

# UNIVERSITY OF ILLINOIS

URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

## University Payroll and Benefits

### Urbana

506 South Wright Street  
Room 177 HAB  
Urbana, IL 61801-3627  
Phone: 217-265-6363

### Chicago

809 South Marshfield Avenue  
1st Floor MAB  
Chicago, IL 60612-7205  
Phone: 312-996-7200

### Springfield

One University Plaza  
BSB, Room 85  
Springfield, IL 62703-5407  
Phone: 217-206-7144

Greetings from University Payroll and Benefits,

The University of Illinois is subject to the rules and regulations set forth by the State Employees Group Insurance Program administered by the State Department of Central Management Services (CMS). Benefit eligibility rules are determined by CMS as are the important enrollment deadlines outlined below that can affect a newly benefit-eligible employee's insurance coverage.

1. **Benefits Overview Orientation** – This orientation provides important information about insurance plans and other benefits, including policies and guidelines to assist you with your health, dental, life and dependent elections.
2. **Enrollment Deadline** – Your insurance plan elections must be made within **30 calendar days** of your benefit eligibility date.
3. **Benefits Enrollment Assistance** – This session provides online enrollment assistance, if needed, from a University Payroll and Benefits (UPB) staff member.

If you are not scheduled for an orientation, enrollment session or a State Universities Retirement System plan choice webinar, please register at <http://www.obfs.uillinois.edu/training/registration/>.

Benefit eligibility is determined by reviewing the employee classification, job and in the case of most foreign national employees, their tax residency status. An appointment for a Tax Status Review can be made at <http://www.obfs.uillinois.edu/training/registration/> under the heading, "Special Event Registration".

### **IMPORTANT:**

- Full-time employees can opt-out with proof of non-state comprehensive health insurance coverage.
- Part-time employees can waive coverage **without** proof of other health insurance coverage. Part-time employees pay a much higher cost for insurance. A part-time employee will pay full-time employee premiums **plus** a percentage of the State's cost.
- Full-time and part-time employees who do not select a plan by the enrollment deadline **will be defaulted** into the Quality Care Health and Dental plans **without** the option to insure dependents. If no action is taken, you **will be defaulted**.
- You **cannot** be a dependent on another State of Illinois member's insurance coverage.
- You can attend a Benefits Overview Orientation at the campus that is closest to where you work or reside. If you are unable to attend a session, or if you want to view additional Benefit information prior to attending, including the PowerPoint, please visit [https://www.hr.uillinois.edu/human\\_resource\\_systems/new\\_hire\\_system\\_and\\_resources](https://www.hr.uillinois.edu/human_resource_systems/new_hire_system_and_resources).
- To add insurance coverage for dependents and/or opt out, be prepared to provide relationship and/or opt out documentation by the enrollment deadline. Dependent and opt-out elections will be invalid if documentation is not received by the enrollment deadline.
  - Upload documentation to <https://MyBenefits.illinois.gov>, or
  - Mail documentation to MyBenefits Service Center, 134 N. LaSalle Street, Suite 2200, Chicago, IL 60602

**Disclaimer:** Receipt of this letter, attendance at an orientation, or submission of an enrollment form is not a guarantee of benefits. For information about eligibility criteria call 217-265-6363.

Thank you,  
University Payroll and Benefits