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](https://atyourserviceonline.ucop.edu/ayso) website to enroll for health benefits

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

3. **Print Out Receipt**
   - Select “Create Printable Enrollment Form”
   - Read the pop-up message and click “OK” if you choose to proceed
   - When complete, hit “Print Enrollment Form”
   - The enrollment form and “Action Required” form will print

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

**NOTICE:** 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.

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**All UCLA Postdoctoral Scholars and their families are eligible for:**
- **Medical:** Health Net HMO or PPO
- **Dental:** Health Net DHMO or Principal Point of Service
- **Vision:** Health Net PPO
- **Life, AD&D and Short-Term Disability:** offered through Standard Insurance (you will be automatically enrolled in these plans)
- **Voluntary Supplemental Life and AD&D and Voluntary Long-Term Disability Insurance:** offered through Standard Insurance

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**Links**

* [https://clients.garnett-powers.com/pd/uc/pre_enrollment/](https://clients.garnett-powers.com/pd/uc/pre_enrollment/)

** [https://atyourserviceonline.ucop.edu/ayso/](https://atyourserviceonline.ucop.edu/ayso/)

^ [https://clients.garnett-powers.com/pd/uc/enrollment/normal/](https://clients.garnett-powers.com/pd/uc/enrollment/normal/)
Postdoctoral Scholar Health Benefits Enrollment Process

Opt Out Procedures

If you choose to opt out of health benefits through UCLA, Academic Services must receive notice of such action from your department administrator.

1. Visit GPA Website
   - Visit Garnett-Powers & Associate (GPA) [Website](https://clients.garnett-powers.com/pd/uc/pre_enrollment/)
   - Open the Enrollment Form [**](https://clients.garnett-powers.com/pd/uc/enrollment/normal/)
   - Enter your department administrator’s contact information

2. Fill out Section 3A
   - Fill out Section 3A on the online enrollment form
   - Select the coverage you want to opt out of and the reason for declining health benefits
   - Read the notices on the bottom of the page and select the “Yes” buttons if you choose to proceed

3. Print Out Receipt
   - Select “Create Printable Enrollment Form”
   - Read the pop-up message and click “OK” if you choose to proceed
   - When complete, hit “Print Enrollment Form”
   - The enrollment form and “Action Required” form will print

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 “Opt Out” form and proof of insurance to your department administrator

6. Completing Enrollment
   - Your department administrator will enter the opt-out information provided on your section 3A into the University Payroll system to complete recordkeeping process

7. Recordkeeping
   - Your department administrator will keep a copy for departmental records and send Academic Services your completed section 3A, “Action Required” form, and proof of insurance

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

All UCLA Postdoctoral Scholars and their families are eligible for:

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

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 postdoctoral scholar is told to cover his/her own benefits as a condition of employment

Links

* [https://clients.garnett-powers.com/pd/uc/pre_enrollment/](https://clients.garnett-powers.com/pd/uc/pre_enrollment/)
** [https://clients.garnett-powers.com/pd/uc/enrollment/normal/](https://clients.garnett-powers.com/pd/uc/enrollment/normal/)