



## Supplemental Health Plans End-of-Year Enrollment Process

Newly-eligible employees hired from **November 1 to December 31, 2023**, and eligible employees experiencing a qualifying life event during this time, who wish to enroll in or change elections in Hospital Indemnity, Accident and/or Critical Illness Insurance for the 2023 plan year, will need to complete a Benefits eForm before the end of their 31-day Period of Initial Eligibility (PIE).

These plans will not be available for elections through the UCPATH Self-Service from November 1 through December 31, 2023. The deadline for 2023 enrollment is **Friday, December 8, 2023**.

### How to make SHP elections/updates after November 1, 2023:

#### 1. Benefits eForm

Employees can access the eForm through the [UCPath system](#) by following the steps below:

- Select the **Forms Library** on the menu to the left of the UCPATH Dashboard
- Select **Access Forms**. User will be automatically redirected to the Forms Library page.
- Under the corresponding Benefit category, click on **Benefits eForms: Submit New Form**
- Elect the employment category under the **Employee Benefit Category** section.
- Click the **Reason for Request** drop-down menu and choose the corresponding request reason (e.g., Newly Eligible, Qualifying Life Event)
- In the section titled "Please Explain Why You Are Using This Form" enter the following: **2023 Supplemental Health Plan Enrollment(s)**
- Navigate through the form to add new dependent(s) and make enrollment updates.
- Agree to the Terms and Conditions and the signature acknowledgment.
- Once the user is ready for UCPATH to process their form, **click** the **Submit** button.

OR

#### 2. Submit PDF Enrollment Form

If an employee is unable to access UCPATH Online to submit a Benefits eForm, the employee can request the PDF version of the corresponding enrollment forms be sent to them by visiting [UCPath](#) and clicking on "**Ask UCPATH**" to submit an inquiry or by calling UCPATH and requesting the PDF Form.

- **Phone Number:** 1-855-982-7284
- **Hours of Operation:** Monday to Friday, from 8:00 AM until 5:00 PM, Pacific Time
- **Email Address:** [ucpath@universityofcalifornia.edu](mailto:ucpath@universityofcalifornia.edu)



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