



## BERKELEY LAB POSTDOCS BENEFIT ENROLLMENT INSTRUCTIONS (Rev 06/2014)

### These two plan administrators provide the benefit plans for the Berkeley Lab Postdocs:

- **The University of California (UC)** under the mid-level benefit plan coverage
- **The Garnett-Powers & Associates** for the Berkeley Lab postdoc supplemental benefit plan coverage

### You have a 31-day Period of Initial Eligibility from your date of hire to enroll, change, cancel, or opt-out of benefits.

#### **Step 1: To Enroll in the UC-Sponsored Plans:**

MEDICAL, SUPPLEMENTAL LIFE, DEPENDENT LIFE, ACCIDENTAL DEATH & DISMEMBERMENT, AND FLEXIBLE SPENDING ACCOUNTS

- Go **online** to the UC Benefits website, UCNet <http://ucnet.universityofcalifornia.edu/> or use the **form\* UPAY 850 Enrollment, Change, Cancellation, or Opt Out**
  - **Online:** From the UCNet's Home page, click on "AYSO" found under "Sign In to Your Accounts"
    - Select "New user and don't have a password" and follow the prompts to sign in. Enter your social security number and your birthdate (DDMMYYYY) for your temporary username and password.
      - **If you do not have a social security number, complete a UPAY 850 form\***
    - **Form:** Submit your completed UPAY 850 form\* to the Lab's Benefits Office
- **Important Note: DO NOT SUBMIT YOUR COMPLETED BENEFIT FORMS BY E-MAIL!**

You can submit your completed benefit forms in-person, by hard-copy mail (U.S. mail or inter-office mail), or by fax to the Lab's Benefits Office. The Lab's Benefits Office will **not** accept e-mailed documents containing any personally identifiable information (PII), such as your address, SSN, birthdate, etc. E-mailed documents containing PII will be deleted immediately from our in-box records upon receipt. Note that any other texts/messages/documents that were sent along with the forms, once deleted, will also be deleted. The Lab's Benefits Office will not be responsible for any missed actions due to the deletion of benefit forms sent by e-mail.

#### **Step 2: To Enroll in the Garnett-Powers & Associates-Sponsored Plans:**

DENTAL AND VISION PLANS

- Go to the Garnett-Powers website <http://www.garnett-powers.com/postdoc/lbl/> and click on **PBP Enrollment Form**
  - You will be automatically enrolled for an additional life insurance coverage for \$45,000
  - You will be automatically enrolled in the short-term and long-term disability insurance
  - You and your eligible dependents will be automatically covered for the \$10,000 of medical evacuation and \$ 7,500 of repatriation benefits necessary to satisfy the J Visa Program by the Mutual of Omaha Life Insurance Program
  - The Lab pays for the full cost of the Garnett-Powers supplemental benefit plans for you and your eligible dependents
  - You will receive a confirmation of your enrollment by email from Garnett-Powers & Associates

### If you are a Postdoc transferring from a UC campus to the Berkeley Lab, you should:

- Enroll/re-enroll in the UC-sponsored benefits by submitting a completed UPAY 850 form\* to the Lab's Benefits Office
- Inform Garnett-Powers & Associates about your inter-campus transfer by calling (800) 261-7109 or sending an email to [PBP@Garnett-Powers.com](mailto:PBP@Garnett-Powers.com)