**BELI Code**

The Benefits Eligibility Level Indicator (BELI) code determines for which benefit package, if any, an employee is eligible. Each employee must be assigned a BELI code at the time of hire or rehire or be re-evaluated when there is a change to the employee's personnel status. The BELI code is entered on the EPER screen in PPS.

<table>
<thead>
<tr>
<th>BELI</th>
<th>Initial Requirements</th>
<th>UCRP</th>
<th>Comments</th>
</tr>
</thead>
</table>
| 1    | *Method 1: Appointment is 50% or more & 12 months or more  
**Method 2: Accumulation of qualifying hours in rolling 12-month period | Yes | - Eligible for Full Benefits  
- Must have appointment type which is eligible for benefits (Contract, Career, Limited, Non-student Academic and Partial-Yr Career)  
- May not be a title excluded from UCRP  
- May not be a Short-term Emergency Hire |
| 2    | Appointment is 50% or more & 12 months or more | No | - Eligible for Mid-Level Benefits  
- Titles excluded from UCRP ("Visiting" Title, Regents' Lecturer, Regents' Professor) |
| 3    | 100% & 3 months or more, but less than 12 months | No | - Eligible for Mid-Level Benefits  
- If appointment were extended to a year or more in length, then employee would become a BELI 1 (if UCRP eligible title) effective the date the extension is processed in PPS |
| 4    | 43.75% or more but does not satisfy % and duration requirement for BELI 1,2 or 3 | No | - Eligible for Core Benefits  
- May not be a seasonal employee |
| 5    | - Any appointment at less than 43.75%  
- Student Titles* and Academic Titles Restricted to Students at any percentage, any duration | No | - Not eligible for Benefits |
| P    | Primary appointment in the following:  
- Post-Doc Employee (TC 3252)  
- Post-Doc Fellow (TC 3253)  
- Post-Doc Paid-Direct (TC 3254) | No | - Eligible for Post-Doctoral Scholar Benefits |

*Last revised February 16, 2016*
**Method 1: Eligibility based on Appointment Criteria**
Employee must have an appointment which is eligible for benefits and satisfy minimum percent and duration(+) of appointment requirements.

(+): If appointment end date is due to funding or visa purposes, and the intention of the appointment is to be 12 months or more at 50% time or more, the BELI code may be based on the intent of the position by assigning the appropriate Duration Indicator:

- "B" - Indefinite, with an appointment end date for budgetary purposes
- "V" - For visa purposes only

**Method 2: Eligibility based on Hours on Pay Status**
Once an employee had accumulated a certain number of eligible hours in a given 12-consecutive month period, the employee automatically qualifies for Full-Benefits and UCRP membership if appointed in a UCRP includable title.

Hour thresholds are:

- 1000 hours for Non-Student Staff and Academic Titles (excluding IX Unit employees)
  - Includes the following appointment types
    - Contract (Appointment Type "1")
    - Limited (Appointment Type "3")
    - Certain Academic (Appointment Type "5")
- 750 hours for Non-Senate Faculty
  - Covered Member of the IX Unit

Does not apply to individuals where Student Status is:

- "3" or "6" - UC Undergraduate Student*
- "4" or "7" - UC Graduate Student

*Beginning 1/1/16 – employees in casual-restricted or per diem titles can be eligible to be offered CORE benefits (BELI 4) – if they are appointed to work at least 75% (30 hours per week) or work that average of hours within a 12-month period based on the OP standard measurement period that began in October 2015.

**Continuing Eligibility**

_Last revised February 16, 2016_
Once initial eligibility is established, employee must be appointed in an appointment that is in a benefit-eligible category and maintain a rolling 12-month average paid time of at least 17.5 hours per week to remain benefit-eligible. The Affordable Care Act (ACA) regulations took effect on 1/1/16 for UC Employees. All employees who were at a particular BELI level as captured on 10/1/15 will retain that level, regardless of the percent of time worked until the next measurement period occurs (10/1/16), they are separated from the University, or they move to another type of appointment with different Benefits rules (e.g., Post-Docs or Graduate Students with GSHIP coverage).

Preparer Tip
When assigning a BELI code, consider the following:

<table>
<thead>
<tr>
<th>Initial Hire/Rehire</th>
<th>Continuing Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appointment Attributes</strong></td>
<td><strong>Appointment Attributes</strong></td>
</tr>
<tr>
<td>- Type</td>
<td>- Type</td>
</tr>
<tr>
<td>- Title</td>
<td>- Title</td>
</tr>
<tr>
<td>- Percentage Time</td>
<td>- Description of Service (DOS) code</td>
</tr>
<tr>
<td>- Duration</td>
<td></td>
</tr>
</tbody>
</table>

For rehired employees, if appointed in UCRP-includable title, must consider eligible hours worked within 12-month period prior to month of rehire date before considering percentage time and duration of new appointment.

Exclude zero-%-time reported DOS codes

- Consecutive periods at 50% time or more in benefit-eligible appointments (See Continuing Eligibility)

**Employment Attributes**

- 12-month total of eligible hours worked (IHR2 screen)
- 12-month rolling average hours (IHRS screen)