

HOW TO ENROLL IN HEALTH AND WELFARE BENEFITS

Welcome to UCLA and to the Luskin School of Public Affairs! As a new employee or eligible employee you are now entitled to UC Benefits, please visit **ucnet.universityof californina.edu**[.or](http://atyourservice.ucop.edu.or) ask for A Complete Guide to Your UC Health Benefits booklet. You will have access to information that will assist you in making selections for your health insurance, disability benefits, and retirement programs.

All new employees should attend the New Employee Orientation as soon as possible. The Employee Orientation requires that the employee enroll online using the UC Learning Management System, which can be accessed by following these steps:

* Enter <http://map.ais.ucla.edu/go/1002305> into your web browser.
* Click on the **UC Learning Center** link on the right-hand column under **Related Information.**
* Log on using your **UCLA Logon ID.**
* Under the **UC Essentials** category, please click New **Employee Orientation**.

All employees must use their UCLA Logon ID to sign up for classes or to complete assigned training. **Orientations are held on the second and fourth Mondays of each month.**

**UCLA Logon ID Help**

Assistance with your UCLA Logon ID is available at: <http://logon.ucla.edu> or contact the Bruin AIS Online Help Desk at: [helpdesk@ais.ucla.edu](mailto:helpdesk@ais.ucla.edu)

Phone: (310)267-HELP

Email: [accounts@ucla.edu](mailto:accounts@ucla.edu)

Please note: Training staff and instructors are not able to assist you with UCLA Logon ID issues.

New Employee Orientation is an introduction to UCLA for new employees or longer service employees who recently became eligible for UC benefits. All new employees are encouraged to attend a session as soon as possible **following their date of hire**. Topics covered in New Employee Orientation include:

* Our University of California (UC) context
* The dynamism and diversity of UCLA
* Your workplace protections and responsibilities
* The variety of career opportunities available to you
* The benefits of belonging at UCLA
* University health and welfare options
* Retirement programs

**Important Note:**  Eligible employees must sign up for health insurance and disability benefits programs within their period of initial eligibility (PIE), that is, thirty-one days from the date they become eligible for benefits regardless of when they attend the orientation session. You can print “Your Group Insurance Plans” booklet from the UCLA Campus Human Resources website at [www.chr.ucla.edu](http://www.chr.ucla.edu) >> Then click **Benefits** on the left-hand menu >> Then click **Eligibility and Enrollment** >> Then click **A Complete Guide to Your UC Health Benefits** on the right-hand menu.

If you have any questions in regards to your UC Benefits please feel free to contact your Department Representative:

Human Resources Director of Human Resources

Gwendolyn Payne, HR Analyst Pamela Harris,

(310) 206-3181 (310) 825-6300

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