Postdoctoral Benefits Enrolment New Hire

Purpose: This reference guide provides you with the steps to enrol in Postdoctoral group benefits. You have two weeks from your date of hire to complete your enrolment in the benefits program. HR sends you an email within two days of your hire date, outlining the steps to follow.

This guide is also helpful if you experience a life event and need to make changes to your benefit selections. The steps provided here are specific to new hires but are relevant for making changes to existing benefits, dependents, and beneficiaries.

Audience: New Postdoctoral hires to the University of Calgary.

Prerequisites: You have received a system email notification from DoNotReply@ucalgary.ca indicating you can access the enrolment tool to make your benefit selections.

Related Documents: For related benefits information, visit the UofC Human Resources website:
https://ucalgary.ca/hr/benefits-pension/employee-enrolment/postdoc
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Complete Your Enrolment

Our comprehensive benefits program is designed to promote a productive level of health and well-being to postdocs through coverage for health, dental, life insurance, and income protection for disability. We hope you find these programs beneficial in meeting your needs.

Benefit eligibility and an overview of your benefit plan would have been outlined in your offer of employment letter. Detailed benefit plan information can be found on the Postdoctoral Benefits at a Glance page.

If you have experienced a life event, go to the HR Life Events page at https://ucalgary.ca/hr/benefits-pension/life-events/postdoc for key information, prior to making changes to your benefits.

Step 1: Navigate to the Benefits Enrolment Page

1. From the my.ucalgary.ca Portal, click All about me → My benefits → Benefit details

Step 2: Review Key Information

1. The Benefits Enrolment page displays.
2. Read the information.
3. In the Open Benefits Events section, click the Information button for more detailed instructions.
4. Review the important information about Enrolment.
5. Click the OK button.
Step 3: Enter Dependent/Beneficiary Information

Enter your dependent information to ensure appropriate coverage. This is also the time to add your beneficiary information for your life insurance plan(s).

1. Click the Select button

2. The Benefits Enrolment page displays (you may need to scroll up).

3. Review the important information.

4. Click the Review/Update Dependent Data button.

**Note:** You cannot make your benefit selections until you have entered your dependent/beneficiary information.

5. On the Add/Review Dependent/Beneficiary page, click Add a dependent or beneficiary.

**Note:** Ensure you add any non-dependent beneficiaries for your Life Insurance or AD&D at this point.
6. Populate all the required and additional fields as needed. Required fields are marked with an asterisk.

**Note:** In Status Information, leave the **As of** date field blank.

7. Click the **Save** button.
8. Click to **Return to Dependent/Beneficiary Summary**.

9. To add another dependent or beneficiary, click the button.
10. When done reviewing and/or adding dependents, click the **Confirm and Return to Enrolment** link. This opens up your benefits for making selections.

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**Step 4: Make Your Enrolment Selections**

1. The **Benefits Enrolment** page displays.
2. Scroll down to your **Enrolment Summary**.

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Questions? [UService](mailto:service@organization.com)
3. Click the Enrol button for **each** item in the **Enrolment Summary**, in order to make changes or validate your existing choices.

**The Enrolment Summary** includes:

- a. Health
- b. Dental
- c. Basic Life
- d. AD&D
- e. Long-Term Disability  
  (mandatory benefit with no action required)

**Note:** When you click into each item, ensure your pop-up blocker is set to allow pop-ups on this site.

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**Overview of All Plans**

1. For an **Overview of All Plans**, once you have selected to edit an item in your Enrolment Summary, click the link in the top right corner. This link is available when you navigate into each item of the Enrolment Summary.
2. Click the **OK** button to open a new browser window of the UofC Human Resources website – Group Benefits Information.

3. When done reviewing the available plans on the Human Resources website, click the other tab to return to your enrolment. You can return to the Human Resources website at any time by clicking the Postdoctoral Associate Benefits tab.

4. Click **Return** to go back to your benefits information.

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**Health**

1. Click the **Enrol** button for the **Health** option.

2. Review the important information about your Health coverage.

3. Scroll down to review the information about your benefits.
4. Validate the selection.

5. **Enrol Your Dependents** covered under this benefit. To make changes to dependents, click the **Update and Continue** button to return to the Enrolment Summary page.

6. If you are done reviewing and/or making changes, click the **Update and Continue** button.
7. A summary displays with your selection.
8. If you are happy with your selection, click the **Update Elections** button to return to the Enrolment Summary. Otherwise click **Discard Changes** to update your selection.

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**Dental**

1. Click the **Enrol** button for the **Dental** option.

2. Review the important information about your Dental coverage.
3. Scroll down to review your selections.

Remember, you can review all plans by clicking the link in the top right corner.
4. Validate the selection.

5. **Enrol Your Dependents** covered under this benefit. To make changes to dependents, click the **Update and Continue** button to return to the Enrolment Summary page.

6. If you are done reviewing and/or making changes, click the **Update and Continue** button.
7. A summary displays with your selection.
8. If you are happy with your selection, click the **Update Elections** button to return to the Enrolment Summary. Otherwise click **Discard Changes** to update your selection.

### Basic Life

1. Select the **Enrol** button for **Basic Life**.

2. **Basic Life** coverage is provided at no cost to you.

3. Scroll down to review your selection.

4. Review your coverage.
5. Designate your beneficiaries. Put a percentage amount for at least one beneficiary.

6. To add a beneficiary not already listed, navigate back to the Enrolment Summary page. It is important that you complete this section to avoid any delays should a claim be made.

**Note:** You can’t change Allocation as field from Percent (the drop down is deceiving).

7. Click the **Update and Continue** button.
8. A summary displays of your selections.
9. If you are happy with your selection, click the Update Elections button to return to the Enrolment Summary. Otherwise click Discard Changes to update your selection.

AD&D

Employees are automatically insured for Accidental Death and Dismemberment (AD&D) with a principal sum of $75,000. This benefit provides coverage should you experience an accident resulting in death or serious injury.

Your designation of beneficiary for AD&D is the same as for Basic Life Insurance, therefore no action is required for this benefit.
Step 5: Finalize Your Enrolment

1. Once you are done enrolling for benefits, on the **Enrolment Summary** page, scroll down to view the cost summary. All costs for Postdoctoral benefits are paid by the principal investigator. **Note that the costs displayed in the summary below do not accurately represent what your costs will be.**

2. If you are happy with your enrolment, click to **OK**. Click Cancel to return to the enrolment page and make changes.

**Note:** Your enrolment is not complete until you submit your choices. If you do not submit by the end of the enrolment period, your coverage defaults to single coverage.
Submit Benefits

1. Review the important information prior to submitting your benefits.

2. Before you click the Submit button, click the link for the form: Group Benefits – Beneficiary Designation Form.

   Note: When you click the form, ensure your pop-up blocker is set to allow pop-ups on this site.

3. Once you have printed off the form, and you are done making changes to your benefits, click the Submit button.

4. To return to the Benefits Enrolment page, click the OK button.

You will receive an email confirming your benefits enrolment and the Benefits Processing team will receive a copy.
Next Steps

Your selections will remain in place unless you experience a qualified life event, such as a marriage, divorce, birth of a first child, etc. For a qualified life event, review Life Events on the HR web pages at: https://ucalgary.ca/hr/benefits-pension/life-events/postdoc and follow the steps provided.