Postdoctoral Scholar Health Benefits Enrollment Process

You have 31 days from the start of your employment to enroll for health benefits. If you do not enroll within 31 days of hiring, University coverage can only be provided on an exception basis.

Start by reviewing the Appendix A Form that is provided to all new postdoctoral scholars

1. Enroll through AYSO
   - Visit the At Your Service Website to enroll for health benefits**

2. Complete Enrollment
   - Complete enrollment process through AYSO on the “Health & Welfare” section

3. Recordkeeping
   - Print a copy of enrolled benefits and submit to department administrator
   - Your department will send a copy to Academic Services

4. Email Notification
   - Your department administrator will receive an email alerting him/her that you completed the enrollment

5. Submit to Department
   - Sign the Action Required form and submit it along with the completed enrollment form to your department administrator

6. Completing Enrollment
   - Your department administrator will enter the information provided on your completed enrollment form into the University Payroll system

7. Recordkeeping
   - Your department administrator will keep a copy for departmental records and send Academic Services your completed Action Required form

NOTE: Once you complete and submit the enrollment form, your enrollment is NOT YET COMPLETED. Failure to provide the enrollment form to your department administrator within 31 days of your start date prevents your timely enrollment into the plans, and may result in a delay in the start of your coverage.

Please see page 2 for the Opt Out Procedures if opting out of benefits

Postdoctoral Scholars (Employees, Fellows, and Paid Directs) and their families are eligible for:

- Medical: Health Net HMO or PPO
- Dental: Health Net DHMO or Principal Point of Service
- Health Net Vision PPO
- Life, AD&D and Short-Term Disability Insurance offered through Standard Insurance (you will be automatically enrolled in these plans)
- Voluntary Long-Term Disability Insurance offered through Standard Insurance

Links
- **https://www.garnett-powers.com/postdoc/enrollment.htm
- **https://atyourserviceonline.ucop.edu/ayso/

Visit Garnett-Powers & Associates (GPA) Website Enrollment Page*

Read enrollment criteria bullet points on GPA website

If you answered “No” to ALL of the bullet points, you have the option to enroll through At Your Service Online (AYSO)

If you answered “Yes” to ANY of the bullet points, enroll through the GPA website

Are you enrolling for health benefits through UCLA?

NO

YES

Visit Garnett-Powers & Associates (GPA) Website Enrollment Page*

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- ** https://atyourserviceonline.ucop.edu/ayso/
Opting out of health benefits is not allowable if done for the following reason(s):

- The department refuses to pay
- The department does not have the budget
- The postdoc is told to cover his/her own benefits as a condition of employment

Academic Services will review the reason for opting out and will require three items:

1) The section 3A opt out from the GPA website
2) The signed Action Required form
3) A copy of proof of health coverage

Please work with your department administrator to submit the required items.