

### 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.

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**Audience:** New Postdoctoral hires to the University of Calgary.

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

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**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

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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.

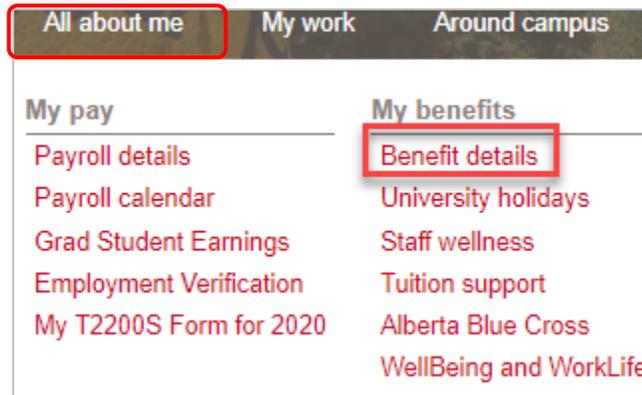
Benefit eligibility and an overview of your benefit plan would have been outlined in your offer of employment letter. Detailed benefit plan information can found on the Postdoctoral [Benefits at a Glance](#) page.

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.

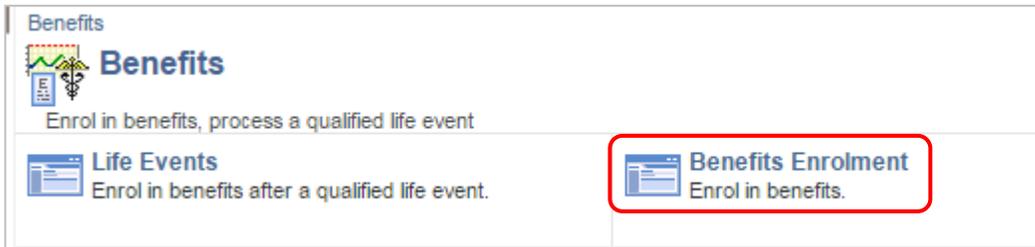
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### Step 1: Navigate to the Benefits Enrolment Page

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



2. On the **Benefits** page, click **Benefits Enrolment**.



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.

**Benefits Enrolment**

Aira A Bell

The University of Calgary is pleased to offer a comprehensive benefits program to Postdoctoral Scholars with coverage for health, dental, life insurance, accidental death & dismemberment, and long-term disability. Coverage is mandatory.

Please review your benefits and add your dependents. Click [Overview of All Plans](#) to review details about your benefits.

After your initial enrolment the only time you may update your benefits is at the time of a qualified life event.

Use the **Select** button to begin your enrolment.

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
Hire/Rehire		2019/09/03	Open	Postdoctoral Associate	<b>Select</b>

After you click the **Select** button, it may take a few seconds for your benefit enrolment information to load.

**Benefits Enrolment**

**Hire/Rehire**

Aira A Bell

As a new Postdoctoral Scholar, you must enrol in benefits within 14 days of your hire date. If you do not complete your enrolment you will be defaulted to single coverage. Click **Review/Update Dependent Data** to begin your enrolment. Ensure you make all your selections before clicking Save and Submit at the bottom of this page.

**Open Benefits Event**

In this open benefit event, you will have the opportunity to review and finalize your benefits, including dependent and beneficiary information, as well as election of any optional benefits.

To make your benefit choices, go back to the Benefits Enrolment page and use the Select button to access your benefit event.

**OK**

### 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.

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
Hire/Rehire		2019/09/03	Open	Postdoctoral Associate	<b>Select</b>

After you click the **Select** button, it may take a few seconds for your benefit enrolment information to load.

#### Benefits Enrolment

### Hire/Rehire

Aira A Bell

As a new Postdoctoral Scholar, you must enrol in benefits within 14 days of your hire date. If you do not complete your enrolment you will be defaulted to single coverage. Click **Review/Update Dependent Data** to begin your enrolment. Ensure you make all your selections before clicking Save and Submit at the bottom of this page.

You must have provincial health care coverage in place prior to enrolling in group benefits.

**Review/Update Dependent Data**

#### Add/Review Dependent/Beneficiary

Aira A Bell

A list of your dependents/beneficiaries is shown below. Dependents include both your spouse and children. To change an existing dependent/beneficiary, click the person's name. Click the Add a dependent or beneficiary button to add new people. When done adding or editing, click Confirm and Return to Enrolment. This list includes all individuals who are or may have been a dependent or beneficiary. Please do not overwrite individual records but use the add a dependent or beneficiary button to update your records. You must enter a birthdate for your dependents.

**No Dependents on Record**

**Add a dependent or beneficiary**

[Return to Event Selection](#)

- 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.

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

### Dependent/Beneficiary Personal Information

Aira A Bell

Add/edit your dependent/beneficiary information. Note: Under Status Information, leave the As of field blank. Click the save button.

**Personal Information**

\*First Name

Middle Name

\*Last Name

Name Prefix

Name Suffix

Date of Birth

\*Gender

Social Insurance Number

\*Relationship to Employee

**Status Information**

\*Marital Status  Single  As of

\*Student  No  As of

\*Disabled  No  As of

\*Smoker  Non Smoker  As of

**Address and Telephone**

Same Address as Employee

Country Canada

Address 1322 Doucette Avenue SW  
Saskatoon SK S4Q 3R0

Same Phone as Employee

Phone

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

#### Step 4: Make Your Enrolment Selections

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

### Benefits Enrolment

#### Hire/Rehire

Aira A Bell

As a new Postdoctoral Scholar, you must enrol in benefits within 14 days of your hire date. If you do not complete your enrolment you will be defaulted to single coverage. Click **Review/Update Dependent Data** to begin your enrolment. Ensure you make all your selections before clicking Save and Submit at the bottom of this page.

You must have provincial health care coverage in place prior to enrolling in group benefits.

**Enrolment Summary**

3. Click the **Enrol** button for **each** item in the **Enrolment Summary**, in order to make changes or validate your existing choices.

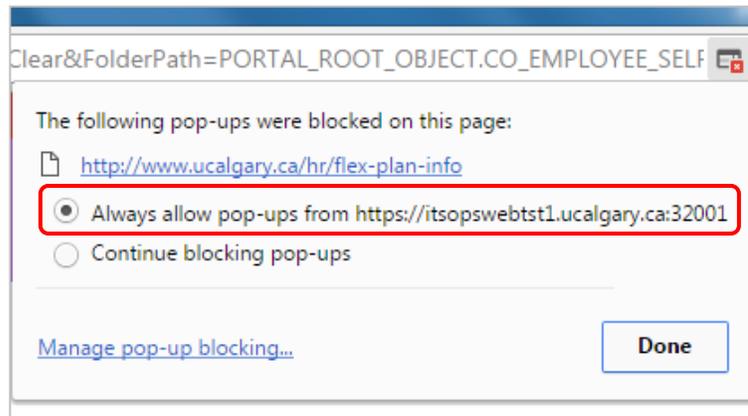
The **Enrolment Summary** includes:

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

<b>Health</b>	Annual Cost	<b>Enrol</b>
Current: No Coverage.		
New: <b>Ext Health Post Docs Plan C: Single</b>	0.00	
<b>Dental</b>	Annual Cost	<b>Enrol</b>
Current: No Coverage.		
New: <b>Dental Post Doc Plan C: Single</b>	0.00	
<b>Basic Life</b>	Annual Cost	<b>Enrol</b>
Current: Basic Life Post Doc Plan C: \$75,000		
New: Basic Life Post Doc Plan C: \$75,000	0.00	
<b>AD&amp;D</b>	Annual Cost	
Current: Post Doc AD&D Plan C: \$75,000		
New: Post Doc AD&D Plan C: \$75,000	25.20	
<b>Long-Term Disability</b>	Annual Cost	
Current: LTD Post Doc Plan C		
New: LTD Post Doc Plan C	0.00	

All costs are paid by the Principal Investigator.

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



### 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.

Benefits Enrolment

**Health**

Aira A Bell

Extended Health provides you with health coverage above provincial health care and includes provisions for ambulance/hospital, drugs, and medical supplies and services.

**Overview of All Plans**

- Click the **OK** button to open a new browser window of the UofC Human Resources website – Group Benefits Information.

Benefits Enrolment

**Health**

Aira A Bell

Select the **OK** button to proceed. This will open a new web page.

When you have finished, close the new web page. Then select **Return** to go back to your benefits information.

**OK**

[Return](#)

- 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.

Benefits Enrollment Postdoctoral Associate Benefits

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

Benefits Enrolment

**Health**

Aira A Bell

Use the **Return** button to go back to your benefits information.

**Return**

Health

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

Enrolment Summary		
<b>Health</b>	Annual Cost	<b>Enrol</b>
Current: No Coverage.		
New: <b>Ext Health Post Docs Plan C: Single</b>	0.00	

- Review the important information about your Health coverage.
- Scroll down to review the information about your benefits.

Benefits Enrolment

**Health** [Overview of All Plans](#)

Aira A Bell

Extended Health provides you with health coverage above provincial health care and includes provisions for ambulance/hospital, drugs, and medical supplies and services.

**i** Your current coverage is: No Coverage. . If you do not make a choice, your coverage will be: Ext Health Post Docs Plan C with Single coverage

4. Validate the selection.

**Select an Option**

Select the following plan, then enrol your dependents.

Ext Health Post Docs Plan C

Coverage Level	Total
Single	\$0.00
Family	\$0.00

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.

**Enrol Your Dependents**

The following table displays your dependents who are eligible for this benefit. Should you wish to make changes to your dependents, please click *Update and Continue* to return to the Enrolment Summary page where you can Review/Update Dependent Data, then return to this page to complete your enrolment.

You may enrol any of the following individuals for coverage under this plan by checking the Enrol box next to the dependent's name.

Dependent Beneficiary		
Enrol	Name	Relationship
<input checked="" type="checkbox"/>	Sierra Bell	Child

Update and Continue

Discard Changes

Select the **Update and Continue** button to save your choice until you are ready to submit your final enrolment.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrolment Summary.

- A summary displays with your selection.
- 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.

Benefits Enrolment

**Health**

Aira A Bell

**i** You must have provincial health care coverage in place prior to enrolling in group benefits.

**Your Choice**

You have chosen Ext Health Post Docs Plan C with Family coverage.

**Your Estimated Cost**

Your Annual Cost      \$0.00

**Your Covered Dependents**

Dependent Information	
Name	Relationship
Sierra Bell	Child

**Notes**

Once submitted, this choice will take effect on 2019/09/03.

**Update Elections**      **Discard Changes**

Select the Update Elections button to save your choices.  
 Select the Discard Changes button to go back and change your choices.

Dental

- Click the **Enrol** button for the **Dental** option.
- Review the important information about your Dental coverage.
- Scroll down to review your selections.

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

Dental	Annual Cost	<b>Enrol</b>
Current: No Coverage.		
New: <b>Dental Post Doc Plan C: Single</b>	0.00	

Benefits Enrolment

**Dental** [Overview of All Plans](#)

Aira A Bell

Dental coverage provides you with coverage for Basic Dental and Extensive Dental, as well as Orthodontics.

**i** Your current coverage is: No Coverage. . If you do not make a choice, your coverage will be: Dental Post Doc Plan C with Single coverage

4. Validate the selection.

**Select an Option**

Select the following plan, then enrol your dependents.

Dental Post Doc Plan C

Coverage Level	Total
Single	\$0.00
Family	\$0.00

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.

**Enrol Your Dependents**

The following table displays your dependents who are eligible for this benefit. Should you wish to make changes to your dependents, please click *Update and Continue* to return to the Enrolment Summary page where you can Review/Update Dependent Data, then return to this page to complete your enrolment.

You may enrol any of the following individuals for coverage under this plan by checking the Enrol box next to the dependent's name.

Dependent Beneficiary		
Enrol	Name	Relationship
<input checked="" type="checkbox"/>	Sierra Bell	Child

Update and Continue
Discard Changes

Select the **Update and Continue** button to save your choice until you are ready to submit your final enrolment.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrolment Summary.

- A summary displays with your selection.
- 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.

Benefits Enrolment

### Dental

Aira A Bell

**i** You must have provincial health care coverage in place prior to enrolling in group benefits.

**Your Choice**

You have chosen Dental Post Doc Plan C with Family coverage.

**Your Estimated Cost**

Your Annual Cost	\$0.00
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**Your Covered Dependents**

Dependent Information	
Name	Relationship
Sierra Bell	Child

**Notes**

Once submitted, this choice will take effect on 2019/09/03.

Select the **Update Elections** button to save your choices.  
Select the **Discard Changes** button to go back and change your choices.

### Basic Life

- Select the **Enrol** button for **Basic Life**.
- Basic Life** coverage is provided at no cost to you.
- Scroll down to review your selection.
- Review your coverage.

Basic Life	Annual Cost	<input type="button" value="Enrol"/>
Current: Basic Life Post Doc Plan C: \$75,000		
New: Basic Life Post Doc Plan C: \$75,000	0.00	

Benefits Enrolment

### Basic Life

[Overview of All Plans](#)

Aira A Bell

Life insurance provides a benefit to your named beneficiary in the event of your death.

**i** Your current coverage is: Basic Life Post Doc Plan C: \$75,000 . Coverage is mandatory.

**Notes**

This coverage is provided at no cost to you. You will need to designate your beneficiaries. Your named beneficiaries for Basic Life will be your beneficiaries for Basic AD/D (if applicable).

**Here Is Your Available Option**

Basic Life Post Doc Plan C ( \$75,000)

- Designate your beneficiaries. Put a percentage amount for at least one beneficiary.
- 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).

- Click the **Update and Continue** button.

**Designate Your Beneficiaries**

The following table displays a list of your eligible beneficiaries. If a beneficiary is missing from this list, or you wish to make changes to their personal information, please click **Update and Continue** on this page and return to Review/Update Dependent Data on the Enrolment Summary page. Once you have updated the beneficiary information, return to this page to make your allocations.

Refer to [Naming Beneficiaries](#) for details on naming beneficiaries.

You may designate any or all of the following individuals as Primary or Secondary beneficiaries by allocating a percent of the total benefit. Secondary beneficiaries receive benefits only if all Primary beneficiaries are deceased.

You must print and sign the beneficiary designation form which is provided at the end of the enrolment process. If you do not designate a beneficiary, there may be delays or issues in the event of a claim. The designation in self-service is for display purposes. The original, signed Group Benefits - Beneficiary Designation form is required for claims. If no signed designation is on file, the claim would be paid to your estate.

\*Enter Primary Allocations as

\*Enter Secondary Allocations as

Allocation Details					
Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
Sierra Bell	Child			100	
<b>Total</b>			0	0	

Select the **Update and Continue** button to save your choice until you are ready to submit your final enrolment.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrolment Summary.

Update and Continue

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.

**Benefits Enrolment**

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**Basic Life**

Aira A Bell

**i** You must have provincial health care coverage in place prior to enrolling in group benefits.

**Your Choice**

You have chosen Basic Life Post Doc Plan C ( \$75,000) coverage.

**Your Estimated annual Cost**

This coverage is provided at no cost to you.

**Your Primary Beneficiary Allocations**

Primary Allocation Details		
Name	Relationship	Percent of Benefit
Sierra Bell	Child	100

**Your Secondary Beneficiary Allocations**

You have not designated any secondary beneficiaries.

**Notes**

Once submitted, this choice will take effect on 2019/09/03.

Select the Update Elections button to save your choices.  
 Select the Discard Changes button to go back and change your choices.

**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.

AD&D	Annual Cost
Current: Post Doc AD&D Plan C: \$75,000	
New: Post Doc AD&D Plan C: \$75,000	25.20

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.

**Benefits Enrolment**

Aira A Bell

Prior to submitting your choices to Human Resources, please take a moment to review your selections summarized below. If you are ready to submit, click **OK** to continue with the enrolment process. Click **Cancel** to return to the enrolment page to make changes.

Once you have submitted your choices, they can only be changed within 31 days of a Life Event (or at the time of the next Re-Enrolment for MaPS employees).

Benefit Selections					
Benefit Plan	Covrg Level	Pay Period Employer	Pay Period Employee	Annual Employer	Annual Employee
Ext Health Post Docs Plan C	Family		\$45.97	\$1103.28	
Dental Post Doc Plan C	Family		\$35.17	\$844.08	
Basic Life Post Doc Plan C			\$2.68	\$64.32	
Post Doc AD&D Plan C			\$1.05	\$25.20	
LTD Post Doc Plan C			\$6.90	\$165.60	

Note - all deductions are estimates - actual deductions will be displayed on your paycheque.

Submit Benefits

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

Benefits Enrolment

### Submit Benefits

Aira A Bell

You have almost completed your enrolment. Prior to submitting your choices, please click the Beneficiary Designation link(s) to the right of the Submit button at the bottom of this page to print and sign your beneficiary designations. Please ensure you print these forms prior to hitting the Submit button. If you do not sign and submit these forms to Human Resources there may be delays or issues in the event of a claim.

Once you have printed your beneficiary form, if you have no further changes, select the **Submit** button on this page to finalize your benefit choices.

Do not submit your benefit choices until you have completed your enrolment. You may save your choices on each page and return to the Enrolment Summary as many times as you'd like prior to submitting. Once you select the **Submit** button your benefit choices will be sent to Human Resources for processing and you will no longer be able to make changes.

Once you have submitted your enrolment you will be unable to make changes to our benefits unless you have a qualified life event.

Should you require assistance with your enrolment contact the Integrated Service Centre (ISC) at [hr@ucalgary.ca](mailto:hr@ucalgary.ca) or call 403-220-5932.

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.

Authorize Elections

By submitting your benefit choices you are authorizing the University of Calgary to send necessary personal information to your selected providers to initiate and support your coverage.

[Group Benefits - Beneficiary Designation Form](#)

Select the **Submit** button to send your final choices to Human Resources for processing.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrolment Summary.

Benefits Enrolment

### Submit Confirmation

Aira A Bell

Your benefit choices have been successfully submitted to Human Resources. You will receive an email confirming your choices and the Benefits team will receive a copy.

Click the OK button to return to the Benefits Enrolment page.

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.