

UI New Hire Benefits Checklist

Complete?	WHAT DO I NEED TO DO?	HOW DO I DO IT?	WHAT DO I NEED TO HAVE?	WHEN DO I NEED TO DO IT?	WHAT HAPPENS IF I MISS A DEADLINE?	WHO DO I CONTACT WITH QUESTIONS?
	<p>Complete UI New Hire Employment Forms</p> <p>To complete the online forms and to enroll in benefits, you will need your UI New Hire Login ID and Password.</p>	<p>Go to UI New Hire at go.uillinois.edu/UINewHire. Select Access UI New Hire. Enter your Login ID and Password. Complete all forms in Step 1 through 4.</p> <p>Important: You are strongly encouraged to select email delivery, in Step 1, for the fastest delivery of your CMS-issued Employee ID Number (EIN). Your EIN is required to enroll in State benefits on MyBenefits Marketplace.</p> <p>State benefits enrollment deadline is 30 calendar days from your hire or benefit eligibility date.</p>	<ul style="list-style-type: none"> ▪ Your UI New Hire Login ID and Password. ▪ Personal Information such as: educational experience, home and work address, emergency contact, honors and awards, prior work history, publications you have contributed to/written. ▪ Your financial institution routing number and account number for direct deposit of your pay. 	Now	<p>Any pay prior to the receipt of direct deposit information may be received on a university provided pay card. Pay cards must be picked up at your University Payroll and Benefits (UPB) office for activation.</p>	<p style="text-align: center;">Help Desk</p> <p>UIUC AP: 217-333-6747 ahr@uillinois.edu UIUC Staff: 217-333-2137 shr@uillinois.edu UIC: 312-413-4848 uicrhelpdesk@uillinois.edu UIS: 217-206-6652 uishr@uis.edu UA: 217-333-2600 erhr@uillinois.edu</p>
	<p>Register for a Benefits Overview Orientation Session</p>	<p>Select Benefits Orientation in Step 1 or contact UPB.</p>	<p>Employee Name, DOB, UIN if available, Personal and Department Contact information</p>	<p>Required within 30 calendar days of the hire or benefit eligibility date</p>	<p>You must contact UPB.</p>	<p style="text-align: center;">University Payroll and Benefits (UPB)</p> <p>benefits@uillinois.edu</p>
	<p>Attend a Benefits Overview Orientation Session</p>	<p>Go to scheduled location on your assigned Benefits Overview Orientation Session day.</p>	<p>Please bring a pen to this overview session.</p>	<p>Within 30 calendar days of the hire or benefit eligibility date.</p>	<p>You must contact UPB.</p>	<p>UIUC: 217-265-6363 UIC: 312-996-7200 UIS: 217-206-7144 Fax: 217-244-3135</p>
	<p><u>For PART-TIME Employees:</u></p> <p>Complete a Part-Time Employee Election/ Waiver of Group Insurance form</p>	<p>After submitting your Employee Information Form in Step 1 of UI New Hire at go.uillinois.edu/UINewHire, you will receive an email or letter via postal mail with your login details to access MyBenefits Marketplace to make your benefit elections.</p>	<ul style="list-style-type: none"> ▪ N/A 	<p>Required within 30 calendar days of the hire or benefit eligibility date</p>	<p>Failure to Waive coverage will result in an automatic default enrollment in the Quality Care Health and Dental Plans (with no dependent coverage). This may cost you hundreds of dollars in insurance premiums!</p>	<p style="text-align: center;"><u>MyBenefits Marketplace</u></p> <p>844-251-1777 or TTY 844-251-1778</p>

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	Enroll/Opt Out of a HEALTH PLAN	After submitting your Employee Information Form in Step 1 of UI New Hire at go.uillinois.edu/UINewHire , you will receive an email or letter via postal mail with your login details to access MyBenefits Marketplace to make your benefit elections.	If applicable: <ul style="list-style-type: none"> ▪ Supporting documentation verifying dependent eligibility ▪ Name, date of birth, and Social Security Number (SSN) for spouse and dependent(s) or a letter from SSA verifying SSN ineligibility ▪ HMO Primary Care Physician #, if applicable ▪ Proof of other insurance if opting out 	Required within 30 calendar days of the hire or benefit eligibility date	<ul style="list-style-type: none"> ▪ Automatic enrollment in the Quality Care Health Plan ▪ Lose ability to select plan of your choice ▪ Lose ability to enroll dependent(s) 	MyBenefits Marketplace 844-251-1777 or TTY 844-251-1778
	Enroll/Opt Out of the DENTAL PLAN	After submitting your Employee Information Form in Step 1 of UI New Hire at go.uillinois.edu/UINewHire , you will receive an email or letter via postal mail with your login details to access MyBenefits Marketplace to make your benefit elections.	If applicable: <ul style="list-style-type: none"> ▪ Supporting documentation verifying dependent eligibility ▪ Name, date of birth, and Social Security Number (SSN) for spouse and dependent(s) or a letter from SSA verifying SSN ineligibility 	Required within 30 calendar days of the hire or benefit eligibility date	<ul style="list-style-type: none"> ▪ Automatic enrollment in the Quality Care Dental Plan ▪ Lose ability to enroll dependent(s) 	
	Learn about the VISION PLAN	No election is required. Enrollment is automatic when enrolling in a Health Plan. View Vision Plan information in NESSIE .	<ul style="list-style-type: none"> ▪ N/A 	Automatic enrollment when enrolled in a Health Plan	Lose ability to enroll dependent(s)	

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	<p>Decide if you want to add optional term life insurance in the State of Illinois Term Life Insurance Plan</p> <p>Decide if you want dependent coverage</p>	<p>After submitting your Employee Information Form in Step 1 of UI New Hire at go.uillinois.edu/UINewHire, you will receive an email or letter via postal mail with your login details to access MyBenefits Marketplace to make your benefit elections.</p>	<ul style="list-style-type: none"> ▪ 1-4 times guaranteed issue ▪ 5-8 times Statement of Health required ▪ Automatically directed to Statement of Health ▪ If insuring dependents, supporting documentation verifying dependent eligibility 	<p>Required within 30 calendar days of the hire or benefit eligibility date</p>	<p>Evidence of good health is required to increase your life insurance and to add dependent coverage</p>	<p style="text-align: center;">MyBenefits Marketplace 844-251-1777 or TTY 844-251-1778</p>
	<p>Choose my Beneficiaries for State of Illinois Term Life Insurance</p>	<p>After submitting your Employee Information Form in Step 1 of UI New Hire at go.uillinois.edu/UINewHire, you will receive an email or letter via postal mail with your login details to access MyBenefits Marketplace to make your benefit elections.</p>	<ul style="list-style-type: none"> ▪ Primary and Contingent beneficiaries' names and addresses ▪ Percentage that will be applied to each beneficiary 	<p>Required within 30 calendar days of the hire or benefit eligibility date</p>	<p>Can be completed or updated at any time but you are strongly encouraged to complete as soon as possible</p>	
	<p>Decide if you want to purchase State of Illinois Accidental Death and Dismemberment (AD&D) Insurance</p>	<p>After submitting your Employee Information Form in Step 1 of UI New Hire at go.uillinois.edu/UINewHire, you will receive an email or letter via postal mail with your login details to access MyBenefits Marketplace to make your benefit elections.</p>	<ul style="list-style-type: none"> ▪ Know what level of coverage you want ▪ Spouse and child coverage are not available 	<p>Anytime</p>		
	<p>Decide if you want to purchase University Accidental Death and Dismemberment Insurance (The Hartford).</p> <p>Decide if you want to add your spouse and/or children.</p> <p>Decide the level of coverage.</p>	<p>Go to UI New Hire at go.uillinois.edu/UINewHire. Select UI AD&D in Step 6.</p>	<ul style="list-style-type: none"> ▪ Your UI New Hire Login ID and Password ▪ Name and relationship of beneficiaries 	<p>Anytime</p>		

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	Decide if you want to participate in a Flexible Spending Account (Medical Care "MCAP" and/or Dependent Care "DCAP")	After submitting your Employee Information Form in Step 1 of UI New Hire at go.uillinois.edu/UINewHire , you will receive an email or letter via postal mail with your login details to access MyBenefits Marketplace to make your benefit elections.	<ul style="list-style-type: none"> ▪ DCAP: For estimated expenses associated with child day care costs, adult care costs ▪ MCAP: For health, dental, or vision expenses not covered by insurance 	Within 30 calendar days of the hire or benefit eligibility date	Can only sign up during annual Benefit Choice period or within 60 days after a Qualifying Event	MyBenefits Marketplace 844-251-1777 or TTY 844-251-1778
	Decide which STATE UNIVERSITIES RETIREMENT SYSTEM (SURS) retirement option you want to enroll in	<ul style="list-style-type: none"> ▪ Select SURS Retirement Choice in Step 4 to review SURS information ▪ Review the SURS information http://surs.org/life-events/new-to-surs: <ul style="list-style-type: none"> ○ Retirement Choice book ○ Register for a Plan Choice Webinar online ○ View the SURS Plan Choice video ○ View the Member Guides ▪ You will receive a SURS packet in the mail with additional information. ▪ You may complete the election form included in your packet or complete the form online (only after you have received your packet). 	If you select the Self-Managed Plan: <ul style="list-style-type: none"> ▪ You will need to determine how your account will be invested by choosing from a variety of mutual funds and variable annuities ▪ State match does not start until the first paycheck following your election for the Self-Managed Plan 	Six months from the date of your first SURS-eligible employment. Your default date will be listed on the cover letter of your SURS Retirement Choice Election Packet. <i>A new SURS-eligible employee may make an election or default within 6 months even if employment is terminated during the 6 month election period.</i>	Automatic enrollment into the Traditional Benefit Package. This 'default' enrollment is IRREVOCABLE.	State Universities Retirement System (SURS) http://www.surs.org A SURS Member Representative: 800-275-7877 (C-U Area: 378-8800)
	Decide if you want to participate in the University Supplemental 403(b) RETIREMENT PLAN	403(b) Plan: Go to UI New Hire at go.uillinois.edu/UINewHire . Select Supplemental 403(b) Retire Plan in Step 6.	<ul style="list-style-type: none"> ▪ Your UI New Hire Login ID and Password ▪ Choose your investment provider ▪ Determine amount to invest ▪ Provider's application and beneficiary designee. 	Anytime		University Payroll and Benefits (UPB) benefits@uillinois.edu UIUC: 217-265-6363 UIC: 312-996-7200 UIS: 217-206-7144 Fax: 217-244-3135

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	Decide if you want to participate in the State of Illinois 457 Deferred Compensation RETIREMENT PLAN	457 Plan: Complete paper enrollment form at https://www.illinois.gov/cms/Employees/benefits/Deferred/Pages/DeferredCompensationForms.aspx	<ul style="list-style-type: none"> ▪ Choose your investment(s) ▪ Determine amount to invest ▪ Complete your beneficiary election form. 	Anytime		University Payroll and Benefits (UPB) benefits@uillinois.edu UIUC: 217-265-6363 UIC: 312-996-7200 UIS: 217-206-7144 Fax: 217-244-3135
	Decide if you want to purchase University Voluntary Long Term Disability Insurance underwritten by Prudential	Go to UI New Hire at go.uillinois.edu/UINewHire . Select UI Long Term Disability in Step 6.	<ul style="list-style-type: none"> ▪ Your UI New Hire Login ID and Password ▪ Job title and hours worked per week 	Within 60 calendar days of the benefit eligibility date for guaranteed enrollment	Evidence of good health is required to enroll after the first 60 days of employment	

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Contact Information

MyBenefits Marketplace Service Center is your resource for assistance with:

- Logging in to MyBenefits Marketplace
- Resetting your MyBenefits Marketplace password
- Information about and assistance with your state benefit plan options
- Premiums and out-of-pocket maximums
- Enrollment in and changes to state health, dental, and life insurance, and flexible spending account (MCAP and DCAP) plans
- Help verifying enrollment, dependents, any required documentation
- Assistance with qualifying event changes
- Understanding insurance plan premiums

Call Center Hours: 8:00 a.m. – 6:00 p.m. CST Monday – Friday

Call Center Phone: 844-251-1777, TTY 844-251-1778

Mailing Address: P.O. Box 467846, Atlanta, GA 31146

University Payroll and Benefits (UPB) is your resource for assistance with:

- Benefits Overview Orientation
- University Long Term Disability (LTD) with Prudential
- University Accidental Death & Dismemberment (AD&D) with The Hartford
- University 403(b) Supplemental Retirement Plan
- State 457 Deferred Compensation Plan
- Leave of absence
- General plan counseling on benefit plans

Walk-in Hours: 10:00 a.m. – 3:00 p.m.

Call Center Hours: 9:00 a.m. – 4:00 p.m.

Email: benefits@uillinois.edu

Fax: 217-244-3135

Urbana-Champaign

506 S. Wright St., Room 177 HAB (MC-318)

Urbana, IL 61801-3627

Phone: 217-265-6363

Chicago

809 S. Marshfield Ave., 1st Floor (MC-547)

Chicago, IL 60612-7205

Phone: 312-996-7200

Springfield

One University Plaza, BSB Room 85

Springfield, IL 62703-5407

Phone: 217-206-7144