

UC San Diego

HEALTH SCIENCES

MSP Staff Physicians

The purpose of this list is to provide reminders and information to our most frequently asked questions

BEFORE YOUR ARRIVAL

- **BENEFITS:** Review your benefit options and eligibility. You have 31 days to enroll from your start date.
 - If you are appointed at 50% or more, you are eligible for full benefits found here [BENEFITS ELIGIBILITY](#) (pg.5)
 - Visit the benefits website to read or watch informational videos about your benefit options [BENEFIT PLANS](#).
 - Even prior to your start date you may attend a benefits orientation hosted by Health HR and ask questions about benefits as well as voluntary retirement accounts from a Fidelity Investments representative.
 - Orientations are held via zoom Mondays from 2 – 4:30PM (From [Zoom.us](#) Meeting ID: **860 0697 1008**; Passcode: **Benefits**).
 - If you cannot attend, view the online video orientation found here [BENEFITS OVERVIEW](#).
- **ONBOARDING:** You will receive an invitation from the Academic Resource Center (ARC) to complete new-hire paperwork, including verification of your right to work in the U.S. **This should occur prior to or on your start date.**
 - Be on the lookout for an invitation from ARC sent from ARCrequest@ucsd.edu.
- **PARKING:** For those who work on site at UCSD (La Jolla or Hillcrest Medical center) review information on parking and the possibility of obtaining a 15 day complimentary permit. Permits can be purchased online and paid through payroll deduction [UCSD TRANSPORTATION](#).

UPON ARRIVAL

- **EMAIL & EMPLOYEE ID#:** You will receive a post-onboarding email from the ARC Onboarding Analyst (via ARCrequest@ucsd.edu) with your assigned UCSD email address & employee ID.
- **BUILDING ACCESS:** You will be provided information to obtain a badge at onboarding. Your department will work with Health Security to ensure you have the appropriate building access.
- **CAMPUS ID CARD:** An **optional** campus ID card is available if you wish to have ID associating you with the University (that is separate from your building access). To request your Campus ID card, you will need your Employee ID#. Ask your department business office for the funding source for this ID card. [ID CARD REQUEST](#).

FIRST 31 DAYS

- **ENROLL:** Enroll in benefits!! [BENEFITS ENROLLMENT](#)
 - You will need your UCSD email address to log-into the benefits website.
 - **Some plans only allow you to enroll during your first 31 days including supplemental disability, life insurance, and dependent life insurance. Enrollment after this initial period may require additional steps including a health screening.** (You will not be eligible to add supplemental benefits or HCRA/DepCare if you transition to a faculty title.)
- **RETIREMENT:** For those appointed at 50% or more and eligible for the UC Retirement Plan (UCRP) you may elect one of the retirement options, **Savings Choice** or **Pension Choice**. You have 90 days to choose a plan. University will not begin to contribute until you have made your election. Meaning, the University's contributions to your retirement will be prospective from the date you enroll [RETIREMENT ELECTION](#).

WELCOME!

We're glad you've joined UC San Diego Health Sciences



Our mission is to deliver outstanding patient care through commitment to the community, groundbreaking research, and inspired teaching.

TIP: Benefits coverage starts the day you are hired. However, various carriers (medical, dental & vision) may not have you in their system 4 - 6 weeks after you enroll. If you have an appointment in this time, and before you receive communication from carriers, please keep your receipts

- **TRAINING:** Required training will be auto-assigned based on your role. You can log into UC Learning to view the current, upcoming, and past due training modules that are required. [UC LEARNING Center \(UCLC\)](#)

IMPORTANT INFORMATION

- **LEAVE ACCRUAL:** MSP Staff Physicians at 100% accrue 8 hours of sick leave and 12 hours of vacation per month based on a 100% appointment. Accruals are pro-rated based on the % of appointment.
- **RENEWALS:** **MSP Physician contracts are renewed annually. Speak with your department business office on the timing of your annual renewal.**
- **CHANGE IN STATUS:** If you transition to a faculty appointment, be aware that the policies related to leave of absence and vacation/sick accrual will change. ****Benefits & retirement will continue without interruption.****

ADDITIONAL RESOURCES

[UCSD Abbreviations & Acronyms:](#)

To view common UCSD abbreviations and phrases.

[Academic Resource Center \(ARC\):](#)

The academic shared service in Health Sciences aimed at supporting you with administrative actions for MSP and Faculty. You can contact ARC to obtain information about the status of your proposed academic appointment. To create a case: **VISIT DEPARTMENT TOOLKIT > THEN LINKS TO SYSTEMS > SCROLL DOWN TO ACCESS "SERVICE NOW"**

[Health Human Resources:](#)

For questions and requests related to your benefits, paycheck interpretation, and reporting time off and to request a leave of absence.

[Health Sciences IT:](#)

To make a request or obtain technical support for Health Sciences IT related issues contact: 619-543-4357(3-HELP) or create a case.

[Physician Wellness:](#)

Provides Wellness and Crisis resources for UCSD physicians with 24/7 Live support.

[UCPATH Self-Service Portal:](#)

Allows you to enroll in direct deposit, view your pay stub (normally in advance of the pay date, change your tax withholdings, update your address, view your vacation/ sick balance and much more.

NOTE: You cannot login until you have your assigned email.

[Vice Chancellor Health Sciences \(VCHS\), Academic Affairs:](#)

For faculty appointees, VCHS Academic Affairs will provides oversight and assistance on all aspects of the faculty lifecycle including promotion and advancement, and how best to interpret University of California/UCSD policies and procedures.

[Voluntary Retirement Plan Options:](#)

Learn more about voluntary retirement programs such as 403(b), 457(b), & New Roth Contribution option administered through Fidelity Investments.

We'd love your feedback. [Click here](#) to complete a brief survey.