

Use this Benefits eForm to submit a Life Event. This example demonstrates how the Benefits eForm recognizes a Late Enrollment, when the date of the Life Event is outside of the Period of Initial Eligibility (PIE)

Menu Navigation:

Forms Library > Access Forms > **Benefits eForms: Submit New Form**

Detailed information and guides for UC Benefits Plans is available on UCnet:
<https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

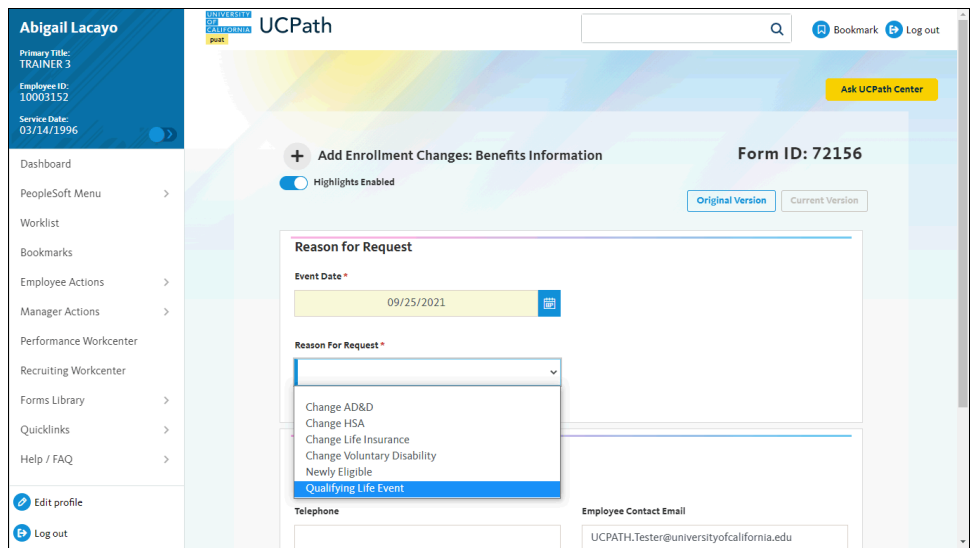
Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



Step	Action
1.	<p>Event Date: The Event Date for a Life Event must be in the past. A benefits change for a future dated Life Event cannot be processed prior to the event date.</p> <p>Late Enrollment: The Benefits eForms recognize if the Event Date is outside of the Period of Initial Eligibility (PIE) for the requested Life Event benefits enrollment.</p> <p>The example used in this simulation demonstrates how this form recognizes a late enrollment.</p>

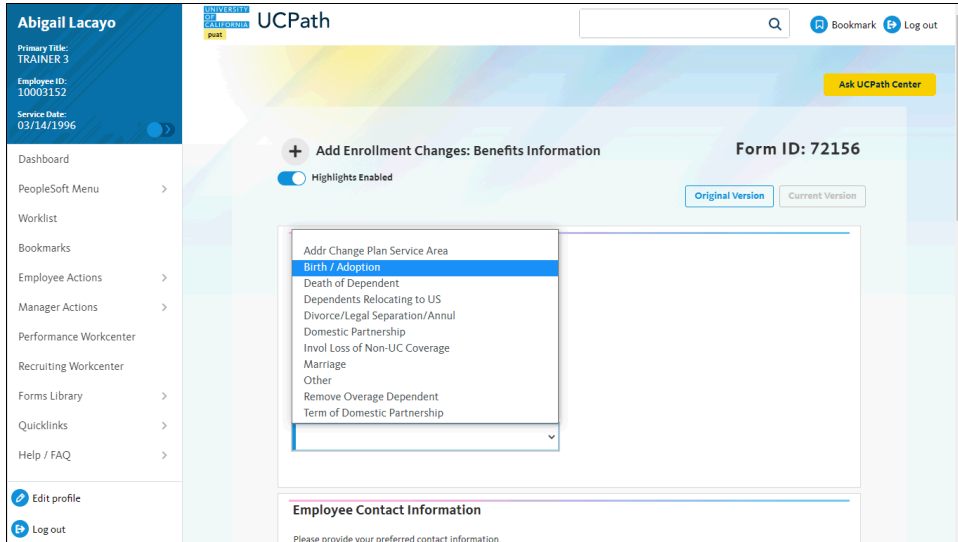
The screenshot shows the UCPath interface for a user named Abigail Lacayo (TRAINER 3). The main content area displays the 'Add Enrollment Changes: Benefits Information' form (Form ID: 72156). The form has a 'Highlights Enabled' toggle and buttons for 'Original Version' and 'Current Version'. The 'Reason for Request' section contains an 'Event Date' field with a calendar icon and a 'Reason For Request' dropdown menu. The 'Employee Contact Information' section includes fields for 'Telephone' and 'Employee Contact Email', with the email address 'UCPATH.Tester@universityofcalifornia.edu' pre-filled.

UCPath Task:
Benefits eForms: Submit Form for Life Event-
Late Enrollment


Step	Action
2.	Click in the Event Date field. <div style="border: 1px solid #ccc; padding: 5px; text-align: center; width: fit-content; margin: 0 auto;">MM/DD/YYYY</div>
3.	Enter the desired information into the Event Date field. For this example, enter " 09/25/2021 ".
4.	Click the button to the right of the Reason For Request field. <div style="border: 1px solid #ccc; padding: 5px; text-align: center; width: 30px; margin: 0 auto;">▼</div>

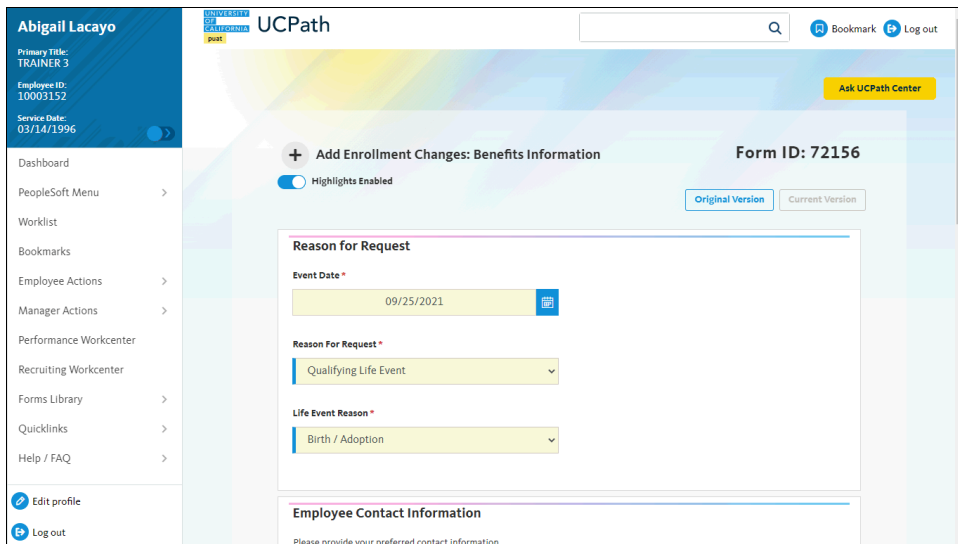


Step	Action
5.	Click the Reason For Request list item. 
6.	Click the button to the right of the Life Event Reason field. 



The screenshot shows the UCPATH interface for user Abigail Lacayo. The main content area is titled 'Add Enrollment Changes: Benefits Information' with Form ID: 72156. A dropdown menu is open, showing a list of life events: 'Birth / Adoption', 'Death of Dependent', 'Dependents Relocating to US', 'Divorce/Legal Separation/Annul', 'Domestic Partnership', 'Invol Loss of Non-UC Coverage', 'Marriage', 'Other', 'Remove Overage Dependent', and 'Term of Domestic Partnership'. The 'Birth / Adoption' option is highlighted in blue. Below the dropdown is the 'Employee Contact Information' section.

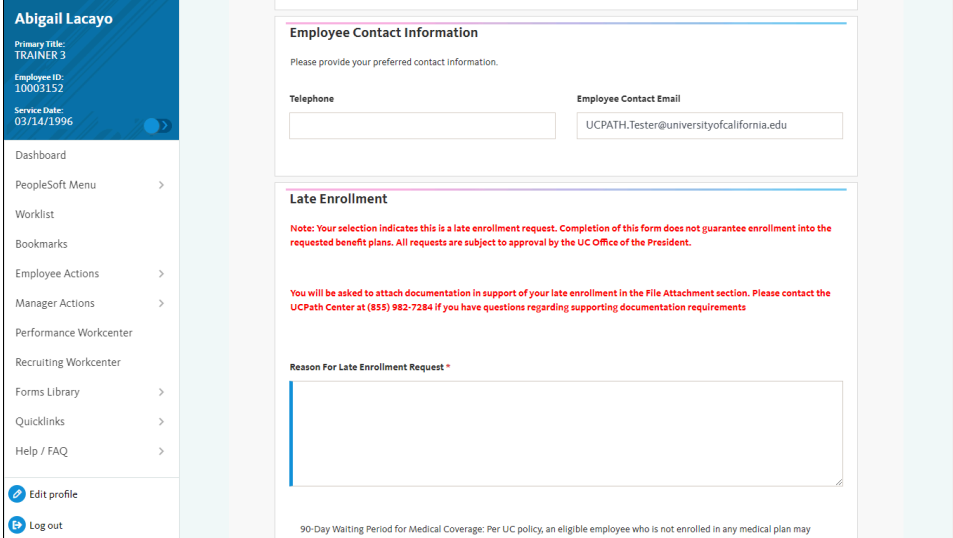
Step	Action
7.	Click the Birth / Adoption list item. 



The screenshot shows the UCPATH interface with the 'Reason for Request' form filled out. The 'Event Date' is 09/25/2021. The 'Reason For Request' dropdown is set to 'Qualifying Life Event'. The 'Life Event Reason' dropdown is set to 'Birth / Adoption'. The 'Employee Contact Information' section is visible at the bottom.

UCPath Task:
Benefits eForms: Submit Form for Life Event-
Late Enrollment

Step	Action
8.	Click the scrollbar.



Abigail Lacayo
Primary Title: TRAINER 3
Employee ID: 10003152
Service Date: 03/14/1996

Dashboard
PeopleSoft Menu >
Worklist
Bookmarks
Employee Actions >
Manager Actions >
Performance Workcenter
Recruiting Workcenter
Forms Library >
Quicklinks >
Help / FAQ >
Edit profile
Log out

Employee Contact Information
Please provide your preferred contact information.

Telephone
Employee Contact Email
UCPATH.Tester@universityofcalifornia.edu

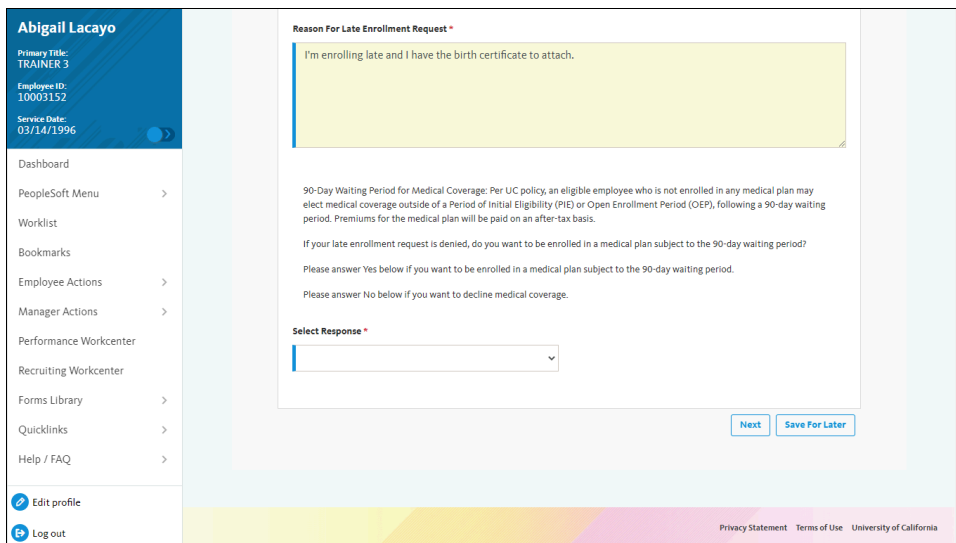
Late Enrollment
Note: Your selection indicates this is a late enrollment request. Completion of this form does not guarantee enrollment into the requested benefit plans. All requests are subject to approval by the UC Office of the President.

You will be asked to attach documentation in support of your late enrollment in the File Attachment section. Please contact the UCPath Center at (855) 982-7284 if you have questions regarding supporting documentation requirements

Reason For Late Enrollment Request *

90-Day Waiting Period for Medical Coverage: Per UC policy, an eligible employee who is not enrolled in any medical plan may

Step	Action
9.	Enter your preferred contact information if needed.
10.	The Late Enrollment section appears when the Event Date is outside of the PIE for the Qualifying Life Event . Enter comments in the Reason For Late Enrollment Request text box below. Supporting document(s) can be attached at the end of the eForm.
11.	Click in the Reason For Late Enrollment Request field.
12.	Enter the desired information into the field. Enter " I'm enrolling late and I have the birth certificate to attach. ".
13.	Click the scrollbar.



Abigail Lacayo
Primary Title: TRAINER 3
Employee ID: 10003152
Service Date: 03/14/1996

Reason For Late Enrollment Request *

I'm enrolling late and I have the birth certificate to attach.

90-Day Waiting Period for Medical Coverage: Per UC policy, an eligible employee who is not enrolled in any medical plan may elect medical coverage outside of a Period of Initial Eligibility (PIE) or Open Enrollment Period (OEP), following a 90-day waiting period. Premiums for the medical plan will be paid on an after-tax basis.

If your late enrollment request is denied, do you want to be enrolled in a medical plan subject to the 90-day waiting period?

Please answer Yes below if you want to be enrolled in a medical plan subject to the 90-day waiting period.


Please answer No below if you want to decline medical coverage.

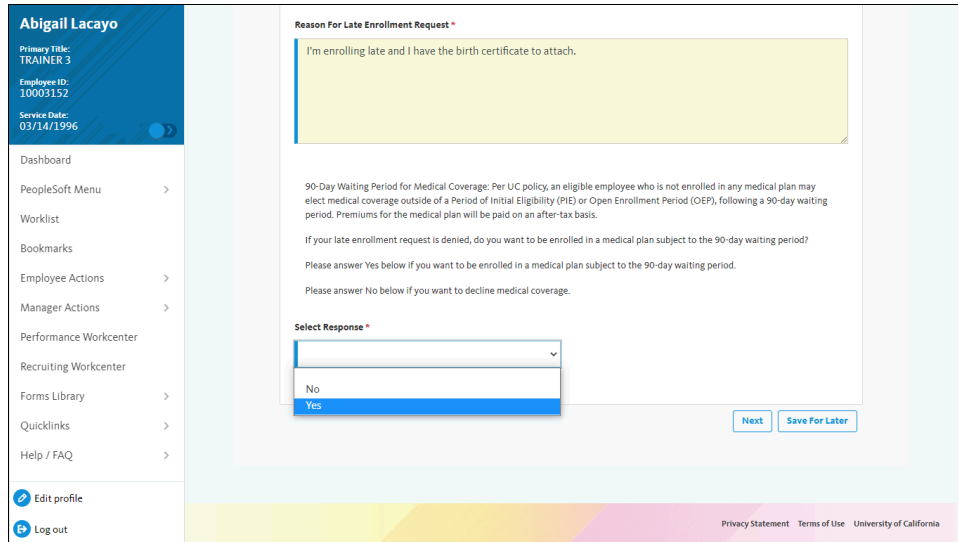
Select Response *

Next Save For Later



Privacy Statement Terms of Use University of California

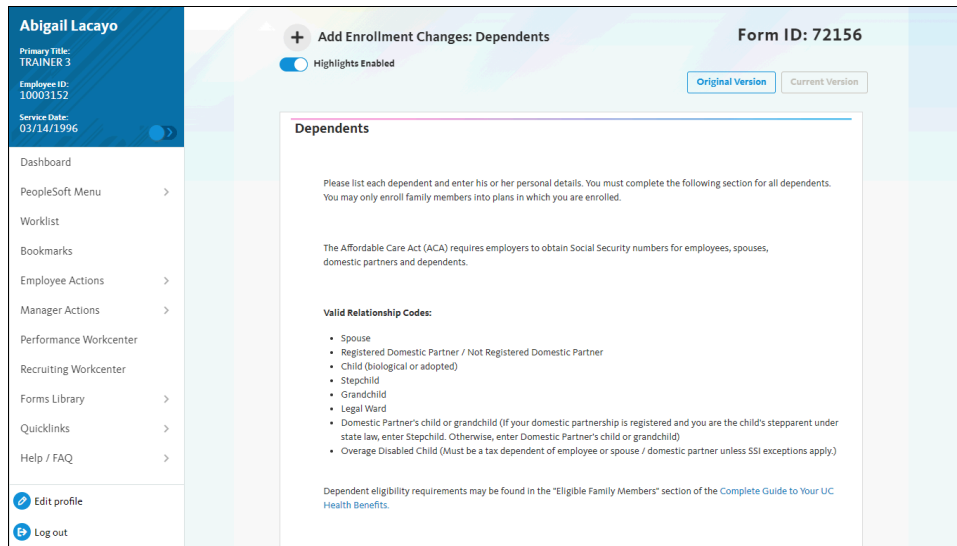
UCPath Task:
Benefits eForms: Submit Form for Life Event-
Late Enrollment

Step	Action
14.	If a late enrollment request is denied you may choose to decline medical coverage or enroll in a medical plan after a 90-day waiting period.
15.	Click the button to the right of the Select Response field. 



The screenshot displays the UCPath interface for Abigail Lacayo, a TRAINER 3 with Employee ID 10003152 and Service Date 03/14/1996. The main content area is titled "Reason For Late Enrollment Request" and contains a text box with the input "I'm enrolling late and I have the birth certificate to attach." Below this, there is explanatory text about the 90-day waiting period for medical coverage. A "Select Response" dropdown menu is open, showing "No" and "Yes" options, with "Yes" selected. "Next" and "Save For Later" buttons are visible at the bottom right of the form area. The footer includes links for "Privacy Statement", "Terms of Use", and "University of California".

Step	Action
16.	For this example, click the Yes list item. 
17.	The Save For Later button is available on every page of the eForm.
18.	Click the Next button. 



The screenshot shows the 'Add Enrollment Changes: Dependents' form in UCPath. The user is Abigail Lacayo, Primary Title: TRAINER 3, Employee ID: 10003152, Service Date: 03/14/1996. The form ID is 72156. The 'Highlights Enabled' toggle is turned on. The 'Dependents' section contains instructions: 'Please list each dependent and enter his or her personal details. You must complete the following section for all dependents. You may only enroll family members into plans in which you are enrolled.' It also notes that the Affordable Care Act (ACA) requires employers to obtain Social Security numbers for employees, spouses, domestic partners and dependents. A list of 'Valid Relationship Codes' is provided: Spouse, Registered Domestic Partner / Not Registered Domestic Partner, Child (biological or adopted), Stepchild, Grandchild, Legal Ward, Domestic Partner's child or grandchild (if your domestic partnership is registered and you are the child's stepparent under state law, enter Stepchild. Otherwise, enter Domestic Partner's child or grandchild), and Overage Disabled Child (Must be a tax dependent of employee or spouse / domestic partner unless SSI exceptions apply). A link to the 'Complete Guide to Your UC Health Benefits' is also present.

**UCPath Task:
Benefits eForms: Submit Form for Life Event-
Late Enrollment**

Step	Action
19.	The Dependents page appears. Review dependent information and add new dependent(s) as applicable.
20.	Click the scrollbar.

Abigail Lacayo
 Primary Title: TRAINER 3
 Employee ID: 10003152
 Service Date: 03/14/1996

Dashboard
 PeopleSoft Menu >
 Worklist
 Bookmarks
 Employee Actions >
 Manager Actions >
 Performance Workcenter
 Recruiting Workcenter
 Forms Library >
 Quicklinks >
 Help / FAQ >

Edit profile
 Log out

Child (biological or adopted)
 Stepchild
 Grandchild
 Legal Ward
 Domestic Partner's child or grandchild (If your domestic partnership is registered and you are the child's stepparent under state law, enter Stepchild. Otherwise, enter Domestic Partner's child or grandchild)
 Overage Disabled Child (Must be a tax dependent of employee or spouse / domestic partner unless SSI exceptions apply)

Dependent eligibility requirements may be found in the "Eligible Family Members" section of the Complete Guide to Your UC Health Benefits.

If you need to add a dependent, please scroll over to the right and click Add Row.

	*First Name	*Last Name	Middle Name	Birth Date
1	Manny	Lacayo	E	09/14/1983

Previous Next Save For Later

Privacy Statement Terms of Use University of California

Step	Action
21.	Click the scrollbar to see additional information or to add a new dependent.

Abigail Lacayo
 Primary Title: TRAINER 3
 Employee ID: 10003152
 Service Date: 03/14/1996

Dashboard
 PeopleSoft Menu >
 Worklist
 Bookmarks
 Employee Actions >
 Manager Actions >
 Performance Workcenter
 Recruiting Workcenter
 Forms Library >
 Quicklinks >
 Help / FAQ >

Edit profile
 Log out

Child (biological or adopted)
 Stepchild
 Grandchild
 Legal Ward
 Domestic Partner's child or grandchild (If your domestic partnership is registered and you are the child's stepparent under state law, enter Stepchild. Otherwise, enter Domestic Partner's child or grandchild)
 Overage Disabled Child (Must be a tax dependent of employee or spouse / domestic partner unless SSI exceptions apply)


Dependent eligibility requirements may be found in the "Eligible Family Members" section of the Complete Guide to Your UC Health Benefits.

If you need to add a dependent, please scroll over to the right and click Add Row.

	Middle Name	Birth Date	*Gender	Insert A Row
	E	09/14/1983	Male	<input type="button" value="Add A New Row"/>

Previous Next Save For Later

Privacy Statement Terms of Use University of California

Step	Action
22.	Click the Add A New Row button to add new dependent information. 

Abigail Lacayo
Primary Title: TRAINER 3
Employee ID: 10003152
Service Date: 03/14/1996

- Spouse (biological or adopted)
- Stepchild
- Grandchild
- Legal Ward
- Domestic Partner's child or grandchild (If your domestic partnership is registered and you are the child's stepparent under state law, enter Stepchild. Otherwise, enter Domestic Partner's child or grandchild)
- Overage Disabled Child (Must be a tax dependent of employee or spouse / domestic partner unless SSI exceptions apply)




Dependent eligibility requirements may be found in the "Eligible Family Members" section of the [Complete Guide to Your UC Health Benefits](#).

If you need to add a dependent, please scroll over to the right and click **Add Row**.

2 rows

	*First Name	*Last Name	Middle Name	Birth Date
1	Manny	Lacayo	E	09/14/1983
2				MM/DD/YYYY

Previous Next Save For Later

Step	Action
23.	Click in the First Name field. 
24.	Enter the desired information into the First Name field. For this example, enter " Sylvia ".
25.	Click in the Last Name field. 
26.	Enter the desired information into the Last Name field. Enter " Lacayo ".
27.	Click in the Middle Name field. 
28.	Enter the dependent's middle name or initial into the optional Middle Name field. For this example, enter " S ".

Abigail Lacayo
Primary Title: TRAINER 3
Employee ID: 10003152
Service Date: 03/14/1996

- Stepchild
- Grandchild
- Legal Ward
- Domestic Partner's child or grandchild (if your domestic partnership is registered and you are the child's stepparent under state law, enter Stepchild. Otherwise, enter Domestic Partner's child or grandchild)
- Overage Disabled Child (Must be a tax dependent of employee or spouse / domestic partner unless SSI exceptions apply)


Dependent eligibility requirements may be found in the "Eligible Family Members" section of the [Complete Guide to Your UC Health Benefits](#).

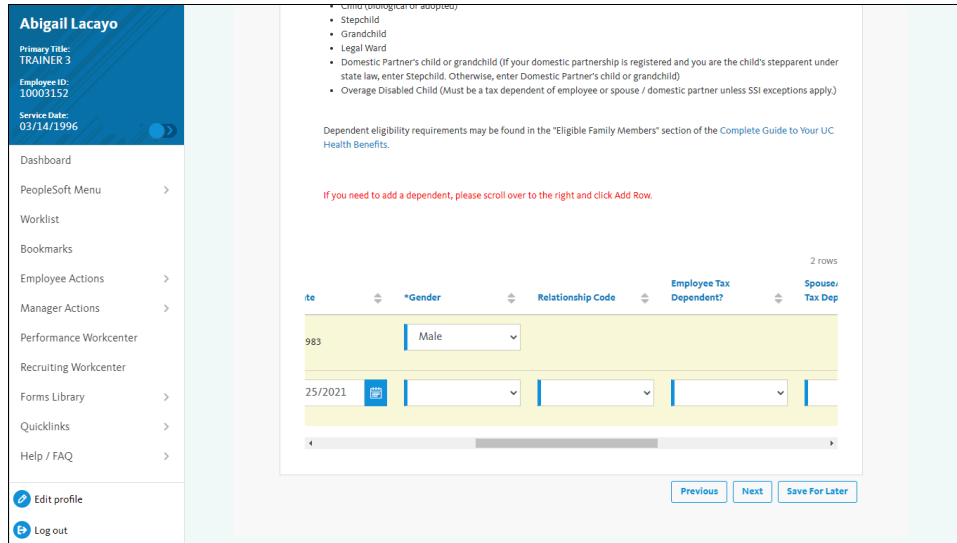
If you need to add a dependent, please scroll over to the right and click **Add Row**.

2 rows

	*First Name	*Last Name	Middle Name	Birth Date
1	Manny	Lacayo	E	09/14/1983
2	Sylvia	Lacayo	S	MM/DD/YYYY

Previous Next Save For Later

Step	Action
29.	Click in the Birth Date field. 
30.	Enter the desired information into the Birth Date field. Enter " 09/25/2021 ".
31.	Click the scrollbar.



Abigail Lacayo
Primary Title: TRAINER 3
Employee ID: 10003152
Service Date: 03/14/1996


- Child (biological or adopted)
- Stepchild
- Grandchild
- Legal Ward
- Domestic Partner's child or grandchild (if your domestic partnership is registered and you are the child's stepparent under state law, enter Stepchild. Otherwise, enter Domestic Partner's child or grandchild)
- Overage Disabled Child (Must be a tax dependent of employee or spouse / domestic partner unless SSI exceptions apply)

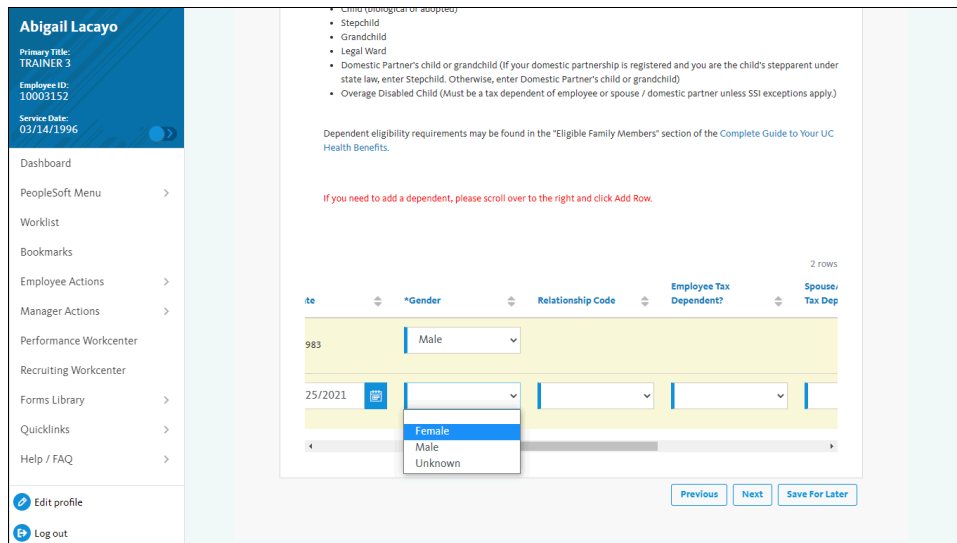
Dependent eligibility requirements may be found in the "Eligible Family Members" section of the Complete Guide to Your UC Health Benefits.

If you need to add a dependent, please scroll over to the right and click Add Row.

ID	*Gender	Relationship Code	Employee Tax Dependent?	Spouse/ Tax Dep
983	Male			
25/2021				

Buttons: Previous, Next, Save For Later

Step	Action
32.	Click the button to the right of the Gender field. 



Abigail Lacayo
Primary Title: TRAINER 3
Employee ID: 10003152
Service Date: 03/14/1996

- Child (biological or adopted)
- Stepchild
- Grandchild
- Legal Ward
- Domestic Partner's child or grandchild (if your domestic partnership is registered and you are the child's stepparent under state law, enter Stepchild. Otherwise, enter Domestic Partner's child or grandchild)
- Overage Disabled Child (Must be a tax dependent of employee or spouse / domestic partner unless SSI exceptions apply)

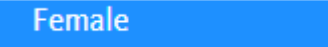

Dependent eligibility requirements may be found in the "Eligible Family Members" section of the Complete Guide to Your UC Health Benefits.

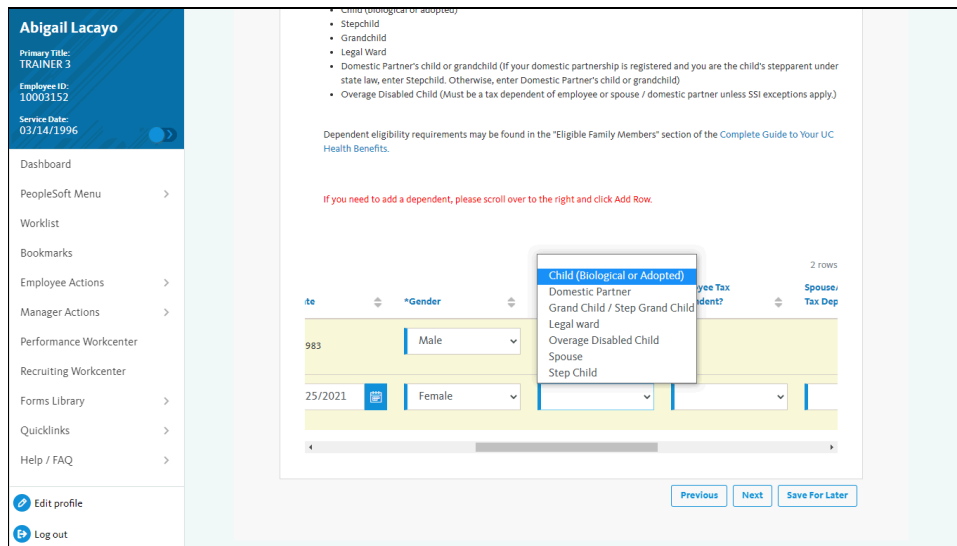
If you need to add a dependent, please scroll over to the right and click Add Row.

ID	*Gender	Relationship Code	Employee Tax Dependent?	Spouse/ Tax Dep
983	Male			
25/2021				

Buttons: Previous, Next, Save For Later

UCPath Task:
Benefits eForms: Submit Form for Life Event-
Late Enrollment

Step	Action
33.	Click the Gender list item. 
34.	Click the button to the right of the Relationship Code field. 



Abigail Lacayo
Primary Title: TRAINER 3
Employee ID: 10003152
Service Date: 03/14/1996

Dashboard
PeopleSoft Menu >
Worklist
Bookmarks
Employee Actions >
Manager Actions >
Performance Workcenter
Recruiting Workcenter
Forms Library >
Quicklinks >
Help / FAQ >

Edit profile
Log out

Child (Biological or Adopted)
Stepchild
Grandchild
Legal Ward
Domestic Partner's child or grandchild (if your domestic partnership is registered and you are the child's stepparent under state law, enter Stepchild. Otherwise, enter Domestic Partner's child or grandchild)
Overage Disabled Child (Must be a tax dependent of employee or spouse / domestic partner unless SSI exceptions apply)

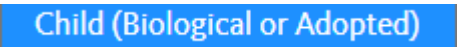

Dependent eligibility requirements may be found in the "Eligible Family Members" section of the [Complete Guide to Your UC Health Benefits](#).

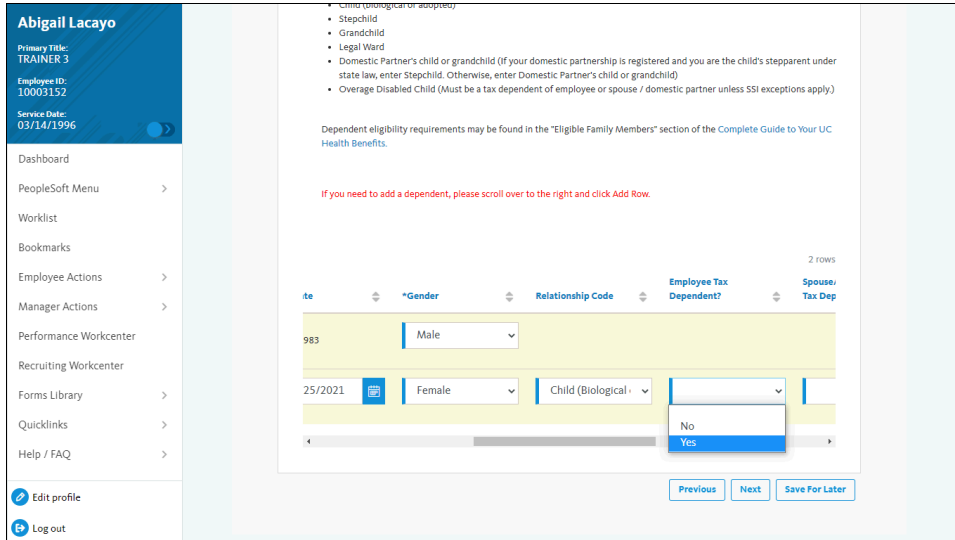
If you need to add a dependent, please scroll over to the right and click **Add Row**.

Relationship Code	*Gender	Employee Tax Ident?	Spouse/Tax Dep
983	Male		
25/2021	Female		

2 rows

Previous Next Save For Later

Step	Action
35.	Click in the Child (Biological or Adopted) field. 
36.	Click the button to the right of the Employee Tax Dependent? field. 



Abigail Lacayo
Primary Title: TRAINER 3
Employee ID: 10003152
Service Date: 03/14/1996

- Child (Biological or adopted)
 - Stepchild
 - Grandchild
 - Legal Ward
 - Domestic Partner's child or grandchild (if your domestic partnership is registered and you are the child's stepparent under state law, enter Stepchild. Otherwise, enter Domestic Partner's child or grandchild)
 - Overage Disabled Child (Must be a tax dependent of employee or spouse / domestic partner unless SSI exceptions apply)

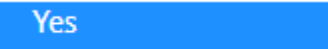

Dependent eligibility requirements may be found in the "Eligible Family Members" section of the Complete Guide to Your UC Health Benefits.


If you need to add a dependent, please scroll over to the right and click Add Row.



ite	*Gender	Relationship Code	Employee Tax Dependent?	Spouse/Tax Dep
983	Male			
25/2021	Female	Child (Biological -	<input type="text" value="No"/>	

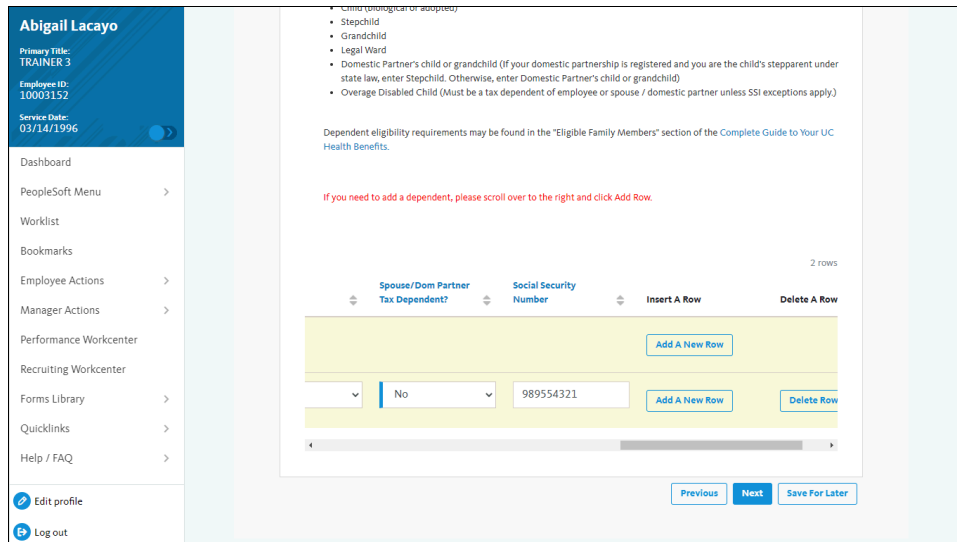
Buttons: Previous, Next, Save For Later

**UCPath Task:
Benefits eForms: Submit Form for Life Event-
Late Enrollment**

Step	Action
37.	Click the Yes list item. 
38.	Click the scrollbar. 

Step	Action
39.	Click the button to the right of the Spouse/Dom Partner Tax Dependent? field. 

Step	Action
40.	Click the No list item. 
41.	Click in the Social Security Number field. 
42.	Enter the desired information into the Social Security Number field. Enter " 989554321 ".



Abigail Lacayo
Primary Title: TRAINER 3
Employee ID: 10003152
Service Date: 03/14/1996

- Child (biological or adoptive)
 - Stepchild
 - Grandchild
 - Legal Ward
 - Domestic Partner's child or grandchild (If your domestic partnership is registered and you are the child's stepparent under state law, enter Stepchild. Otherwise, enter Domestic Partner's child or grandchild)
 - Overage Disabled Child (Must be a tax dependent of employee or spouse / domestic partner unless SSI exceptions apply)

Dependent eligibility requirements may be found in the "Eligible Family Members" section of the Complete Guide to Your UC Health Benefits.


If you need to add a dependent, please scroll over to the right and click Add Row.

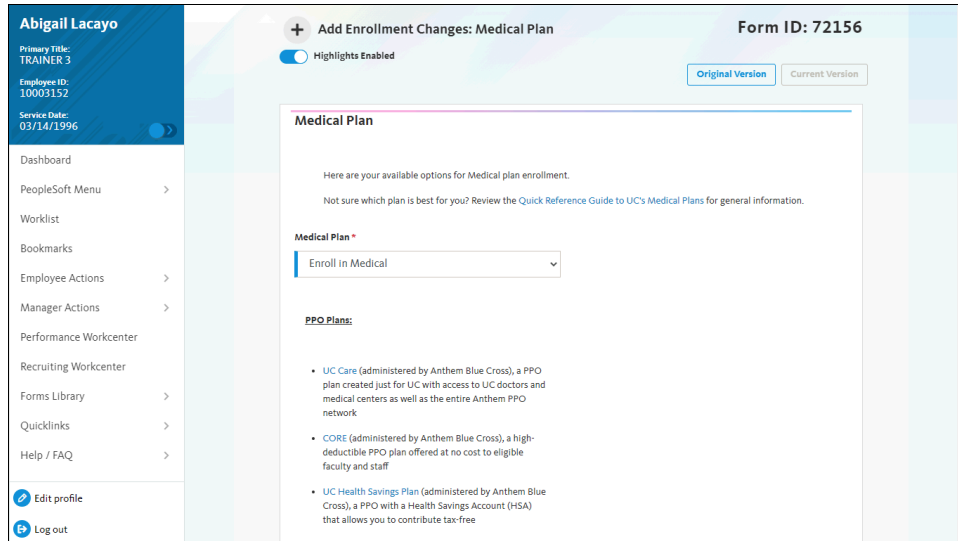
2 rows

Spouse/Dom Partner Tax Dependent?	Social Security Number	Insert A Row	Delete A Row
<input type="checkbox"/>		Add A New Row	
<input checked="" type="checkbox"/> No	989554321	Add A New Row	Delete Row

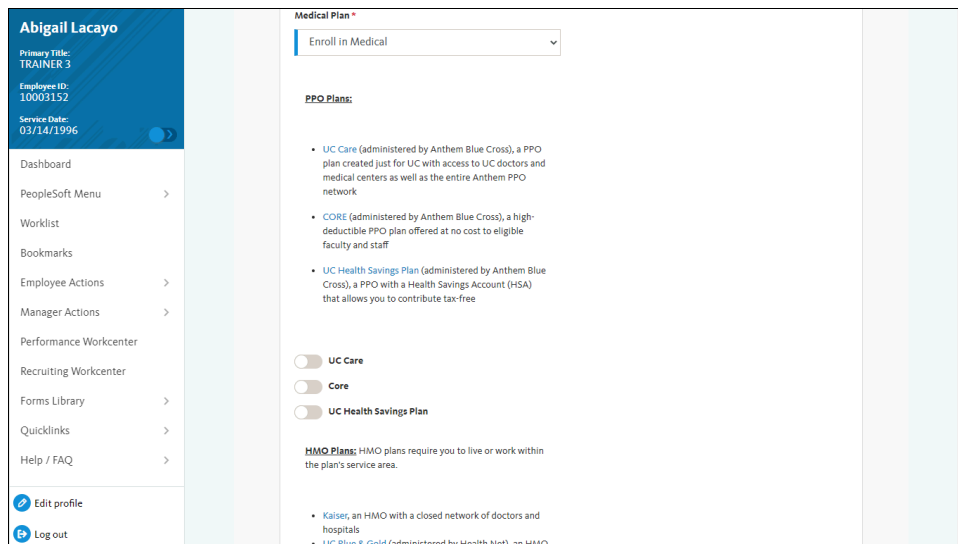
[Previous](#) [Next](#) [Save For Later](#)

UCPath Task:
Benefits eForms: Submit Form for Life Event-
Late Enrollment

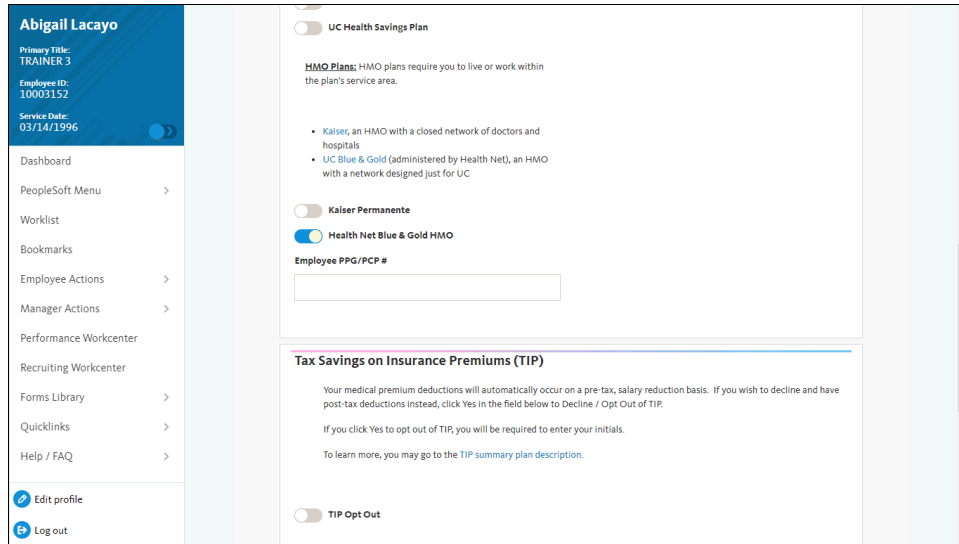
Step	Action
43.	Click the Next button. 



Step	Action
44.	The Medical Plan enrollment page appears. You have the option to change plans at the time of a Life Event. Click the Quick Reference Guide to UC's Medical Plans link to UCnet for medical plan information.
45.	Your current benefits enrollments default to the form. For this example, accept the default of Enroll in Medical .
46.	Click the scrollbar.



Step	Action
47.	There are three PPO Plans and two HMO Plans to choose from. Blue text throughout the Benefits eForms provide links to additional information. For example, click the blue plan names on this page to access details for each plan.
48.	Click the scrollbar.



Abigail Lacayo
Primary Title: TRAINER 3
Employee ID: 10003152
Service Date: 03/14/1996

- Dashboard
- PeopleSoft Menu >
- Worklist
- Bookmarks
- Employee Actions >
- Manager Actions >
- Performance Workcenter
- Recruiting Workcenter
- Forms Library >
- Quicklinks >
- Help / FAQ >
- Edit profile
- Log out

UC Health Savings Plan

HMO Plans: HMO plans require you to live or work within the plan's service area.

- Kaiser, an HMO with a closed network of doctors and hospitals
- UC Blue & Gold (administered by Health Net), an HMO with a network designed just for UC

Kaiser Permanente

Health Net Blue & Gold HMO

Employee PPG/PCP #

Tax Savings on Insurance Premiums (TIP)

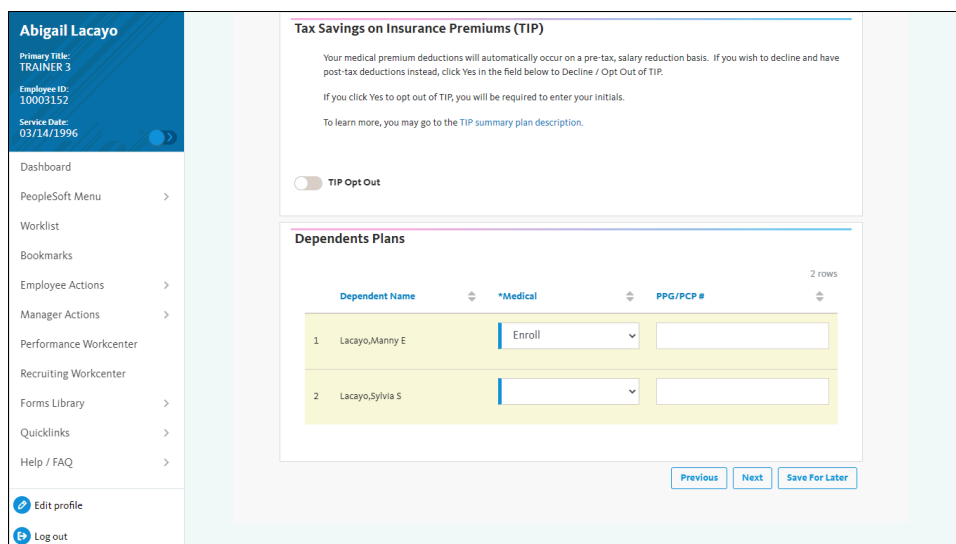
Your medical premium deductions will automatically occur on a pre-tax, salary reduction basis. If you wish to decline and have post-tax deductions instead, click Yes in the field below to Decline / Opt Out of TIP.

If you click Yes to opt out of TIP, you will be required to enter your initials.

To learn more, you may go to the TIP summary plan description.

TIP Opt Out

Step	Action
49.	For this example, accept the default selection of Health Net Blue & Gold HMO . If you know the primary physician group (PPG) or primary care physician (PCP) you'd like to select or change to, find the 10-digit code on the plan website and enter it in the Employee PPG/PCP # field.
50.	Select the TIP Opt Out option to pay your medical plan employee contribution as an after-tax deduction
51.	Click the scrollbar.



Abigail Lacayo
Primary Title: TRAINER 3
Employee ID: 10003152
Service Date: 03/14/1996

Dashboard
PeopleSoft Menu >
Worklist
Bookmarks
Employee Actions >
Manager Actions >
Performance Workcenter
Recruiting Workcenter
Forms Library >
Quicklinks >
Help / FAQ >

Edit profile
Log out

Tax Savings on Insurance Premiums (TIP)

Your medical premium deductions will automatically occur on a pre-tax, salary reduction basis. If you wish to decline and have post-tax deductions instead, click Yes in the field below to Decline / Opt Out of TIP.

If you click Yes to opt out of TIP, you will be required to enter your initials.

To learn more, you may go to the TIP summary plan description.


TIP Opt Out


Dependents Plans

Dependent Name	*Medical	PPG/PCP #
1 Lacayo,Manny E	Enroll	
2 Lacayo,Sylvia S		


2 rows

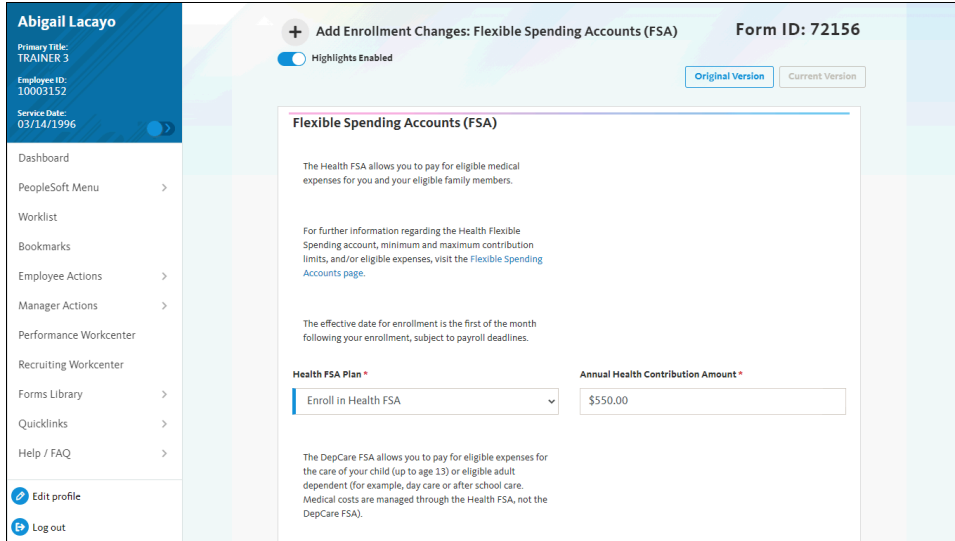
Previous Next Save For Later

Step	Action
52.	Dependents must be enrolled individually for each plan.
53.	Click the button to the right of the Medical field. 

Step	Action
54.	Click the Enroll list item. 

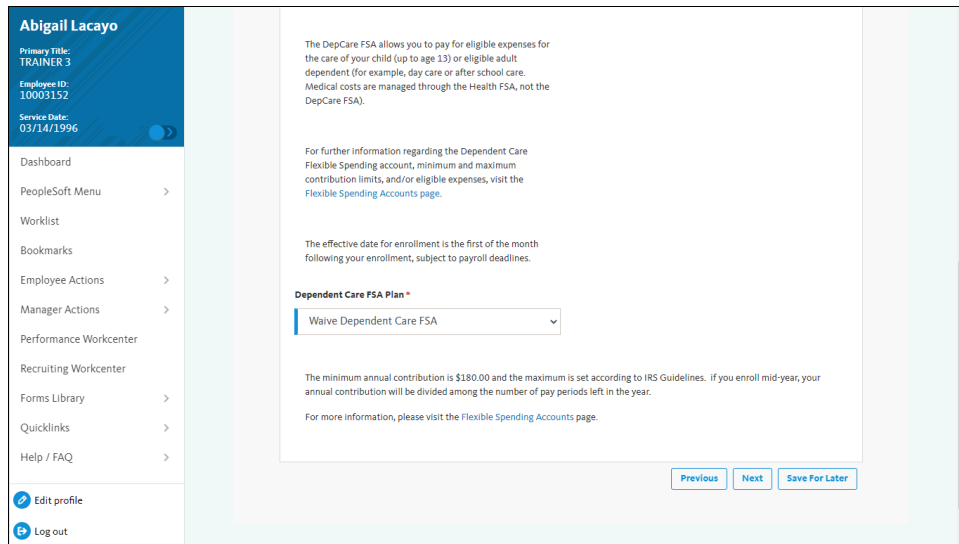
UCPath Task:
Benefits eForms: Submit Form for Life Event-
Late Enrollment

Step	Action
55.	Click the Next button. 




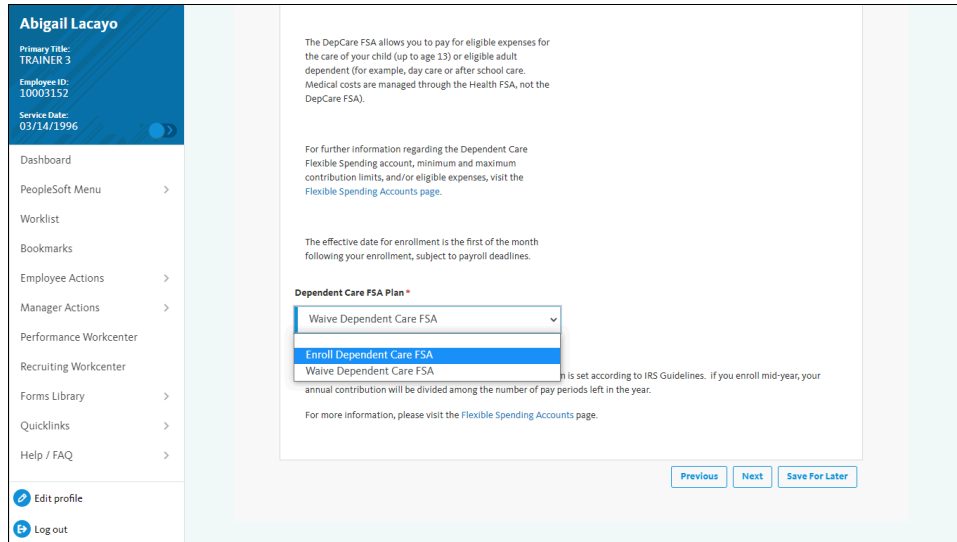
The screenshot displays the UCPath interface for enrolling in Flexible Spending Accounts (FSA). On the left is a navigation menu for user Abigail Lacayo, TRAINER 3, with options like Dashboard, PeopleSoft Menu, Worklist, and Log out. The main content area is titled "Add Enrollment Changes: Flexible Spending Accounts (FSA)" with Form ID: 72156. It includes a "Highlights Enabled" toggle and buttons for "Original Version" and "Current Version". The "Flexible Spending Accounts (FSA)" section contains explanatory text and a form with a dropdown menu for "Health FSA Plan" (set to "Enroll in Health FSA") and a text input for "Annual Health Contribution Amount" (set to "\$550.00").

Step	Action
56.	<p>The Flexible Spending Accounts (FSA) page appears.</p> <p>Current enrollment information for the Health FSA Plan and the Annual Health Contribution Amount default into these fields.</p> <p>For this example, accept the defaults and scroll down the page to enroll in the Dependent Care FSA Plan and add a contribution amount.</p>
57.	Click the scrollbar.





UCPath Task:
Benefits eForms: Submit Form for Life Event-
Late Enrollment

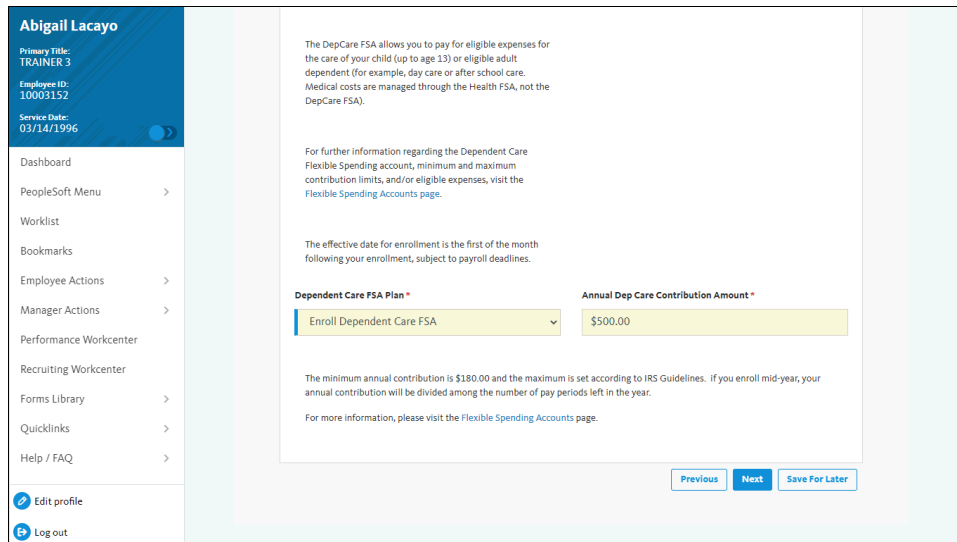
Step	Action
58.	For this example, change the Dependent Care FSA Plan enrollment from Waive to Enroll and add a contribution amount.
59.	Click the button to the right of the Dependent Care FSA Plan field. 



The screenshot shows the UCPath interface for Abigail Lacayo. On the left is a navigation menu with options like Dashboard, PeopleSoft Menu, Worklist, Bookmarks, Employee Actions, Manager Actions, Performance Workcenter, Recruiting Workcenter, Forms Library, Quicklinks, and Help / FAQ. Below the menu are 'Edit profile' and 'Log out' buttons.

The main content area displays information about the Dependent Care FSA Plan. It includes a dropdown menu for 'Dependent Care FSA Plan' with three options: 'Waive Dependent Care FSA', 'Enroll Dependent Care FSA' (which is highlighted in blue), and 'Waive Dependent Care FSA'. Below the dropdown, there is a note: 'The effective date for enrollment is the first of the month following your enrollment, subject to payroll deadlines.' At the bottom of the main content area are three buttons: 'Previous', 'Next', and 'Save For Later'.

Step	Action
60.	Click the Enroll Dependent Care FSA list item. 
61.	Click in the Annual Dep Care Contribution Amount field. 
62.	Enter the desired information into the Annual Dep Care Contribution Amount field. For this example, enter " 500.00 ".



Abigail Lacayo
Primary Title:
TRAINER 3
Employee ID:
10003152
Service Date:
03/14/1996

Dashboard
PeopleSoft Menu >
Worklist
Bookmarks
Employee Actions >
Manager Actions >
Performance Workcenter
Recruiting Workcenter
Forms Library >
Quicklinks >
Help / FAQ >

[Edit profile](#)
[Log out](#)

The DepCare FSA allows you to pay for eligible expenses for the care of your child (up to age 13) or eligible adult dependent (for example, day care or after school care. Medical costs are managed through the Health FSA, not the DepCare FSA).

For further information regarding the Dependent Care Flexible Spending account, minimum and maximum contribution limits, and/or eligible expenses, visit the [Flexible Spending Accounts page](#).

The effective date for enrollment is the first of the month following your enrollment, subject to payroll deadlines.

Dependent Care FSA Plan * **Annual Dep Care Contribution Amount ***

Enroll Dependent Care FSA \$500.00

The minimum annual contribution is \$180.00 and the maximum is set according to IRS Guidelines. If you enroll mid-year, your annual contribution will be divided among the number of pay periods left in the year.


For more information, please visit the [Flexible Spending Accounts page](#).

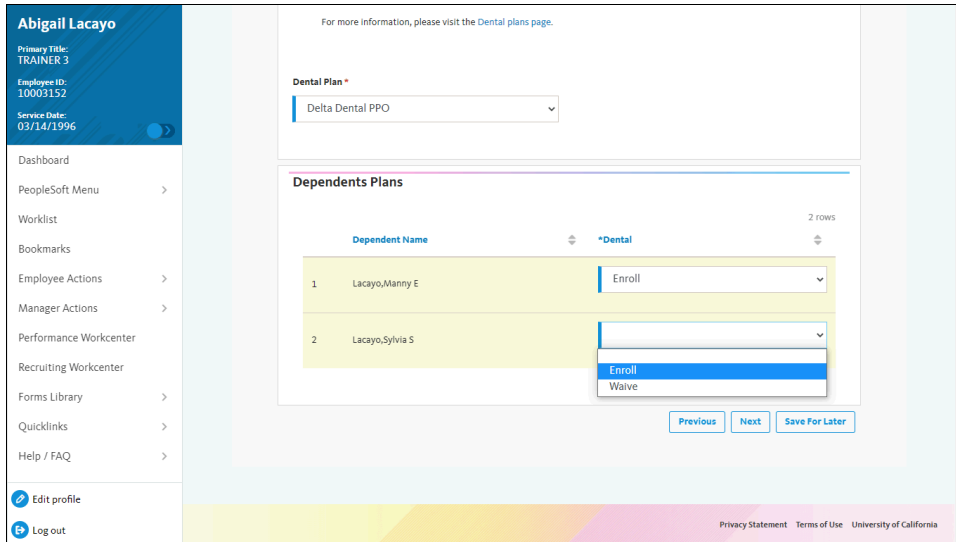
[Previous](#) [Next](#) [Save For Later](#)

Step	Action
63.	Click the Next button.



Step	Action
64.	The Dental Plan page appears. For this example, accept the defaulted benefit selection.
65.	Click the scrollbar.

Step	Action
66.	Remember to enroll dependents for coverage in each plan as needed. Click the button to the right of the Dental field. 



For more information, please visit the [Dental plans page](#).


Dental Plan *
Delta Dental PPO

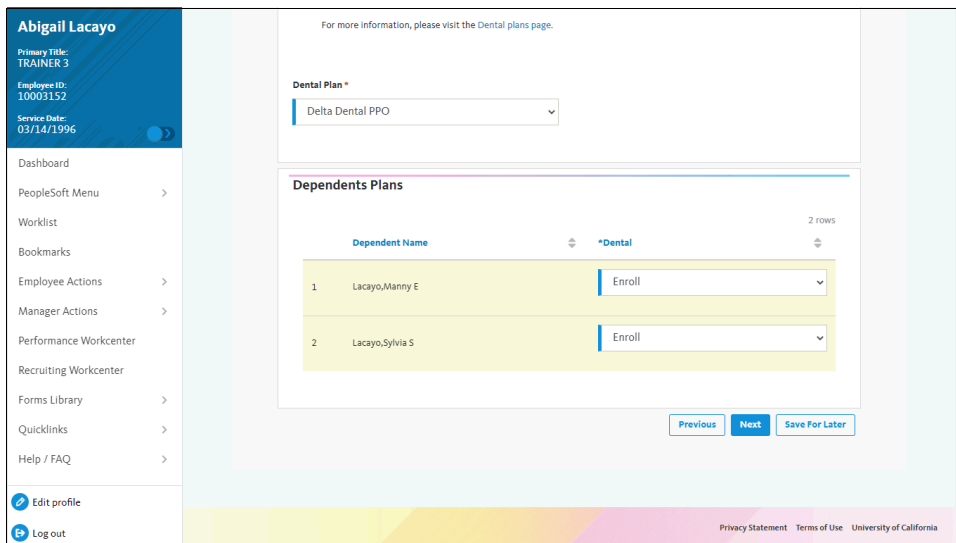
Dependents Plans 2 rows

Dependent Name	*Dental
1 Lacayo, Manny E	Enroll
2 Lacayo, Sylvia S	Enroll

Previous Next Save For Later

Privacy Statement Terms of Use University of California

Step	Action
67.	Click the Enroll list item. 



For more information, please visit the [Dental plans page](#).

Dental Plan *
Delta Dental PPO

Dependents Plans 2 rows

Dependent Name	*Dental
1 Lacayo, Manny E	Enroll
2 Lacayo, Sylvia S	Enroll

Previous Next Save For Later


Privacy Statement Terms of Use University of California

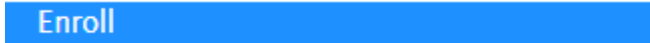

UCPath Task:
Benefits eForms: Submit Form for Life Event-
Late Enrollment

Step	Action
68.	Click the Next button.



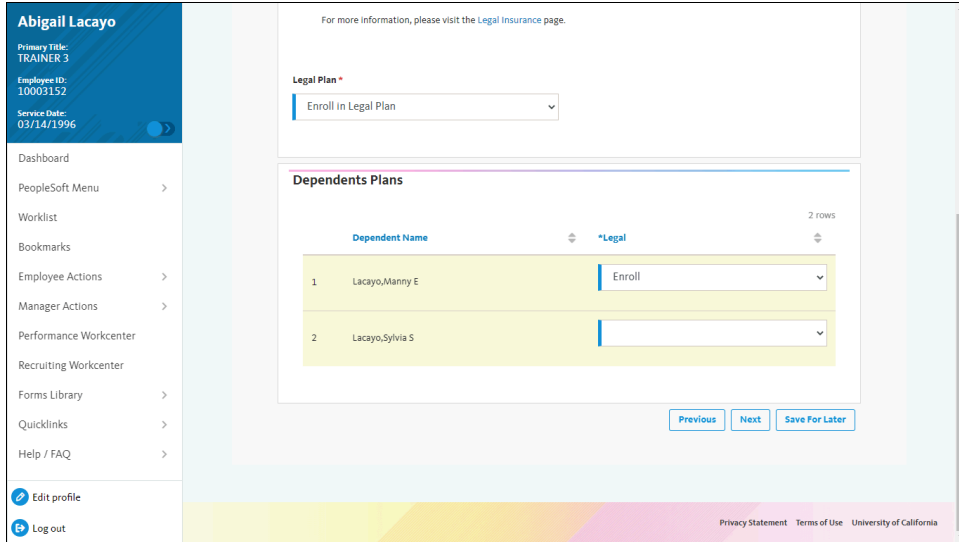
Step	Action
69.	The Vision Plan page appears. For this example, accept the defaulted benefit selection.
70.	Click the scrollbar.


Step	Action
71.	Click the button to the right of the Vision field. 

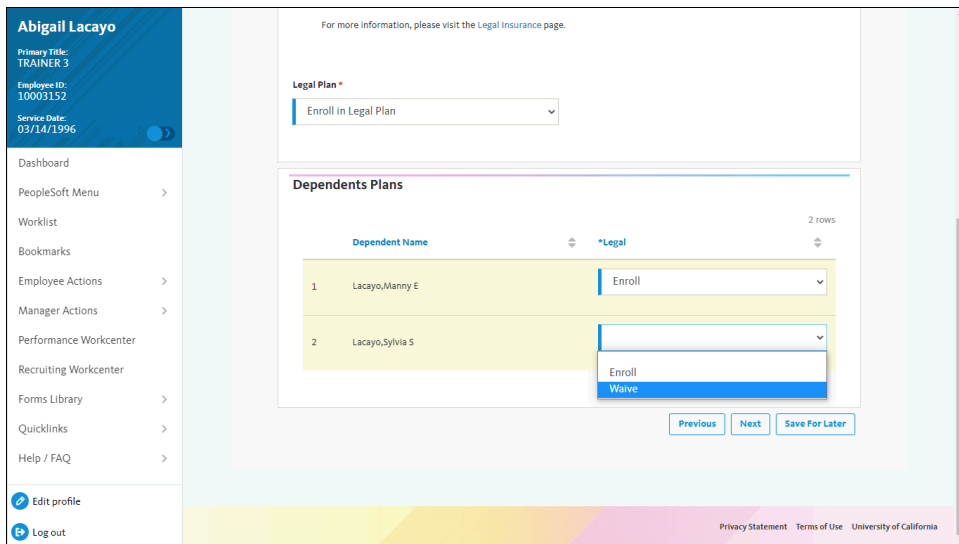
Step	Action
72.	Click the Enroll list item. 
73.	Click the Next button. 



UCPath Task:
Benefits eForms: Submit Form for Life Event-
Late Enrollment

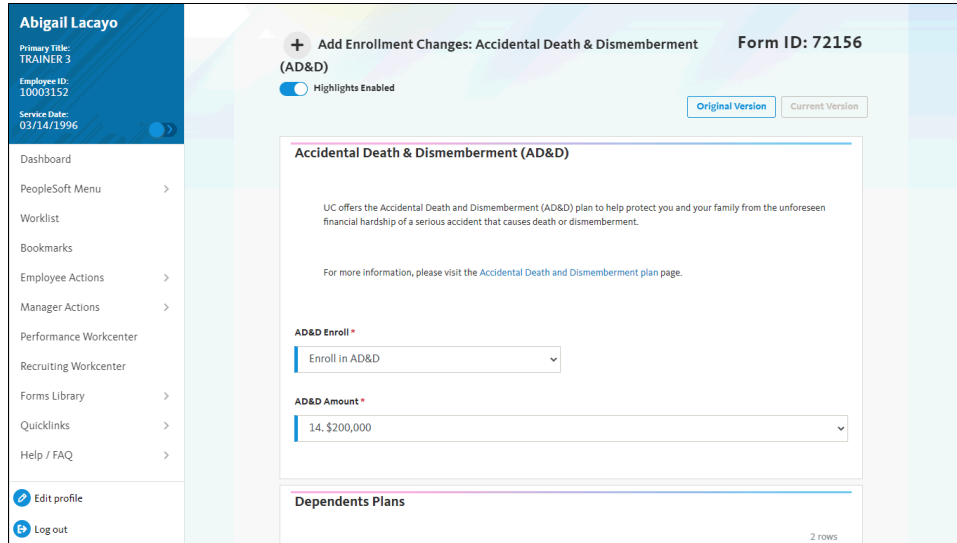
Step	Action
74.	The Legal Plan page appears. For this example, accept the defaulted benefit selection.
75.	Click the scrollbar.



Step	Action
76.	Click the button to the right of the Legal field. 



Step	Action
77.	Click the Waive list item. 
78.	Click the Next button. 



Abigail Lacayo
Primary Title: TRAINER 3
Employee ID: 10003152
Service Date: 03/14/1996

+ Add Enrollment Changes: Accidental Death & Dismemberment (AD&D) Form ID: 72156
Highlights Enabled

Original Version Current Version

Accidental Death & Dismemberment (AD&D)


UC offers the Accidental Death and Dismemberment (AD&D) plan to help protect you and your family from the unforeseen financial hardship of a serious accident that causes death or dismemberment.

For more information, please visit the [Accidental Death and Dismemberment plan page](#).


AD&D Enroll *
Enroll in AD&D

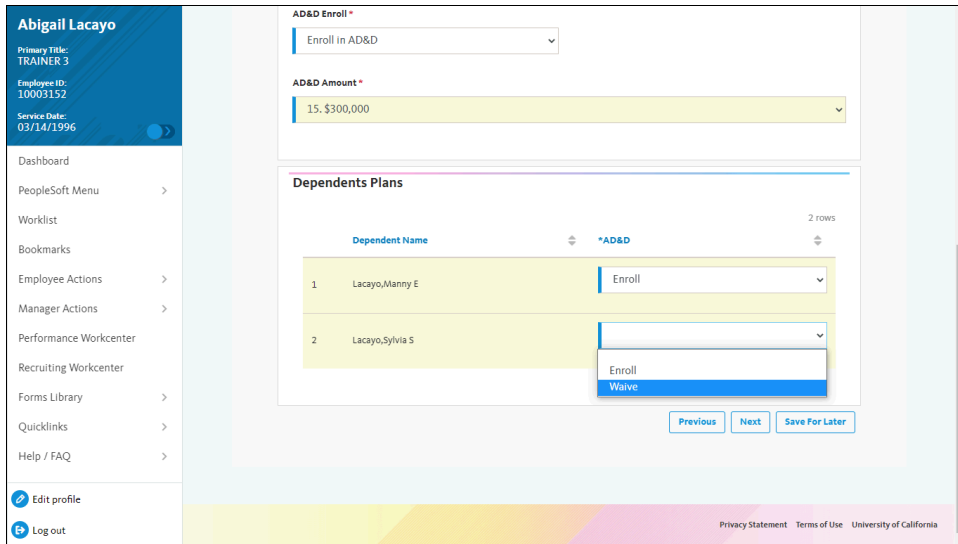
AD&D Amount *
14. \$200,000

Dependents Plans
2 rows

Step	Action
79.	The Accidental Death & Dismemberment (AD&D) page appears. For this example, increase the defaulted AD&D Amount .
80.	Click the button to the right of the AD&D Amount field. 

Step	Action
81.	For this example, increase the AD&D Amount to \$300,000. Click the 15. \$300,000 list item.
82.	Click the scrollbar.

Step	Action
83.	Click the button to the right of the AD&D field. 



Abigail Lacayo
 Primary Title: TRAINER 3
 Employee ID: 10003152
 Service Date: 03/14/1996

AD&D Enroll *
 Enroll in AD&D



AD&D Amount *
 15. \$300,000

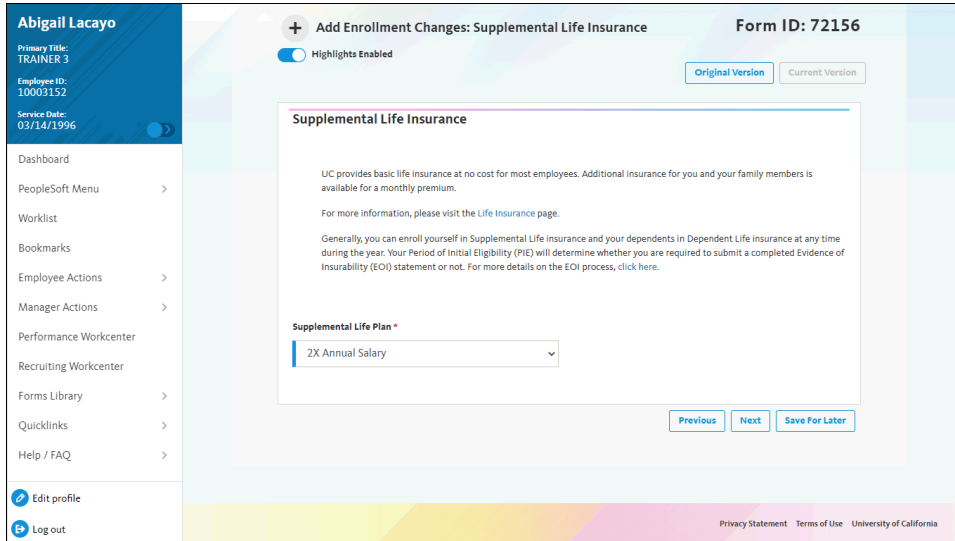
Dependents Plans

Dependent Name	*AD&D
1 Lacayo, Manny E	Enroll
2 Lacayo, Sylvia S	Enroll Waive

Previous Next Save For Later

Privacy Statement Terms of Use University of California

Step	Action
84.	Click the Waive list item. 
85.	Click the Next button. 



Abigail Lacayo
Primary Title: TRAINER 3
Employee ID: 10003152
Service Date: 03/14/1996

+ Add Enrollment Changes: Supplemental Life Insurance Form ID: 72156

Highlights Enabled

Original Version Current Version

Supplemental Life Insurance

UC provides basic life insurance at no cost for most employees. Additional insurance for you and your family members is available for a monthly premium.

For more information, please visit the [Life Insurance](#) page.

Generally, you can enroll yourself in Supplemental Life insurance and your dependents in Dependent Life insurance at any time during the year. Your Period of Initial Eligibility (PIE) will determine whether you are required to submit a completed Evidence of Insurability (EOI) statement or not. For more details on the EOI process, [click here](#).

Supplemental Life Plan *

2X Annual Salary

Previous Next Save For Later

Privacy Statement Terms of Use University of California

Step	Action
86.	The Supplemental Life Insurance page appears. For this example, accept the defaulted benefit selection.
87.	Click the Next button.



Abigail Lacayo
Primary Title: TRAINER 3
Employee ID: 10003152
Service Date: 03/14/1996

+ Add Enrollment Changes: Dependent Life Insurance Form ID: 72156

Highlights Enabled

Original Version Current Version

Dependent Life Insurance

UC provides basic life insurance at no cost for most employees. Additional insurance for you and your family members is available for a monthly premium.

For more information, please visit the [Life Insurance](#) page.

Generally, you can enroll yourself in Supplemental Life insurance and your dependents in Dependent Life insurance at any time during the year. Your Period of Initial Eligibility (PIE) will determine whether you are required to submit a completed Evidence of Insurability (EOI) statement or not. For more details on the EOI process, [click here](#).

Dependent Life Plan *

Enroll in Expanded Plan

Dependents Plans

2 rows

Dependent Name *Dependent Life

Step	Action
88.	The Dependent Life Insurance page appears. For this example, accept the defaulted benefit selection.

Abigail Lacayo
Primary Title: TRAINER 3
Employee ID: 10003152
Service Date: 03/14/1996

+ Add Enrollment Changes: Dependent Life Insurance Form ID: 72147

Highlights Enabled

Original Version Current Version

Dependent Life Insurance

UC provides basic life insurance at no cost for most employees. Additional insurance for you and your family members is available for a monthly premium.

For more information, please visit the [Life Insurance](#) page.

Generally, you can enroll yourself in Supplemental Life insurance and your dependents in Dependent Life insurance at any time during the year. Your Period of Initial Eligibility (PIE) will determine whether you are required to submit a completed Evidence of Insurability (EOI) statement or not. For more details on the EOI process, [click here](#).

Dependent Life Plan *

Enroll in Expanded Plan

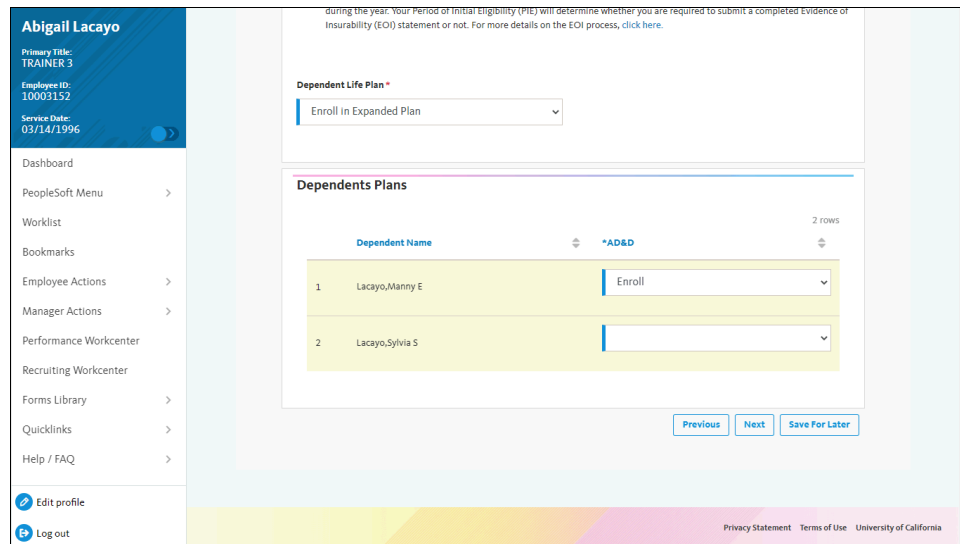
Dependents Plans

2 rows

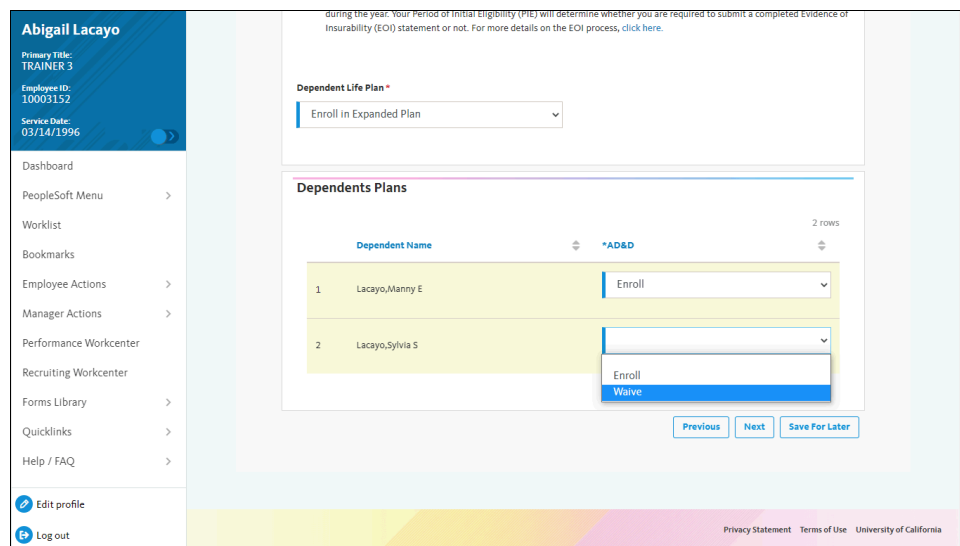
Dependent Name *Dependent Life

UCPath Task:
Benefits eForms: Submit Form for Life Event-
Late Enrollment

Step	Action
89.	Click the scrollbar.



Step	Action
90.	Click the button to the right of the Dependent Life field.



Step	Action
91.	Click the Waive list item.



Step	Action
92.	Click the Next button.



Step	Action
93.	The Voluntary Disability Insurance page appears. For this example, accept the defaulted benefit selections for Short Term Disability (VSTD) and Long Term Disability (VLTD) .
94.	Click the Next button.



Step	Action
95.	Read all of the Participation Terms and Conditions sections as you scroll down this page. Note: This simulation does not show all of the page content and skips to the next action item.
96.	Click the scrollbar.

Step	Action
97.	The ARBITRATION section requires an electronic signature.
98.	Click the scrollbar.

Step	Action
99.	Click the button to the right of the Arbitration Agreement field.

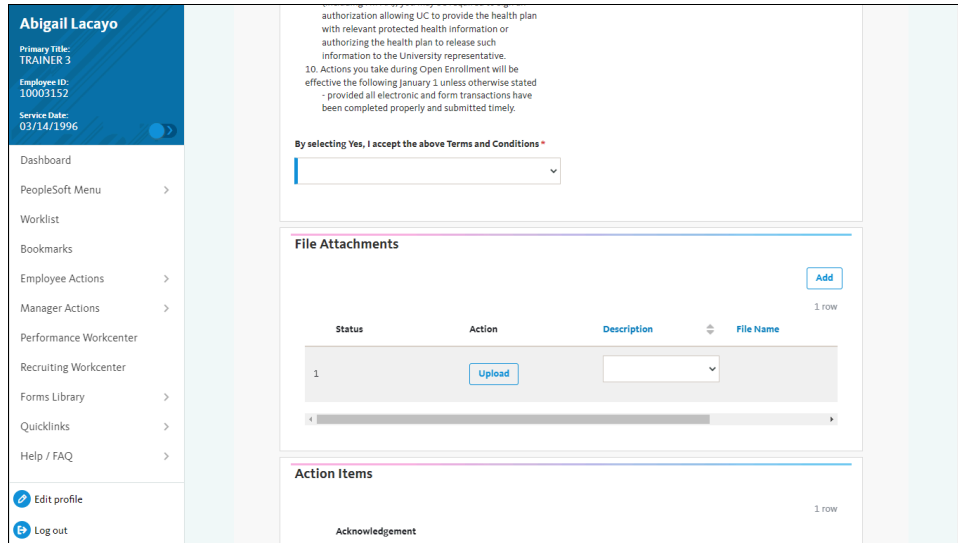
The screenshot shows the user interface for Abigail Lacayo. On the left is a navigation menu with options like Dashboard, PeopleSoft Menu, Worklist, etc. The main content area displays the Arbitration Agreement text, a red notice, and a dropdown menu with 'Yes' selected. Below the dropdown is a link for 'Additional Terms and Conditions'.

Step	Action
100.	Click the Yes list item.

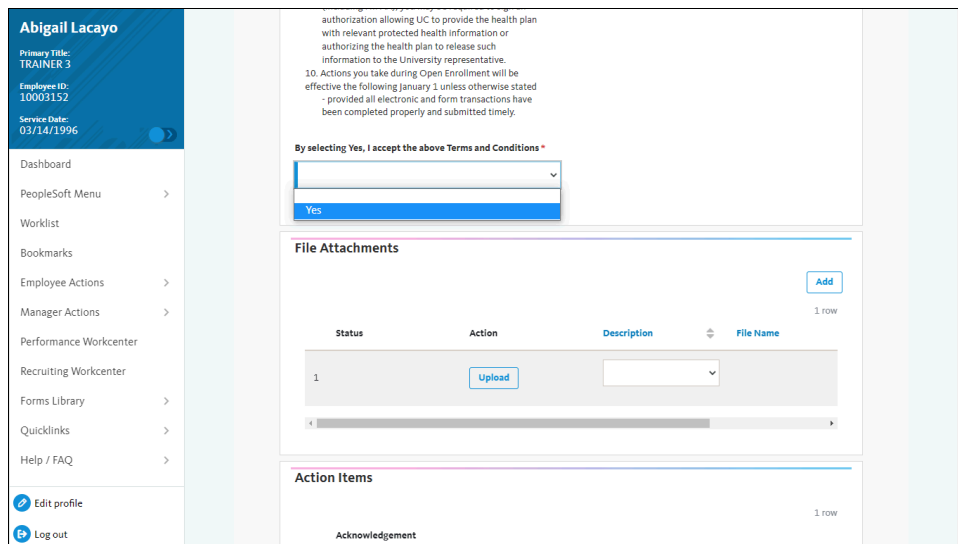
This screenshot is identical to the one above, showing the 'Yes' option selected in the dropdown menu.



UCPath Task:
Benefits eForms: Submit Form for Life Event-
Late Enrollment

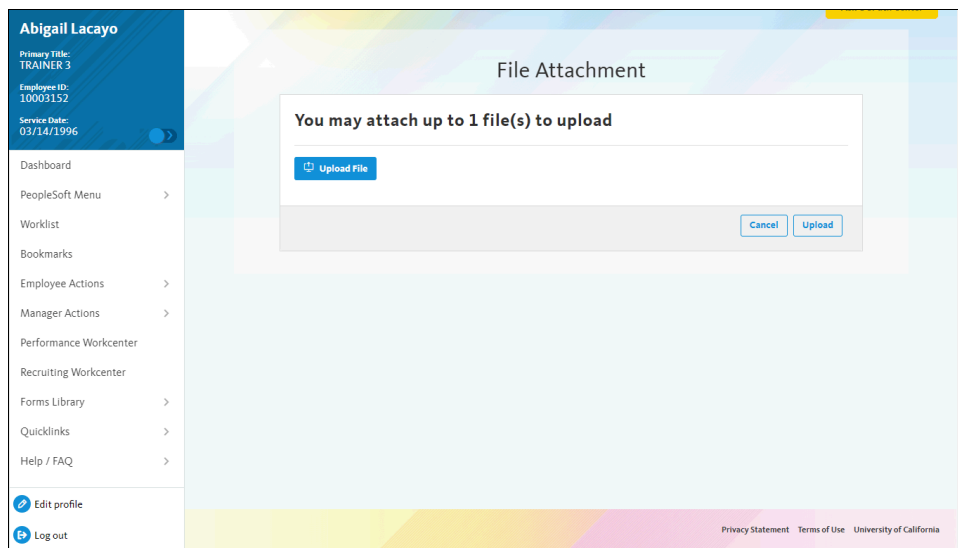
Step	Action
101.	Click the scrollbar.




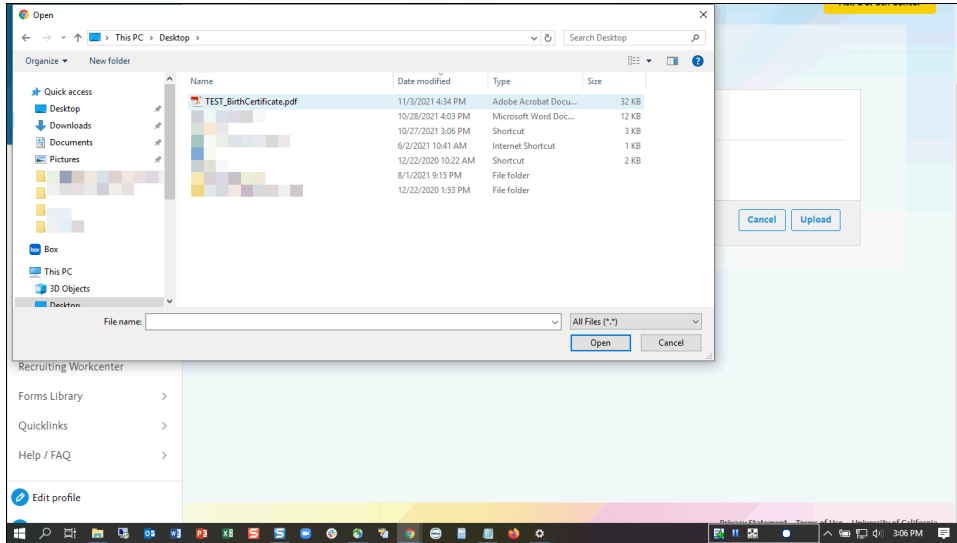
Step	Action
102.	Click the button to the right of the By selecting Yes, I accept the above Terms and Conditions field.

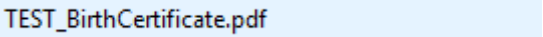
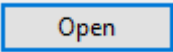


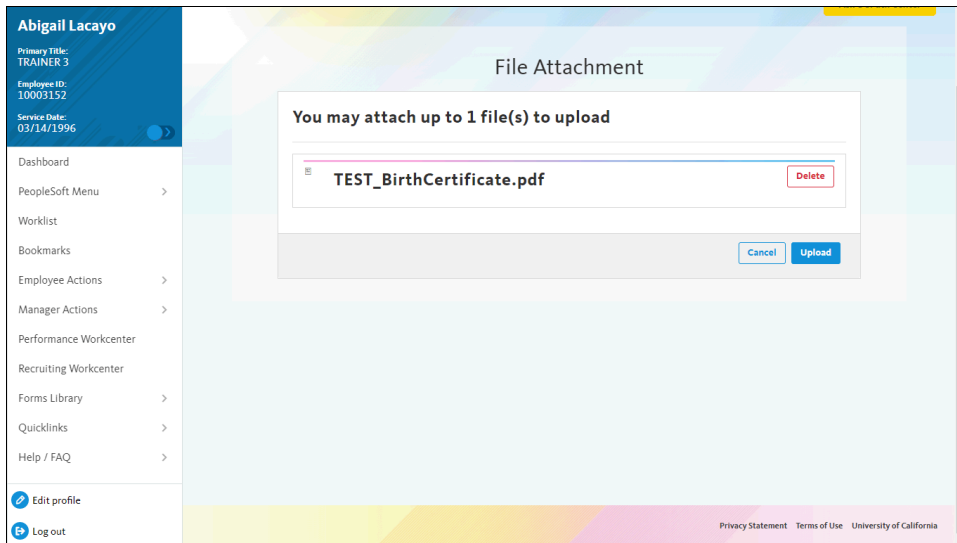
Step	Action
103.	Click the Yes list item. 
104.	Use the File Attachments section to upload supporting documentation. - Use the Upload button to add one file at a time. - Use the Add button to create new rows to add additional files if needed.
105.	Click the Upload button. 




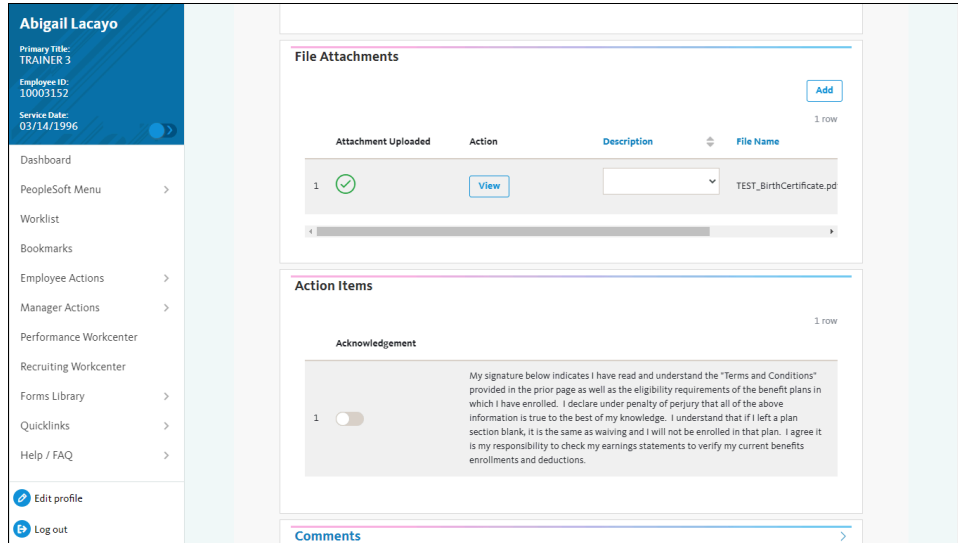
Step	Action
106.	Click the Upload File button. 




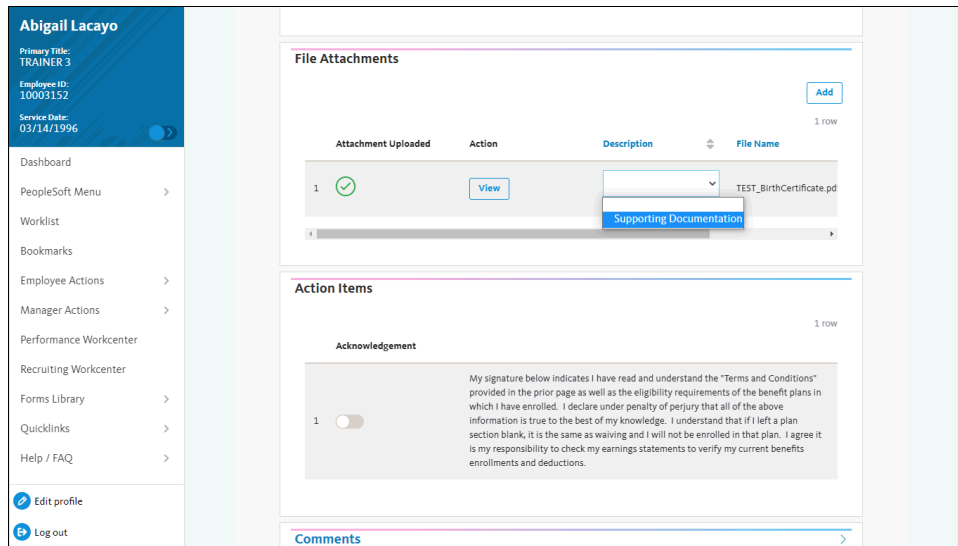
Step	Action
107.	Double-click the TEST_BirthCertificate file link. 
108.	Click the Open button. 




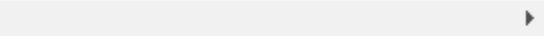
Step	Action
109.	Click the Upload object. 

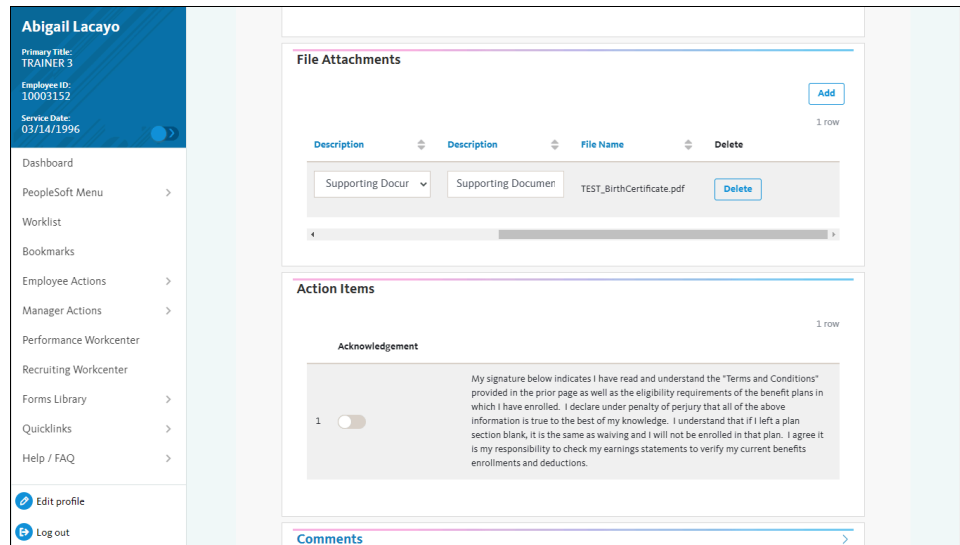



Step	Action
110.	Click the button to the right of the Description field. 

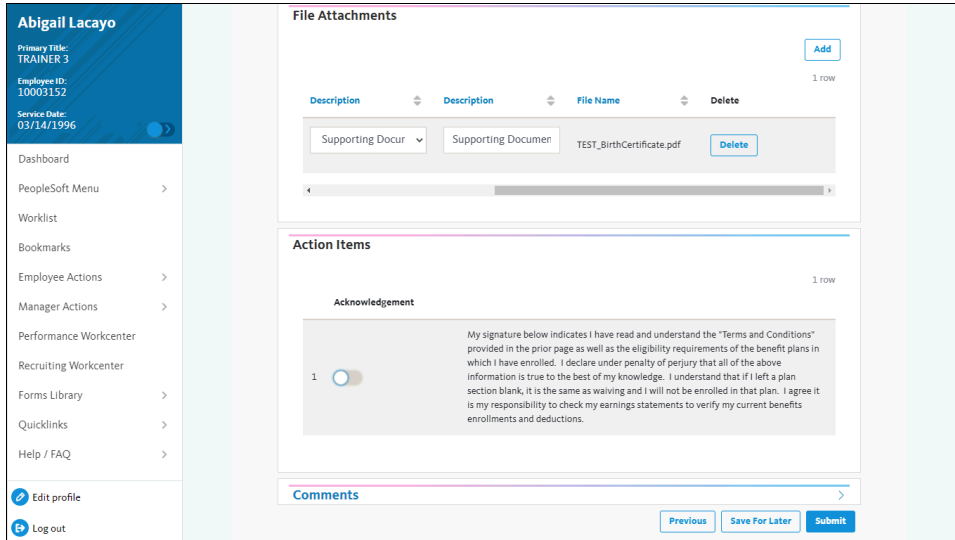


UCPath Task:
Benefits eForms: Submit Form for Life Event-
Late Enrollment

Step	Action
111.	Click the Supporting Documentation list item. 
112.	Click the scrollbar. 





Step	Action
113.	Use the Add button to create new rows to upload additional files if needed.
114.	Click the scrollbar. 

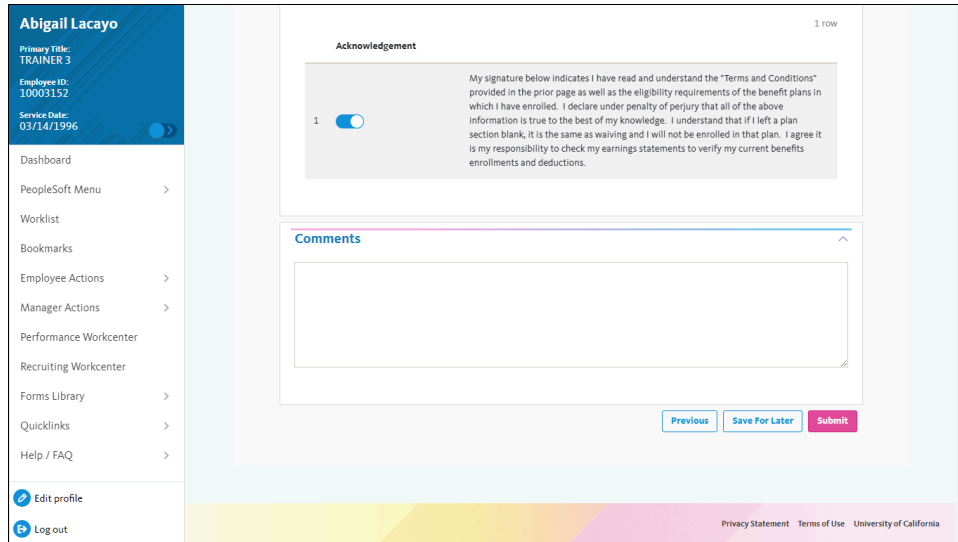


The screenshot displays the UCPath interface for user Abigail Lacayo. On the left is a navigation sidebar with options like Dashboard, PeopleSoft Menu, Worklist, and more. The main content area is divided into sections:

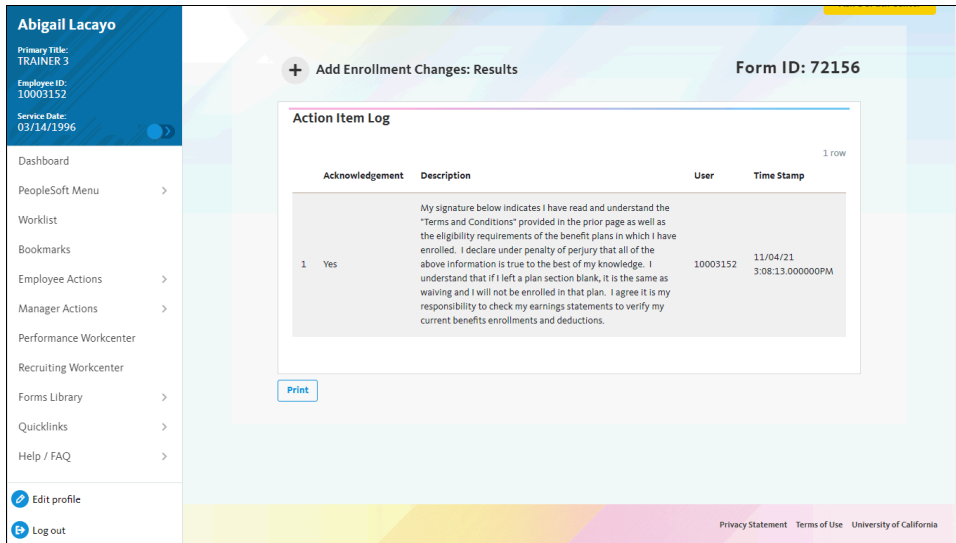
- File Attachments:** A table with columns for Description, File Name, and Delete. It contains one row with the description 'Supporting Docur', file name 'Supporting Document TEST_BirthCertificate.pdf', and a 'Delete' button. An 'Add' button is in the top right.
- Action Items:** A section titled 'Acknowledgement' with a single row containing a toggle switch (currently off) and a text area with a disclaimer: 'My signature below indicates I have read and understand the "Terms and Conditions" provided in the prior page as well as the eligibility requirements of the benefit plans in which I have enrolled. I declare under penalty of perjury that all of the above information is true to the best of my knowledge. I understand that if I left a plan section blank, it is the same as waiving and I will not be enrolled in that plan. I agree it is my responsibility to check my earnings statements to verify my current benefits enrollments and deductions.'
- Comments:** A section at the bottom with a 'Previous' button, a 'Save For Later' button, and a 'Submit' button.

UCPath Task:
Benefits eForms: Submit Form for Life Event-
Late Enrollment

Step	Action
115.	Click the Acknowledgement button. 
116.	Click the button to the right of the Comments field to open the comments text box. 



Step	Action
117.	If needed, add comments to the form prior to submitting.
118.	Click the Submit button.



Step	Action
119.	The Action Item Log provides a Time Stamp confirmation. Use the Print button to create a PDF of the submitted form to keep for your records.
120.	You have completed a Benefits eForm for a Life Event submitted as a Late Enrollment. End of Procedure.