

Benefits Insurance Orientation: *Notification Process*

If the department provided an email address when entering the newly hired employee's information in DART, the employee will receive an invitation via email to attend a Benefits Insurance Orientation session.

*Sample text of the **Benefits Insurance Orientation Invitation email** sent by the Benefits Service Center:*

Welcome to the University of Illinois!

Your benefits are an important part of your overall compensation package. We would like to take this opportunity to enroll you in a Benefits Insurance Orientation session for new employees that will explain your benefits choices. All recently hired employees are strongly encouraged to attend a Benefits Insurance Orientation session prior to making their benefit plan selections.

By now, you should have received some, or all, of the benefits information materials listed below from your department, either by U.S. mail or via email:

- [Highlights of Employee Benefits brochure](#).
- [New Employee Benefits Enrollment Checklist](#), which includes how to enroll, deadlines for enrollment, and contact information for questions.
- Information about the **Net-driven Employee Self-Service and Information Environment (NESSIE)**.
- NESSIE New Hire Logon ID and password to access online employment and benefits enrollment forms.

If you have not received these materials, you may access them (with the exception of your NESSIE New Hire ID and password) online at https://hrnet.uihr.uillinois.edu/panda-cf/benefits/index.cfm?Item_ID=3. If you do not have Internet access, please ask your department to provide you copies of these materials.

At the Benefits Insurance Orientation session, the benefits available to you will be reviewed in greater detail. Please be aware that some plans have a limited time frame in which to enroll, including your health and dental insurance. Consequently, it is imperative that you attend a Benefits Insurance Orientation session within the first week of your employment.

To enroll in this session, register in NESSIE New Hire at <http://newhire.uihr.uillinois.edu/>.