

*University of California, Santa Barbara
Postdoctoral Scholars Benefits Information*

Cyndi Richardson, Postdoctoral Scholars Benefits Coordinator
3101 Student Affairs/Administrative Services Building
Human Resources
Cyndi.Richardson@hr.ucsb.edu
(805) 893-4263
FAX: 893-8645
MC: 3160

COMMUNICATION

- Postdoctoral Scholar Title Codes = BELI P
 - 3252 Employee
 - 3253 Fellow
 - 3254 Paid Direct
- Please advise Postdocs to use their correct title code when asking about their benefits (i.e., 3252, 3253, 3254). They must refer to themselves as “Postdocs” OR if they are in the Associate Series they must refer to themselves as “staff”.
- Please give them Web site resources handout and insurance rate sheet, and encourage them to peruse the [Garnett-Powers](#) (GP) site to read about their benefits.
- Please **DO NOT** send Postdocs with a BELI P to the New Employee Orientation.

TOOLS

- <http://www.garnett-powers.com/postdoc/index.htm>
- <http://hr.ucsb.edu/benefits/postdoc.php>

BENEFITS SUMMARY

- Period of Initial Eligibility (PIE) 31 days – No default coverage for Medical, Dental, or Vision.
- Automatic coverage for Postdocs are AD&D, Life Insurance, Short-term Disability.
- Insurance choices – Medical HMO or PPO, Dental HMO or PPO and Vision, these are **not** the same as staff benefits. Postdocs may elect to enroll in Long-term Disability for an extra charge per month.
- Please send Cyndi Richardson Postdocs’ email addresses and she will send them a welcome letter with links to the benefits Web sites. Please do not tell them to come to HR until I’m able to contact them via email first with initial benefits information.
- Garnett-Powers offers help for Postdocs experiencing difficulty with any of their insurances.

ENROLLMENT

- Postdocs with no Social Security #
 - Download enrollment paper form from Garnett-Powers Web site, complete and deliver to Cyndi Richardson, MC: 3160.
- Postdocs with Social Security #
 - Enroll @ [At Your Service Online](#) (AYSO), the temporary password is their birth date = mmddyyyy.
- Encourage Postdocs to fill out the Beneficiary form.
- Any life events require downloaded Garnett-Powers paper form: i.e., newborn, marriage, etc.

- When employed by the UC and the Postdocs are out of the country, Postdocs are not allowed to have insurance coverage as there is no out of country benefit. They must submit a paper form to “opt out”. Please contact Cyndi Richardson (805) 893-4263 when this situation occurs.
- If a Postdoc changes title codes out of the Postdoc series, please contact Cyndi before change occurs as this will affect their benefits.

PPS ENTRY

- Enter apartment #s on the PPS second line for Postdocs with long street addresses, or they will be cut off.
- **Input “MO” in the schedule section of the EAPP screen for all title codes 3252, 3253 and 3254.** This insures that the automatic benefits do not suspend each month.
- For all late entries or retroactive appointments, contact Cyndi Richardson (805) 893-4263 immediately in order to enroll the Postdocs within their 31 day PIE using the paper form.

IMPUTED INCOME

- Title Code 3252 = Not subject to imputed income.
- Title Code 3253 and 3254 = Subject to imputed income depending on their visa status and citizenship.
- Tax Treaties = Contact Sona Baboolal (805) 893-3259 in Accounting if the Postdoc’s country has a tax treaty with the U.S.

OPEN ENROLLMENT (OE)

- Postdoc Open Enrollment dates will be the same as staff every year.
- Postdoc’s may make OE changes via their at your service account online.
- OE is available to Postdocs to make insurance changes, add family members, etc. with an effective date of January 1st of the next year.

RED FLAG WARNINGS

Please notify Cyndi Richardson (805) 893-4263 for ALL Red Flag Postdoc situations.

- Separate your postdocs in a timely manner so Garnett-Powers can provide them with their Cobra package and DCP contributions.
- Retroactive appointments or late entries.
- UC Transfers – Have Postdocs contact Cyndi Richardson, there are specific rules that apply.
- Appointment changes and split appointments may have an affect on the Postdocs’ benefits.
- **Remember 3253 and 3254 title codes require a more involved process. Please discuss the various benefit options with your Postdocs and decide who will be paying for the benefits before they contact Cyndi Richardson.**

CONTACT INFORMATION: Cyndi Richardson 893-4263 or Cyndi.Richardson@hr.ucsb.edu FAX 893-8645