available fields. Note that fields with red asterisks require data; these fields cannot remain blank.

Type in the **Date of Birth**. You do not have to enter dashes or slashes in the **Date of Birth** field or the **SSN** field. UCPath properly formats the information when you exit the field.

The Affordable Care Act (ACA) requires employers to make a reasonable effort to collect Social Security numbers (SSNs) for employees and dependents enrolled in employer-sponsored health plans, in order to track compliance with the ACA’s individual coverage mandate. If you do not provide SSNs for your dependents, UC will send you an annual request for this information.
The **Relationship to Employee** field is gray and is not open for data entry. You cannot modify the **Relationship to Employee** field. UCPath populates the **Relationship to Employee** field based on your answers to the three **Relationship** questions that appear above it when adding a dependent.

### Relationship

**What Relationship do you have with this dependent?**

- Domestic Partner

**Is this dependent claimed on your tax return?**

- No

**Is your domestic partner a:**

- Registered Opposite Sex Domestic Partner

**Relationship to Employee**

- DP Registered; Not EE TaxDp FA

Select the applicable check boxes if the dependent shares the **Same Address as Employee** or **Same Phone as Employee**. If the dependent does not share the same address or phone as the employee, enter the dependent’s demographic details.

Click the **Save** button to save the new or changed dependent information.
The **Save Confirmation** page appears. Click the **OK** button.

**SAVE CONFIRMATION**

The Save was successful.

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The **Add/Review Dependent** page appears. Click the **Return to Event Selection** button.

**ADD/REVIEW DEPENDENT**

The people listed below may be eligible for Benefit Coverage. Select a name to view or modify personal information. To add a dependent or beneficiary, select the 'Add a dependent or beneficiary' button.

- **Puja Robinson**
  - Spouse (Opposite/Same Sex) NA
  - Date of Birth: 01/03/1973
  - Dependents: Yes

- **Robert Gibbs**
  - Child EE Biological/Adopted NC
  - Date of Birth: 01/03/2004
  - Dependents: Yes

- **Robert Fisher**
  - Child EE Biological/Adopted NC
  - Date of Birth: 01/01/2000
  - Dependents: Yes

- **Adam Beeravolu**
  - Child EE Biological/Adopted NC
  - Date of Birth: 01/01/2015
  - Dependents: Yes

- **Sam Dhillon**
  - Child EE Biological/Adopted NC
  - Date of Birth: 08/16/2013
  - Dependents: Yes
Enroll the new dependent in the benefit plan by selecting the appropriate check box.

Select the dependent to enroll the new dependent in the benefit plan.

Click the **Save and Continue** button to save your dependent and/or benefit plan changes, or click the **Cancel Changes** button to start over.
Review your elections and click the **Save Changes** button to return to the **Current Benefit Details** page. Click the **Back** button to make additional changes for the applicable benefit plan.

Repeat the enrollment steps for each available benefit plan that you wish to add or change.
The **Election Summary** page reflects the updated costs and benefit plan selections.

### Election Summary

This table summarizes estimated costs per pay period for your new benefit choices.

<table>
<thead>
<tr>
<th></th>
<th>Before Tax</th>
<th>After Tax</th>
<th>Total</th>
<th>Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Costs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your Costs</td>
<td>537.75</td>
<td>56.88</td>
<td>594.63</td>
<td>1,085.83</td>
</tr>
</tbody>
</table>

*Costs per pay period for new benefit choices appear here.*

### Current Benefits Details

#### Medical

- **Kaiser South:** Self+Ch NC  
  - New
  - 37.75 Before Tax

#### Dental

- Delta Dental PPO:**Self+Ch NC  
  - New
  - 0.00 Before Tax

#### Vision

- Vision Service Plan (VSP): Self+Ch NC  
  - New

#### Supplemental Health Plans

- Supplemental Health Plans  
  - New
The UC Blue & Gold HMO and the Delta Dental PPO plans require you to enter a Primary Care Provider. If this is the case for your medical plan, the Choose a Primary Care Provider ID page appears. Click the Select a Provider button to specify your provider. Click the Add Different Providers for Dependents button to specify your dependents’ providers.

A separate window displays the benefit vendor’s website when you click the Select a Provider button.

A message appears stating a new web browser window will open. Click the OK button to proceed to the benefit vendor’s website. Click the Return button to stay in UCPath.

MEDICAL

Jasmin Allan

Select the OK button to proceed. This will open a new web browser. When you have finished, close the new web browser. Then select Return to Enrollment to go back to your benefits information.
The following image is an example of the UC Blue and Gold/Health Net vendor Provider Search website.

Welcome to ProviderSearch!

First, select a plan year and location:

- 2019
- 2020

Select a location type

Second, add a filter: (optional)

- Filter by Provider Name or Provider ID or License Number (Prefix + 6 Digits)
  Provider name (at least two letters), Provider ID or
- Filter by type of Plan/Network
  Select a Plan/Network
- No filter (show all results)

Questions about ProviderSearch?
Take a ProviderSearch tour

Other Options:
- Log in to your account
- Enter your member ID and date of birth
- Give us a call
- Search First Health

Provider information appearing in ProviderSearch represents data in health net systems as of 9/30/2019. Health Net builds and maintains the provider networks based on the network adequacy regulations as outlined by state and federal regulators. While every effort has been made to ensure accuracy, from time to time the status or contact information of a physician/provider may change, meaning that a new physician/provider may be added or a current physician/provider may either leave our network or decline to accept new patients. We suggest that you call the Health Net customer service number on the back of your member ID card to verify that the physician/provider is still in the plan.

Covered persons can contact the Customer Contact Center at the telephone number on their ID card to obtain a copy of their Network Provider Directory, at no cost.
Click the **Return** button to return to UCPath to continue your enrollments. You may be required to log back into UCPath if you exceeded the automatic timeout for inactivity.

**MEDICAL**

Jasmin Allan

Use the **Return to Enrollment** button to go back to your benefits information.

You may choose to have the benefit vendor select a primary care provider for you and your dependents. To exercise this option, select the applicable check boxes based on your enrollment choices and then click the **Save and Continue** button.
To enroll in pet insurance, locate the **Pet Insurance** tile on the **Election Summary** page and click the **Edit** button. The pet insurance enrollment defaults to **Waive** unless you elect this benefit.

The **Pet Insurance** plan page appears. Click the **Select** button for the **Pet Insurance** option to enroll in pet insurance, then click the **Save and Continue** button.

**PET INSURANCE**

**Jasmin Allan**

UC offers Pet Insurance as a voluntary benefit through Nationwide. Employees will be able to insure their dogs, cats, birds, and certain exotic pets with preferred pricing on plans not available to the general public.

You can find more information on Nationwide.

**Select an Option**

- **No, I do not want to enroll**
  - Select

- **Pet Insurance**
  - Selected

- **Cancel Changes**
- **Save and Continue**
The **Pet Insurance** enrollment page appears. Read the page. You must click the **Nationwide** link to access Nationwide’s website and enroll in pet insurance.

### PET INSURANCE

**Jasmin Allan**

**Your Choice**

Important! Go to [Nationwide](https://www.nationwide.com) to get more information about UC’s Pet Insurance. You must enroll in Pet Insurance on Nationwide’s website - you will not be enrolled in Pet Insurance until you register and purchase a plan through Nationwide.

Click on the Nationwide link to enroll.

Please make sure to return to this UCPath page after enrolling with Nationwide in order to complete your Open Enrollment elections through UCPath Online.

Enrollment in Pet Insurance is effective the date Nationwide approves your application.

**Notes**

A new web browser window opens Nationwide’s website. Call Nationwide at 877-738-7874 if you have pet insurance or Nationwide website questions.
Note that your enrollment in pet insurance is effective as soon as Nationwide approves your enrollment application.

After enrolling in pet insurance on the Nationwide website, close the Nationwide browser window and return to UCPath to complete Open Enrollment. You must return to UCPath and click the **Save Changes** button on the **Pet Insurance** enrollment page to complete your pet insurance enrollment.

You may be required to log back into UCPath if you exceeded the automatic timeout for inactivity.

**PET INSURANCE**

Jasmin Allan

Your Choice

Important! Go to [Nationwide](#) to get more information about UC's Pet Insurance. You must enroll in Pet Insurance on Nationwide's website - you will not be enrolled in Pet Insurance until you register and purchase a plan through Nationwide.

Click on the [Nationwide](#) link to enroll.

Please make sure to return to this UCPath page after enrolling with Nationwide in order to complete your Open Enrollment elections through UCPath Online.

Enrollment in Pet Insurance is effective the date Nationwide approves your application.

Notes

Note that zero cost appears for pet insurance enrollment in UCPath because there is no pet insurance payroll deduction. If you enroll in voluntary pet insurance, the vendor bills you directly.

**Pet Insurance**

Example of **Pet Insurance** enrollment.
To enroll in the new supplemental health plans, locate the **Supplemental Health Plans** tile on the **Election Summary** page and click the **Edit** button. The supplemental health plan enrollment defaults to **Waive** unless you elect this benefit.

The **Supplemental Health Plans** page appears. Click the **Select** button for the **Supplemental Health Plans** option to enroll in the supplemental health plans, then click the **Save and Continue** button.
The **Supplemental Health Plans** enrollment page appears. Read the page. **You must click the ucplus.com link to access the UCPlus website and enroll in the supplemental health plans.**

### SUPPLEMENTAL HEALTH PLANS

**Jasmin Allan**

**Your Choice**

You enroll in your choice of Accident, Critical Illness, and/or Hospital Indemnity coverage through Aflac. Visit ucplus.com, or call the concierge team dedicated to UC at (888)212-7201.

**Important! If you do not complete enrollment on the Aflac website, you will not have coverage.** Return to this page to complete your remaining Open Enrollment elections on UCPath Online.

**Notes**

Once submitted, this choice will take effect January 1.
A new web browser window opens the UCPlus website (ucplus.com). Call UCPlus at 888-212-7201 if you have supplemental health plan, plan costs or UCPlus website questions.

If selected, your enrollment in the supplemental health plans is effective on January 1, 2020.

After enrolling in the supplemental health plans on the UCPlus website, close the UCPlus browser window and return to UCPath to complete the Open Enrollment event. You must return to UCPath and click the Save Changes button on the Supplemental Health Plans enrollment page to complete your supplemental health plan enrollment.

You may be required to log back into UCPath if you exceeded the automatic timeout for inactivity.
SUPPLEMENTAL HEALTH PLANS

Jasmin Allan

Your Choice

You enroll in your choice of Accident, Critical Illness, and/or Hospital Indemnity coverage through Aflac. Visit ucplus.com, or call the concierge team dedicated to UC at (888)212-7201.

Important! If you do not complete enrollment on the Aflac website, you will not have coverage. Return to this page to complete your remaining Open Enrollment elections on UCPath Online.

Notes

Once submitted, this choice will take effect January 1.

Note that zero cost appears for the supplemental health plan enrollment in UCPath. Visit www.ucplus.com for detailed cost information.
Flexible Spending Accounts require enrollment each calendar year. Flexible Spending Accounts default to **Waive** every year unless you elect this benefit. To enroll in Health FSA and/or the DepCare FSA, locate the applicable tile on the **Election Summary** page and click the **Edit** button. This example shows the **Flex Spending - Health** tile.

The applicable **Flex Spending - Health** page appears. Select your enrollment option. To enroll, click the **Health FSA** or the **Dependent Care FSA** button and then enter your **Annual Contribution** amount. Click the **Save and Continue** button.

The enrollment confirmation page appears. Review the page and then click the **Save Changes** button.

**FLEX SPENDING - HEALTH**

**jasmin Allan**

**Your Choice**
You have chosen to enroll in the Health FSA plan with an annual pledge of $2,000.00.

**Your Contributions**
Your approximate per-pay-period contribution will be $166.67.

**Notes**
Once submitted, this choice will take effect January 1. For biweekly employees, deductions will start with your first paycheck in December, with the exception of disability and Flexible Spending Account deductions, which commence with your paycheck in January. For monthly employees, deductions will start with your first paycheck in January, with the exception of disability deductions, which commence with your paycheck in February.
This image shows an example of an enrolled Flex Spending - Health tile.

**Flex Spending - Health**

Health FSA: $2,000.00

New

166.67
Before Tax

After you enter all benefit changes for Open Enrollment 2020, click the Submit button, or click the Back button if you need to make additional benefit plan and dependent changes.
Read the **Submit Benefit Choices** page.

**SUBMIT BENEFIT CHOICES**

**Jasmin Allan**

You have almost completed your enrollment. If you have no further changes, select the **Submit** button on this page to finalize your benefit choices.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

You may store your choices on each page and return to the Enrollment Summary as many times as you'd like up until your enrollment deadline. However, once you select the **Submit** button your benefit choices will be processed.

Once your enrollment is processed, you may not be able to make any further changes until the next day as you are only allowed to submit once per day.

**Terms and Conditions**

You must agree to the terms and conditions listed below and acknowledge by checking the box.

**Participation Terms and Conditions**

Your Social Security number, and that of your enrolled family members, is required for purposes of benefit plan administration, for financial reporting, to verify your identity, and for legally required reporting purposes all in compliance with federal and state laws.

If you are confirmed as eligible for participation in UC-sponsored plans, you are subject to the following terms and conditions:

1. With the exception of benefits provided or administered by Optum Behavioral Health, UC-sponsored medical plans require resolution of disputes through arbitration. With regard to each plan, by your written or electronic signature, IT IS UNDERSTOOD AND YOU AGREE THAT ANY DISPUTE AS TO MEDICAL MALPRACTICE – THAT IS, AS TO WHETHER ANY MEDICAL SERVICES RENDERED UNDER THE CONTRACT WERE UNNECESSARY OR UNAUTHORIZED OR WERE IMPROPERLY, NEGLIGENCELY OR INCORRECTLY RENDERED – WILL BE DETERMINED BY SUBMISSION TO ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND NOT BY A LAWSUIT OR RESORT TO COURT PROCESS, EXCEPT AS CALIFORNIA LAW PROVIDES FOR JUDICIAL REVIEW OF ARBITRATION PROCEEDINGS. BOTH PARTIES TO THE CONTRACT, BY ENTERING INTO IT, ARE GIVING UP THEIR CONSTITUTIONAL RIGHT TO HAVE ANY SUCH DISPUTE DECIDED IN A COURT OF LAW BEFORE A JURY AND INSTEAD ARE ACCEPTING THE USE OF ARBITRATION. For more information about each plan's arbitration provision please see the appropriate plan booklet or call the plan.

2. UC and UC health and welfare plan vendors comply with federal/state regulations related to the privacy of personal/confidential information including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as applicable. To fulfill the responsibilities and perform the service required under contracts with UC, health plans and associated service vendors may share UC member health information between and among each other within the limits established by HIPAA and federal/state regulations for purposes of health care operations, payment, and treatment. A member's requested restriction on the sharing of specified protected health information for health care operations, payment, and treatment will be honored as required by HIPAA.

Scroll to the bottom of the **Submit Benefit Choices** page. Select the **By checking this box I accept the above Terms and Conditions** check box.

**HIPAA Statement Confirmation**

By selecting this checkbox, I am electing to receive an electronic HIPAA statement.

**Authorize Elections**

By submitting your benefit choices you are authorizing the University of California to take deductions from your paycheck to pay for your benefit costs. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.

[Submit]
The check box in the HIPAA Statement Confirmation section is selected by default. Leave this check box selected to receive your HIPAA Statement Confirmation via email. Deselect this check box to receive your HIPAA Statement Confirmation via the United States Postal Service.

Click the Submit button to finalize your Open Enrollment changes, or click the Cancel button to make additional benefit plan and dependent changes. Note that your open enrollment is not complete until you click the Submit button.

Review the Open Enrollment message and then click the OK button, or click the Cancel button to return to Open Enrollment.

The Submit Confirmation message appears when you click the OK button.
Read the message and click the **OK** button. You will receive an Open Enrollment Submission Statement via email. You have completed Open Enrollment.

The Open Enrollment event button displays **Submitted** until your elections are processed. Your Open Enrollment event reopens the following day for additional changes during the Open Enrollment period. You will receive an Open Enrollment Submission Statement via email each time that you change and re-submit your open enrollment elections.

You can make and submit Open Enrollment changes online once per day until 5:00 p.m. on November 26, 2019.

The Open Enrollment **Confirmation Statement** is sent via email when UCPath Center completes Open Enrollment processing in December 2019.
I Have No Changes

Open Enrollment is the opportunity for you to review your benefits and make any necessary changes to your benefits elections, but is not required. If you review your Open Enrollment event online and have no Open Enrollment changes, click the **Submit** button. Note that this is not a required step. You can make and submit Open Enrollment changes online once per day until 5:00 p.m. on November 26, 2019 if you change your mind.

Even if you have no benefit changes for 2020, if you participate in an HSA verify your 2020 HSA annual pledge amount during Open Enrollment. Click the **Edit** button for the **Health Savings Account** tile on the **Election Summary** page.

Keep or update the amount in the **Total Elected Contribution Amount** field, then click the **Save and Continue** button.
Click the **Save Changes** button.

**HEALTH SAVINGS ACCOUNT**

**Erin Villacis**

**Your Choice**

You have chosen to enroll in the Health Savings Account Genneral Cvs plan with an annual pledge of $3,600.00.

**Your Contributions**

Your approximate per pay period contribution will be $300.00.

**Notes**

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Scroll to the bottom of the **Election Summary** page and click the **Submit** button.

Select the **Submit** button to finalize your choices.

Important: Your enrollment will not be complete until you submit your choices.

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Scroll to the bottom of the **Submit Benefit Choices** page. Select the **By checking this box I accept the above Terms and Conditions** check box.

The check box in the **HIPAA Statement Confirmation** section is selected by default. Leave this check box selected to receive your **HIPAA Statement Confirmation** via email. Deselect this check box to receive your **HIPAA Statement Confirmation** via the United States Postal Service.
Click the **Submit** button to finalize your Open Enrollment HSA changes.

Review the Open Enrollment message and then click the **OK** button, or click the **Cancel** button to return to Open Enrollment.

The **Submit Confirmation** message appears when you click the **OK** button.

Read the message and click the **OK** button. You will receive an Open Enrollment Submission Statement via email.
Benefits Summary Page
You can review your Open Enrollment elections on your Open Enrollment Submission Statement sent via email. You can also review your Open Enrollment elections in UCPath online on the Benefits Summary page after your Open Enrollment changes are finalized. Your Open Enrollment elections are usually finalized by the next business day after you submit your elections.

To see your finalized Open Enrollment elections, log into UCPath online. From the Dashboard, navigate to Employee Actions > Health and Welfare > Benefits Summary.
Type 1/1/2020 in the date field and then click the Go button. Your benefits effective for January 1, 2020 appear. The following image shows an example of the Benefits Summary page in UCPath.
UCPath Open Enrollment Troubleshooting Tips

♦ If you are unable to move forward in Open Enrollment pages (for example, the page seems to be 'stuck'), return to the UCPath Dashboard and click the Enroll Here button. From the Dashboard, you can also navigate to Employee Actions > Health and Welfare > Enroll in Benefits. This action refreshes the Enroll in Benefits transaction. You may or may not lose your data entry; data entry is generally saved, but this may not occur if you were truly 'stuck.'

♦ You must resolve error messages before you complete and submit your Open Enrollment changes. Error messages generally appear in red font.

Example Error Message in the Enroll in Benefits Transaction

Refer to the Open Enrollment website (ucnet.universityofcalifornia.edu/oe) to learn more about Open Enrollment and get information to make your benefit choices for 2020.