### Postdoctoral Scholars Follow-Up Information

Campus Shared Services (CSS) is the administrative unit that partners with your academic department to manage all of your administrative needs.

#### NEXT STEPS

<table>
<thead>
<tr>
<th>INFORMATION &amp; INSTRUCTIONS</th>
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<tbody>
<tr>
<td><strong>FOR NEW EMPLOYEES</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Obtain your employee ID number</th>
<th>1. It takes about 2-3 business days to generate your employee ID number. You will receive an e-mail from <a href="mailto:newhire@berkeley.edu">newhire@berkeley.edu</a> with your employee ID number or activation status. You can also contact us at (510) 664-9000 option 3 if you DO NOT receive it after 2-3 business days.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Your employee ID number is necessary before obtaining your Cal ID card, or accessing your employee accounts.</td>
</tr>
<tr>
<td></td>
<td>3. Please note, your employee ID number will NOT be active until the first day of your appointment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Obtain your Cal ID Card</th>
<th>1. Visit the Cal 1 Card Office.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cal ID Card</td>
<td>2. Present a government issued ID. (i.e., Driver’s License or Passport).</td>
</tr>
<tr>
<td>All Faculty, Staff, and Students are required to get a Cal ID Card</td>
<td>3. For more information on the Cal 1 Card, please refer to: <a href="https://cal1card.berkeley.edu/">https://cal1card.berkeley.edu/</a></td>
</tr>
<tr>
<td>Cal 1 Card Office</td>
<td>180 Cesar Chavez Center (Lower Sproul Plaza) Berkeley, CA 94720</td>
</tr>
<tr>
<td></td>
<td>(510) 643-6839 Monday-Friday 9:00 AM - 4:30 PM</td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:cal1card@berkeley.edu">cal1card@berkeley.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Create your CalNet ID and passphrase (password)</th>
<th>1. If you are a new hire visit: <a href="https://bpr.calnet.berkeley.edu/account-manager/claimAccount/start?identifierType=hrmsEmployee">https://bpr.calnet.berkeley.edu/account-manager/claimAccount/start?identifierType=hrmsEmployee</a> Enter your employee or affiliate ID in the box and click on the Set Up My Account button. You will receive an email with instructions on how to proceed. Please have your second step verification device (typically your mobile phone or your work phone) ready. For more information about 2-Step devices, go here. If you do not have a phone, contact the 2-Step Help Desk (<a href="mailto:calnet2-stephelp@berkeley.edu">calnet2-stephelp@berkeley.edu</a>) for assistance. For general information about 2-Step; visit <a href="https://calnetweb.berkeley.edu/calnet-2-step">https://calnetweb.berkeley.edu/calnet-2-step</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. If you are a re-hire and have forgotten your CalNet ID and/or passphrase, please go to the following link to reset them: <a href="https://mycalnet.berkeley.edu">https://mycalnet.berkeley.edu</a> After you reset your CalNet ID and/or passphrase, go back and log into <a href="https://mycalnet.berkeley.edu">https://mycalnet.berkeley.edu</a> to set up your 2-Step verification. Please have your second step verification device (typically your mobile phone or your work phone) ready. For more information about 2-Step devices, go here. If you do not have a phone, contact the 2-Step Help Desk (<a href="mailto:calnet2-stephelp@berkeley.edu">calnet2-stephelp@berkeley.edu</a>) for assistance. For general information about 2-Step, visit <a href="https://calnetweb.berkeley.edu/calnet-2-step">https://calnetweb.berkeley.edu/calnet-2-step</a>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Set up your UC Berkeley e-mail (bmail) and calendar (bCal) account</th>
<th>1. Go to <a href="https://bconnected.berkeley.edu/">https://bconnected.berkeley.edu/</a> and click on the Create accounts and lists link.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. To synchronize your CalNet passphrase, go to calnet.berkeley.edu and click on Manage my account. On the bottom of the page under Other Account Management Tools, you can choose to Synchronize your passphrase. Enter your CalNet ID and passphrase, and then click Authenticate.</td>
</tr>
</tbody>
</table>
3. For questions related to setting up email accounts, signing into computers, etc., contact Campus Shared Services IT at (510) 664-9000 option 1, the webform at http://sharedservices.berkeley.edu/it/, or e-mail at itcsshelp@berkeley.edu

**Update the CalNet Directory**

2. Click on Authenticate, then login using your CalNet ID and passphrase.
3. Edit your campus address information.

**Note:** Do not use hyphens (-) anywhere in your profile.

**Ensure that ALL fields are completed.**

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**Visiting Scholars & Postdoctoral Affairs (VSPA)**

The Visiting Scholar and Postdoctoral Affairs (VSPA) offers an orientation for new Visiting and Postdoctoral Scholars on the first Thursday of every month, from 9:00 AM to 12:00 PM. **Enrollment and attendance to this orientation is highly recommended.**

You can find the time and location (As they vary from month-to-month) on their website: http://vspa.berkeley.edu/postdoc-and-visiting-scholar-orientation

Please e-mail VSPA@berkeley.edu with your name, the date you would like to attend, department, telephone number, and the e-mail address where you can be contacted.

**Visiting Scholars & Postdoctoral Affairs (VSPA)**

**Berkeley International Office**

2299 Piedmont Avenue
Berkeley, CA 94720-2321
(510) 642-2818

For appointments, please e-mail: jscholar@berkeley.edu

**No drop-ins**

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**Scholar Information Meeting at the Berkeley International Office (BIO House)**

You are required to attend a meeting at the Berkeley International Office (BIO House) to report your arrival in the U.S. and validate your stay and visa. Refer to the schedule for meeting dates and times at: http://internationaloffice.berkeley.edu/profs_researchers/scholar_information_meetings

Please e-mail VSPA@berkeley.edu with your name, the date you would like to attend, department, telephone number, and the e-mail address where you can be contacted.

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**Social Security Number (Foreign Nationals Only)**

If you need to apply for a social security number, J-1 Scholars need to attend the mandatory Scholar Information Meeting where they will report your arrival and validate your stay and visa. From there, they will tell you how and when you can apply for a Social Security Number. For F-1 Scholars, you will need an employment letter (Given at your onboarding hiring session). You need to wait 10 days after your arrival in the U.S. before you can go to the Social Security Office to apply for a Social Security Number.

**Social Security Office**

2045 Allston Way
Berkeley, CA 94704
(Natl’): 1-800-772-1213
TTY: 1-800-325-0778

Hours: Monday; Tuesday; Thursday; Friday: 9:00 AM - 4:00 PM
Wednesday’s: 9:00 AM - 12:00 PM

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**NIH eRA Commons Username**

New Postdoctoral Scholars should request NIH eRA Commons Username as soon as possible through the UC Berkeley Sponsored Projects Office. This is necessary to apply for NIH funds, or to have your salary funded from sponsored projects.

**Sponsored Projects Office**

2150 Shattuck Ave., Suite 300
Berkeley, CA 94704-5940
(510) 642-0120
"At Your Service" is a comprehensive employee portal that offers many services, e.g. viewing earnings statement, changing tax withholdings and updating personal information.

Establish your Employee Account

1. Go to https://atyourserviceonline.ucop.edu/ayso/
2. Click on New to UC and have a temporary password? and create your account.
3. Your username is your Social Security Number (with no dashes or slashes) and your temporary password is your birth date in the following format: MMDDYYYY with no dashes or slashes. (i.e. July 20, 2010 would be 07202010).
4. If you have problems logging in, please contact the At Your Service Help Desk at 1 (800) 888-8267.

*Not applicable for Paid Directs

The Postdoctoral Scholarship Benefits Plan (PSBP) is administered by Garnett-Powers and Associates.

**Health Insurance Enrollment**

Information on your health insurance and welfare benefits can be found on: http://clients.garnett-powers.com/pd/uc/

UC sponsored health benefits include medical, dental, vision, and long-term disability. You are automatically enrolled in Workers’ Compensation, Short-term Disability, Death and Dismemberment (AD&D) You have 31 days from your date of hire to complete your benefits enrollment. If you have a Social Security Number enroll at: https://atyourserviceonline.ucop.edu/ayso/

If you DO NOT have a Social Security Number, you can begin your enrollment on: https://clients.garnett-powers.com/pd/uc/pre_enrollment/

Complete and print the form on this website and submit the paper copy to your department administrator for processing.

To opt out of postdoctoral benefits, please complete the form on: https://clients.garnett-powers.com/pd/uc/pre_enrollment/

To watch the postdoctoral benefits video, please visit: https://voice.adobe.com/a/YVV6G

*Postdoctoral benefits orientations are held on Fridays (excluding holidays) at 457 Evans Hall

Updating your W-4 tax withholding elections

If you do not change your withholding elections, the system defaults to "Single" and "0", which is the highest tax rate.

1. Log into https://atyourserviceonline.ucop.edu/ayso/
2. If you are having technical difficulties online, you can also fill out the manual W-4 sheet and send it in three different ways:
   - You can turn it into 457 Evans Hall University Drive Berkeley, CA 94720
   - You can go to 1608 Fourth Street Berkeley, CA 94710 ATTN: Wesam Harara
   - You can mail to internally to Campus Shared Services ATTN: Wesam Harara

Glacier is a secure online tax compliance software system that collects tax-relative information from foreign individuals receiving funds from the University of California Berkeley: Central Payroll Office 2195 Hearst Ave., Suite 120 Berkeley, CA 94720
University of California, Berkeley. All foreign individuals receiving funds from the University must have a Glacier record. Glacier determines residency status and tax treaty eligibility for the foreign individual. Please make sure to look for an e-mail from Glacier as a record should automatically generated for you. In order to establish a Glacier record, please contact your HR Partner or UC Berkeley: Central Payroll Office.

**Failure to establish a Glacier record will IMPACT your tax forms. i.e., W-2**

**W-4 NR Tax Form (Foreign Nationals Only)**

Please note that the completion of this form is required and is used only for nonresident alien employees working in return for pay/other compensation in the United States. This form can only be completed and processed with a Social Security Number of the person completing the form. This form will need to be completed for tax purposes. UC campus departments can contact Central Payroll Office if they have questions about the UC W-4 NR/DE 4. The University of California Employee’s Federal-State Withholding Allowance Certificate form can be found on: [http://www.ucop.edu/financial-accounting/_files/taxation/w4nr.pdf](http://www.ucop.edu/financial-accounting/_files/taxation/w4nr.pdf)

You can send it in three different ways:
- You can turn it into 457 Evans Hall University Drive Berkeley, CA 94720
- You can go to 1608 Fourth Street Berkeley, CA 94710 **ATTN: Central Payroll**
- You can mail to internally to Campus Shared Services **ATTN: Central Payroll**

**Fellowship Awardees**

IRS regulations do not allow the University to withhold income taxes on the taxable payments to U.S Citizens and permanent residents. Therefore, depending upon the taxable amount of your award, you may need to make estimated income tax payments prior to the filing of your tax return. For more information on the rules pertaining to estimated tax payments, see IRS publication 505 (Tax Withholding and Estimated Taxes), which can be found at: [https://www.irs.gov/pub/irs-pdf/p505.pdf](https://www.irs.gov/pub/irs-pdf/p505.pdf)

*HR Administrators are not tax advisors. Refer to your personal accountant or tax advisor for tax related questions and advice.*

**Union Membership**

The United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) international labor union is recognized as the exclusive representative of UC postdoctoral scholars. The Memorandum of Understanding (MOU) can be found at: [http://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/](http://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/)

You can see the complete, current union contact on: [http://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/docs/PX_2016-2020_00_whole_contract.pdf](http://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/docs/PX_2016-2020_00_whole_contract.pdf)

**Sign up for Direct Deposit**

Your money will be electronically deposited into the bank account of your preference on payday. It can take up to 31 days for direct deposit to go into effect.

1. Log into the UC Berkeley employee Blu portal at [https://blu.is.berkeley.edu](https://blu.is.berkeley.edu)
2. Sign in with your CalNet ID and passphrase.
3. In the Self Service section on the left side, click on Direct Deposit.
4. Enter your information.
The manual form can be found on: http://controller.berkeley.edu/sites/default/files/upay544b-2.pdf
For more information, please visit: http://controller.berkeley.edu/payroll
Note: If you have not received direct deposit within 31 days or more, you MUST re-enroll in direct deposit.

Sign up to receive your paycheck on an Aline Card by ADP

2. Complete the Aline enrollment form (PDF) updated 11/12/2015, or manually on:
http://controller.berkeley.edu/sites/default/files/adp_aline_enrollment_form.pdf
3. Fax the completed form to (510) 643-9339.

Update your address
1. It is best to update your address in both HR Portals:
   - https://atyourserviceonline.ucop.edu/ayso
   - https://blu.is.berkeley.edu
2. If you have two addresses on file, you will need to submit a service request on:
http://sharedservices.berkeley.edu/ This is because Blu will not change your check address.
3. Under Request Service, click Submit a Ticket.
4. Enter your CalNet ID and passphrase.
5. Fill out necessary fields.

Add or update your Emergency Contact Information
1. Log into the Blu portal at https://blu.is.berkeley.edu
2. Sign in with your CalNet ID and passphrase.
3. Go to the Update Personal Information section, and click on Emergency Contacts.
4. Enter your information.

Sign up for WarnMe Emergency Alert Service
WarnMe is Berkeley's emergency notification system. It is activated to send messages to you when there is an immediate threat to the health and safety of the campus community. Faculty, staff, and students are automatically enrolled via their berkeley.edu email address. To receive WarnMe emergency warnings via any other method, such as by text or phone, you must tell us how to contact you. Text messages are the fastest way to get notified and should be your first alert priority.

How to enroll via WarnMe Website
1. Visit the warnme.berkeley.edu website.
2. On the right side, click Faculty, Staff and Other Affiliates.
3. Enter your CalNet ID and passphrase.
4. Add your phone number to the Text Message/SMS line and select 1 as your priority.
5. Click Submit Information.

How to enroll via Blu Portal
1. Log into the UC Berkeley employee Blu portal at https://blu.is.berkeley.edu
2. Sign in with your CalNet ID and passphrase.
3. On the right side, click Faculty, Staff and Other Affiliates.
4. Add your phone number to the Text Message/SMS line and select 1 as your priority.
5. Click Submit Information.

Parking & Transportation
If you are commuting by bike, car, or just walking to campus, this site provides the necessary information you need.

Berkeley Parking & Transportation
1995 University Ave, Suite 110
need. Please visit UC Berkeley Parking and Transportation Berkeley, CA 94720-5740 website to review your options and plan your future. (510) 643-7701 parking and transportation needs: http://pt.berkeley.edu/ Hours: Monday - Friday 7:30 AM - 4:00 PM

### Safety training & building access

Please see your local facilities manager and supervisor for building access and safety training.

### Important payroll information

Please contact Central Payroll when you have questions regarding the following:
- Tax deductions
- Benefits deductions
- Wagework/Parking & Transportation deductions
- Union deductions
- Wage garnishments
- Glacier Tax Compliance System:

Central Payroll Office
2195 Hearst Ave #120
Berkeley, CA 94720-1104
Phone: (510) 642-1336
Fax: (510) 643-9339
E-mail: payhelp@berkeley.edu

Customer Service Window Hours:
Monday - Friday 12:30 PM - 2:30 PM

You will be paid on the 1st of the month. Unless the 1st occurs on a weekend. Paydays that occur on the weekend will be available on the last day before the weekend. Paper checks will be mailed to your local address.

### University of California Retirement Savings Program

**Safe Harbor (J-1 Scholars not eligible)**

1. Safe Harbor Participants are eligible academic appointees, part-time, seasonal and temporary UC employees who are not eligible to participate in UCRP and whose wages are not subject to Social Security taxes. Also included in this category are non-exempt UC student employees who do not satisfy certain course load requirements and resident aliens with F-1 and J-1 visa status.

2. You will make mandatory contributions on a pre-tax basis of 7.5% of your wages. Your contributions are automatically invested in the UC Savings Fund, and monitored by the UC Office the Treasurer. Additionally, you will pay into Medicare, State, and Federal taxes as appropriate.

3. If you leave your UC employment, please contact Fidelity Retirement Services after 30 days to learn about your options to manage your contributions: https://www.fidelity.com/ or you can reach them at 1 (866) 682-7787.

4. For more information on the Safe Harbor Retirement Plan, refer to:

   http://ucnet.universityofcalifornia.edu/forms/pdf/retirement-savings-program-information-for-safe-harbor-participants.pdf

**Defined Contribution Plan**

For more information on Defined Contribution Plan and other Savings plans, please refer to:


**Additional UC Retirement Savings Program**

Other plans are offered through Fidelity. For more information on additional UC Retirement Savings plans, please refer to:


However, you must submit a service request on http://sharedservices.berkeley.edu/

On the left page, click on Submit a Ticket to create a service request for your enrollment.

For additional questions and information, you can contact the Retirement Administration Service Center at 1 (800) 888-8267 x 4 or (510) 987-0900.
CalTime is Berkeley’s timekeeping system (/caltime-berkeley)

Whether you are an employee, supervisor, or timekeeper, explore our site to learn more about timekeeping with CalTime. Everyone is responsible for accurate timekeeping:

- Employees report work and leave time on their timecards
- Supervisors review and approve their employees’ timecards
- Timekeepers sign off on their units’ timecards

Are you an employee?

- non-exempt employee (record time on a Biweekly basis) (/caltime.berkeley.edu/training/nonexempt)
- exempt employee (record time on a Monthly basis) (/caltime.berkeley.edu/training/training-and-learning-exempt-employees)

Are you a supervisor?

- of a non-exempt employee (/caltime.berkeley.edu/training/supervisors)
- of an exempt employee (/caltime.berkeley.edu/supervisors-exempt-employees)

Thank you for using CalTime!

The Video tutorials below are designed based on employee role to help the user navigate in the new version of CalTime beginning April 1.

- CalTime Spring Upgrade 2017 (/https://youtu.be/o4bqcsKtWb0) (1:39)
- Exempt vs. Non-Exempt Employees at UC Berkeley (/https://youtu.be/QpZqnLGUpWk) (1:52)
- CalTime for Non-Exempt (Anytime) Employees (/https://youtu.be/FgUmp2y-PDY) (5:59) and How to Approve your Timecard in CalTime (/https://youtu.be/7FJuw0XOr0) (2:29)
- CalTime for Non-Exempt (Realtime) Employees (/https://youtu.be/VQ_tayQ1xQM) (5:19)
- CalTime for Exempt Employees-How to record leave and approve your timecard (/https://youtu.be/la0UT-eHQRA) (3:56)
- CalTime for Supervisors-How to review and approve employee timecards in CalTime (/https://youtu.be/MiWjQwz8Pj) (6:21)
- CalTime for Supervisors - How to setup schedules (3:03) (/https://youtu.be/sMFmFwWwJkw)

Access (/https://caltimeprod.berkeley.edu/)

Recommend Google Chrome: For additional browser requirement information, read FAQ (/https://caltime.berkeley.edu/caltime-kronos-versions-8-adobe-flash-player-requirements).

News & Events

**November 3, 2017**
Daylight Saving Time Sunday ends Nov. 5th (/news/daylight-saving-time-sunday-ends-nov-5th)

**August 31, 2017**
Leave Accruals for Non-Academic EXEMPT employees (/news/leave-accruals-non-academic-exempt-employees)

**March 8, 2017**
Daylight Saving Time Sunday, 03/12; CalTime instructions (/news/daylight-saving-time-sunday-0312-caltime-instructions)

News Archive (/news-archive?field_openberkeley_news_type_tid_op=or&)

https://caltime.berkeley.edu/home
Quick Links

- Approval Deadlines (https://caltime.berkeley.edu/non-exempt-timecard-deadlines-2015)
- Biweekly Pay (http://controller.berkeley.edu/payroll/biweekly-pay-and-factor-leave-accruals)
- Factor Accruals (http://controller.berkeley.edu/payroll/factor-leave-accruals)
- Frequently Asked Questions (https://caltime.berkeley.edu/faq-page)
- Non-Exempt Employee Information (https://caltime.berkeley.edu/training/nonexempt)
- Exempt Employee Information (https://caltime.berkeley.edu/training/training-and-learning-exempt-employees)
<table>
<thead>
<tr>
<th>Plan Description</th>
<th>Postdoc Only</th>
<th>Postdoc + Child(ren)</th>
<th>Postdoc + Partner</th>
<th>Postdoc + Partner + Child(ren)</th>
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</thead>
<tbody>
<tr>
<td><strong>Medical HMO - Health Net, Group Number 66700A</strong></td>
<td>$538.94</td>
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<td>$1,293.57</td>
<td>$1,643.89</td>
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<td>Postdoc only</td>
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<td>$924.37</td>
<td>$1,254.76</td>
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<td>Premium</td>
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<tr>
<td>Postdoc only</td>
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<td></td>
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<td>$10.78</td>
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<tr>
<td>Premium</td>
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<td>$18.86</td>
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<td>Postdoc only</td>
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<td>$38.81</td>
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<td>Premium</td>
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<td></td>
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<td>$49.32</td>
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<td><strong>Medical PPO - Health Net, Group Number N2982A</strong></td>
<td>$499.36</td>
<td>$873.89</td>
<td>$1,198.44</td>
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<td>Postdoc only</td>
<td>$479.36</td>
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<td>$60.00</td>
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<td><strong>Dental POS - Principal, Group Number H12843</strong></td>
<td>$23.20</td>
<td>$54.00</td>
<td>$48.39</td>
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<td><strong>Dental DHMO - Health Net, Group Number Z0059A</strong></td>
<td>$8.02</td>
<td>$15.22</td>
<td>$14.42</td>
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<td>Postdoc only</td>
<td>$8.02</td>
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<td><strong>Vision PPO - Health Net, Group Number Z0074A</strong></td>
<td>$4.00</td>
<td>$7.45</td>
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<td>Postdoc only</td>
<td>$4.00</td>
<td>$6.68</td>
<td></td>
<td>$11.40</td>
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<td><strong>Life Insurance and AD&amp;D $50,000</strong></td>
<td>$3.05</td>
<td>$11.40</td>
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<td><strong>Short-Term Disability</strong></td>
<td>$9.80</td>
<td>$4.00</td>
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<tr>
<td><strong>Long-Term Disability</strong></td>
<td>$8.55</td>
<td>$7.45</td>
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<tr>
<td><strong>Benefit Broker Fee</strong></td>
<td>$9.83</td>
<td>$6.68</td>
<td></td>
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</tr>
<tr>
<td><strong>Workers Compensation Assessment</strong></td>
<td>A percent of salary depending on campus &amp; fund source</td>
<td>$51.15</td>
<td>$51.15</td>
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<tr>
<td><strong>Workers Compensation Assessment</strong></td>
<td>Assess for those with postdoc medical insurance</td>
<td>$9.83</td>
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<tr>
<td><strong>Workers Compensation Assessment</strong></td>
<td>$51.15</td>
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**Effective January 1, 2018**

**University Contributions & Postdoctoral Scholar Contributions**
TIME OF HIRE PAMPHLET

This pamphlet, or a similar one that has been approved by the Administrative Director, must be given to all newly hired employees in the State of California. Employers and claims administrators may use the content of this document and put their logos and additional information on it. The content of this pamphlet applies to all industrial injuries that occur on or after January 1, 2013.

WHAT IS WORKERS’ COMPENSATION?

If you get hurt on the job, your employer is required by law to pay for workers’ compensation benefits. You could get hurt by:

One event at work. Examples: hurting your back in a fall, getting burned by a chemical that splashes on your skin, getting hurt in a car accident while making deliveries.

—or—

Repeated exposures at work. Examples: hurting your wrist from using vibrating tools, losing your hearing because of constant loud noise.

—or—

Workplace crime. Examples: you get hurt in a store robbery, physically attacked by an unhappy customer.

<table>
<thead>
<tr>
<th>Discrimination is illegal</th>
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</table>

It is illegal under Labor Code section 132a for your employer to punish or fire you because you:

- File a workers’ compensation claim
- Intend to file a workers’ compensation claim
- Settle a workers’ compensation claim
- Testify or intend to testify for another injured worker.

If it is found that your employer discriminated against you, he or she may be ordered to return you to your job. Your employer may also be made to pay for lost wages, increased workers’ compensation benefits, and costs and expenses set by state law.

WHAT ARE THE BENEFITS?

- Medical care: Paid for by your employer to help you recover from an injury or illness caused by work. Doctor visits, hospital services, physical therapy, lab tests and x-rays are some of the medical services that may be provided. These services should be necessary to treat your injury. There are limits on some services such as physical and occupational therapy and chiropractic care.

July 2014
- **Temporary disability benefits:** Payments if you lose wages because your injury prevents you from doing your usual job while recovering. The amount you may get is up to two-thirds of your wages. There are minimum and maximum payment limits set by state law. You will be paid every two weeks if you are eligible. For most injuries, payments may not exceed 104 weeks within five years from your date of injury. Temporary disability (TD) stops when you return to work, or when the doctor releases you for work, or says your injury has improved as much as it’s going to.

- **Permanent disability benefits:** Payments if you don’t recover completely. You will be paid every two weeks if you are eligible. There are minimum and maximum weekly payment rates established by state law. The amount of payment is based on:
  - Your doctor’s medical reports
  - Your age
  - Your occupation

- **Supplemental job displacement benefits:** This is a voucher for up to $6,000 that you can use for retraining or skill enhancement at an approved school, books, tools, licenses or certification fees, or other resources to help you find a new job. You are eligible for this voucher if:
  - You have a permanent disability.
  - Your employer does not offer regular, modified, or alternative work, within 60 days after the claims administrator receives a doctor’s report saying you have made a maximum medical recovery.

- **Death benefits:** Payments to your spouse, children or other dependents if you die from a job injury or illness. The amount of payment is based on the number of dependents. The benefit is paid every two weeks at a rate of at least $224 per week. In addition, workers’ compensation provides a burial allowance.

**OTHER BENEFITS**

You may file a claim with the Employment Development Department (EDD) to get state disability benefits when workers’ compensation benefits are delayed, denied, or have ended. There are time restrictions so for more information contact the local office of EDD or go to their web site www.edd.ca.gov.

If your injury results in a permanent disability (PD) and the state determines that your PD benefit is disproportionately low compared to your earning loss, you may qualify for additional money from the Department of Industrial Relation’s special earnings loss supplement program also known as the return to work program. If you have questions or think you qualify, contact the Information & Assistance Unit by going to www.dwc.ca.gov and looking under “Workers’
Compensation programs and units” for the “Information & Assistance Unit” link or visit the DIR website at www.dir.ca.gov.

**Workers’ compensation fraud is a crime**

Any person who makes or causes to be made any knowingly false statement in order to obtain or deny workers’ compensation benefits or payments is guilty of a felony. If convicted, the person will have to pay fines up to $150,000 and/or serve up to five years in jail.

**WHAT SHOULD I DO IF I HAVE AN INJURY?**

**Report your injury to your employer**

Tell your supervisor right away no matter how slight the injury may be. Don’t delay – there are time limits. You could lose your right to benefits if your employer does not learn of your injury within 30 days. If your injury or illness is one that develops over time, report it as soon as you learn it was caused by your job.

If you cannot report to the employer or don’t hear from the claims administrator after you have reported your injury, contact the claims administrator yourself.

<table>
<thead>
<tr>
<th>Workers’ compensation insurance company or if employer is self-insured, person responsible for handling the claim is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sedgwick</td>
</tr>
<tr>
<td>Address: P.O. Box 14533, Lexington, KY 40512-4533</td>
</tr>
<tr>
<td>Phone: 1-800-225-2998</td>
</tr>
</tbody>
</table>

You may be able to find the name of your employer’s workers’ compensation insurer at www.caworkcompcoverage.com. If no coverage exists or coverage has expired, contact the Division of Labor Standards Enforcement at www.dir.ca.gov/DLSE as all employees must be covered by law.

**Get emergency treatment if needed**

If it’s a medical emergency, go to an emergency room right away. Tell the medical provider who treats you that your injury is job related. Your employer may tell you where to go for follow up treatment.

*July 2014*
Emergency telephone number: Call 911 for an ambulance, fire department or police. For non-emergency medical care, contact your employer, the workers’ compensation claims administrator or go to this facility:

Occupational Health Clinic (University Health Services-Tang Center)
2222 Bancroft Way, Berkeley (510) 642-6891

Fill out DWC 1 claim form and give it to your employer
Your employer must give you a DWC 1 claim form within one working day after learning about your injury or illness. Complete the employee portion, sign and give it back to your employer. Your employer will then file your claim with the claims administrator. Your employer must authorize treatment within one working day of receiving the DWC 1 claim form.

If the injury is from repeated exposures, you have one year from when you realized your injury was job related to file a claim.

In either case, you may receive up to $10,000 in employer-paid medical care until your claim is either accepted or denied. The claims administrator has up to 90 days to decide whether to accept or deny your claim. Otherwise your case is presumed payable.

Your employer or the claims administrator will send you “benefit notices” that will advise you of the status of your claim.

MORE ABOUT MEDICAL CARE

What is a Primary Treating Physician (PTP)?
This is the doctor with overall responsibility for treating your injury or illness. He or she may be:
- The doctor you name in writing before you get hurt on the job
- A doctor from the medical provider network (MPN)
- The doctor chosen by your employer during the first 30 days of injury if your employer does not have an MPN or
- The doctor you chose after the first 30 days if your employer does not have an MPN.

What is a Medical Provider Network (MPN)?
An MPN is a select group of health care providers who treat injured workers. Check with your employer to see if they are using an MPN.

If you have not named a doctor before you get hurt and your employer is using an MPN, you will see an MPN doctor. After your first visit, you are free to choose another doctor from the MPN list.

What is Predesignation?
Predesignation is when you name your regular doctor to treat you if you get hurt on the job. The doctor must be a medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or a medical group with an M.D. or D.O. You must name your doctor in writing before you get hurt or become ill.

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You may predesignate a doctor if you have health care coverage for non-work injuries and illnesses. The doctor must have:

- Treated you
- Maintained your medical history and records before your injury and
- Agreed to treat you for a work-related injury or illness before you get hurt or become ill.

You may use the “predesignation of personal physician” form included with this pamphlet. After you fill in the form, be sure to give it to your employer.

If your employer does not have an approved MPN, you may name your chiropractor or acupuncturist to treat you for work related injuries. The notice of personal chiropractor or acupuncturist must be in writing before you get hurt. You may use the form included in this pamphlet. After you fill in the form, be sure to give it to your employer.

With some exceptions, state law does not allow a chiropractor to continue as your treating physician after 24 visits. Once you have received 24 chiropractic visits, if you still require medical treatment, you will have to select a new physician who is not a chiropractor. The term “chiropractic visit” means any chiropractic office visit, regardless of whether the services performed involve chiropractic manipulation or are limited to evaluation and management.

Exceptions to the prohibition on a chiropractor continuing as your treating physician after 24 visits include postsurgical physical medicine visits prescribed by the surgeon, or physician designated by the surgeon, under the postsurgical component of the Division of Workers’ Compensation’s Medical Treatment Utilization Schedule, or if your employer has authorized additional visits in writing.

**WHAT IF THERE IS A PROBLEM?**

If you have a concern, speak up. Talk to your employer or the claims administrator handling your claim and try to solve the problem. If this doesn’t work, get help by trying the following:

**Contact the Division of Workers’ Compensation (DWC) Information and Assistance (I&A) Unit**

All 24 DWC offices throughout the state provide information and assistance on rights, benefits and obligations under California’s workers' compensation laws. I&A officers help resolve disputes without formal proceedings. Their goal is to get you full and timely benefits. Their services are free.

To contact the nearest I&A Unit, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) and under “Workers’ Compensation programs and units”, click on “Information & Assistance Unit.” At this site you will find fact sheets, guides and information to help you.

The nearest I&A Unit is located at:

**Address:** 1515 Clay Street, 6th Floor, Oakland, CA 94612-1519

**Phone number:** (510) 622-2861

July 2014
Consult with an attorney
Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fees may be taken out of some of your benefits. For names of workers’ compensation attorneys, call the State Bar of California at (415) 538-2120 or go to their website at www.californiaspecialist.org. You may get a list of attorneys from your local I&A Unit or look in the yellow pages.

Warning
Your employer may not pay workers’ compensation benefits if you get hurt in a voluntary off-duty recreational, social or athletic activity that is not part of your work-related duties.

Additional rights
You may also have other rights under the Americans with Disabilities Act (ADA) or the Fair Employment and Housing Act (FEHA). For additional information, contact FEHA at (800) 884-1684 or the Equal Employment Opportunity Commission (EEOC) at (800) 669-4000.

The information contained in this pamphlet conforms to the informational requirements found in Labor Code sections 3551 and 3553 and California Code of Regulation, Title 8, sections 9880 and 9883. This document is approved by the Division of Workers’ Compensation administrative director.

Revised 6/17/14 and effective for dates of injuries on or after 1/1/13

July 2014
PREDESIGNATION OF PERSONAL PHYSICIAN

In the event you sustain an injury or illness related to your employment, you may be treated for such injury or illness by your personal medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or medical group if:

- on the date of your work injury you have health care coverage for injuries or illnesses that are not work related;
- the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records;
- your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominantly for nonoccupational illnesses and injuries;
- prior to the injury your doctor agrees to treat you for work injuries or illnesses;
- prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury or illness, and (2) your personal doctor's name and business address.

You may use this form to notify your employer if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work-related injury or illness and the above requirements are met.

NOTICE OF PREDESIGNATION OF PERSONAL PHYSICIAN

Employee: Complete this section.

To: ________________________________ (name of employer) If I have a work-related injury or illness, I choose to be treated by:

______________________________ (name of doctor)(M.D., D.O., or medical group)

______________________________ (street address, city, state, ZIP)

______________________________ (telephone number)

Employee Name (please print):

______________________________

Employee's Address:

______________________________

Name of Insurance Company, Plan, or Fund providing health coverage for nonoccupational injuries or illnesses:

______________________________

Employee's Signature ____________________________ Date: __________________

Physician: I agree to this Predesignation:

Signature: ____________________________ Date: __________________

(Physician or Designated Employee of the Physician or Medical Group)

The physician is not required to sign this form, however, if the physician or designated employee of the physician or medical group does not sign, other documentation of the physician's agreement to be predesignated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

July 2014
§ 9783.1. DWC Form 9783.1 Notice of Personal Chiropractor or Personal Acupuncturist.

NOTICE OF PERSONAL CHIROPRACTOR OR PERSONAL ACUPUNCTURIST

If your employer or your employer's insurer does not have a Medical Provider Network, you may be able to change your treating physician to your personal chiropractor or acupuncturist following a work-related injury or illness. In order to be eligible to make this change, you must give your employer the name and business address of a personal chiropractor or acupuncturist in writing prior to the injury or illness. Your claims administrator generally has the right to select your treating physician within the first 30 days after your employer knows of your injury or illness. After your claims administrator has initiated your treatment with another doctor during this period, you may then, upon request, have your treatment transferred to your personal chiropractor or acupuncturist.

NOTE: If your date of injury is January 1, 2004 or later, a chiropractor cannot be your treating physician after you have received 24 chiropractic visits unless your employer has authorized additional visits in writing. The term “chiropractic visit” means any chiropractic office visit, regardless of whether the services performed involve chiropractic manipulation or are limited to evaluation and management. Once you have received 24 chiropractic visits, if you still require medical treatment, you will have to select a new physician who is not a chiropractor. This prohibition shall not apply to visits for postsurgical physical medicine visits prescribed by the surgeon, or physician designated by the surgeon, under the postsurgical component of the Division of Workers' Compensation's Medical Treatment Utilization Schedule.

You may use this form to notify your employer of your personal chiropractor or acupuncturist.

Your Chiropractor or Acupuncturist's Information:

(name of chiropractor or acupuncturist)

(street address, city, state, zip code)

(telephone number)

Employee Name (please print):

Employee's Address:

Employee's Signature ___________________________ Date: ___________________________
Memberships are available for students, faculty, staff, alumni, and members of the Berkeley community. See all benefits below.

### Membership Types

<table>
<thead>
<tr>
<th>Type</th>
<th>Eligibility</th>
<th>Annual</th>
<th>Semester</th>
<th>Monthly Installments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>- Currently enrolled UC Berkeley undergraduate &amp; graduate students</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>- Price included in student registration fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- No additional cost or steps necessary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associated Students</td>
<td>- UC Berkeley postdoctoral students</td>
<td>N/A</td>
<td>$200</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>- Students at UC Berkeley affiliated institutions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CalSTAR</td>
<td>- UC Berkeley faculty/staff or general community members with disabilities</td>
<td>$350</td>
<td>$225</td>
<td>$30</td>
</tr>
<tr>
<td></td>
<td>*In-person sign-up only</td>
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<td></td>
<td>*In-person sign-up only</td>
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</tbody>
</table>

* UC Berkeley faculty & staff
* UC Office of the President
* Visiting scholars*
* Lawrence Berkeley National Laboratory*
**Faculty & Staff**

- Lawrence Livermore National Laboratory*
  - Payroll deduction & credit card auto-pay available
  
*In-person sign-up only

<table>
<thead>
<tr>
<th>Membership Types &amp; Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC Retiree</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>University of California retirees</td>
</tr>
<tr>
<td>UC Office of the President retirees</td>
</tr>
<tr>
<td>Lawrence Berkeley National Laboratory retirees</td>
</tr>
<tr>
<td>Lawrence Livermore National Laboratory retirees</td>
</tr>
<tr>
<td>Credit card auto-pay available</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Membership Types &amp; Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC Alumni Association members</td>
</tr>
<tr>
<td>(must provide documentation)</td>
</tr>
<tr>
<td>Credit card auto-pay available</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Membership Types &amp; Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Age 17 years or older</td>
</tr>
<tr>
<td>Credit card auto-pay available</td>
</tr>
</tbody>
</table>

*Monthly installments are ongoing (min. of four months) payments via credit card occurring monthly at the listed rate.*

**Sponsored Membership**

All members may sponsor up to (1) family, spouse or housemate (must be 17 years or older and show proof of shared address) per year at the same membership rate of which the sponsor is eligible (please note, UC Berkeley students may sponsor an individual at the Associated Student level). Sponsoring member must have a valid Rec Sports membership at the time of sponsorship and must be present at time of purchase at the Customer Service Center.
One-Month Pass

Anyone 17 years or older may purchase a one-month pass which grants them many of the same benefits our Rec Sports members enjoy (see below), including access to the RSF and our four swimming pools, as well as free group exercise classes.

**Price:** $200

Purchase [online](https://recsports.berkeley.edu/membership-types/) or in-person at the Customer Service Center.

To learn more about Rec Sports membership, please contact the Customer Service Center at [recsports@berkeley.edu](mailto:recsports@berkeley.edu) or 510-642-7796.

### Benefits

<table>
<thead>
<tr>
<th>Accessibility</th>
<th>Benefit</th>
</tr>
</thead>
</table>
| **Fitness Centers** | • Recreational Sports Facility (RSF)  
• Stadium Fitness Center |
| **Courts & Fields** | • Open recreational play for basketball courts, racquetball, squash and handball courts, tennis courts, and fields |
| **Pools** | • Free admission to (4) recreational & lap-swim pools  
• Golden Bear Pool, Hearst Pool, Spieker Pool and Strawberry Canyon Pool |
| **Group Exercise Classes** | • Over 130 free drop-in group exercise classes |
| **Pro Shop Cafe** | • Full-service cafe with a variety of drinks, sandwiches and snacks |
| **RSF Day Pass** | • Annual/Non-Student members receive (5) complimentary RSF Day Passes to share with friends |
Discounts

- Over 100 **instructional fitness classes** including:
  - strength training, swim lessons, Olympic lifting and more
- **Personal training**
- **Outdoor adventure** trips and clinics

**No Initiation Fee**

- No additional initiation fee at time of sign-up

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**Specials & Promotions**

**Faculty & Staff 30-day Free Trial**

Current UC Berkeley Faculty & Staff are eligible for a 30-day free trial to the RSF. Offer valid for first time Rec Sports members only.

**How to Join**

To take advantage of this offer, bring proof of employment to the **Customer Service Center** at the RSF.

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**UC Reciprocity**

To support student health throughout the UC system, a policy of reciprocity was adopted by the UC Recreation Director's Council on June 1, 2005.

During the academic year, visiting students, faculty and staff with valid UC IDs will be admitted at no charge to rec sports facilities system-wide. At specialty facilities, i.e. aquatic centers, equestrian centers, etc., the visiting students may participate by paying the standard campus student rate.

UC Reciprocity is meant for those students, faculty and staff that are traveling or visiting other UC schools on an occasional basis. Access for extended periods may require the purchase of an applicable membership. UC Reciprocity does not extend to the Hastings School of Law and excludes participation in IM Sports and Sport Clubs. **CalSTAR**
Cyber Security Awareness Training

*Required Training for All Appointment Types (Students, Faculty, Limited/Contract, Career, Per Diem, PostDoc and Visiting Titles)*

- This is a MANDATORY training that addresses the increasing threats to the security of our information systems and data

- The training is video-based and delivered online through our UC Learning Center (access through Blu.berkeley.edu)

- Training takes 50 minutes to complete

- MUST be completed within 6 weeks of hire date

- You will receive 3 reminders via email before due date

- Training will be automatically assigned to you through UC Learning