

## Benefits Insurance Orientation: *Notification Process*

Once the department enters the newly hired employee's information in DART, the Benefits Service Center will mail an invitation to attend a Benefits Insurance Orientation session to the employee's home address. If the department provided an email address, the employee will also receive the invitation via email.

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

### **Welcome to the University of Illinois!**

The University faculty and staff are excited to have you as a new employee and look forward to your first day of employment. As a University of Illinois employee, you are eligible for a comprehensive set of State of Illinois and University group benefit programs as part of your total compensation package. These programs are designed to enhance the recruitment, retention, and productivity of quality faculty and staff by promoting financial security and facilitating personal growth. The various enrollment options are intended to provide flexibility in both plan selection and level of coverage to allow you to maximize the value of your total compensation package.

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 e-mail:

- [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.](https://hrnet.uihr.uillinois.edu/panda-cf/benefits/index.cfm?Item_ID=3)

If you do not have Web access, please ask your department to provide you copies of these materials.

### **Benefits Insurance Orientation Registration**

We would like to take this opportunity to invite you to attend a new employee Benefits Insurance Orientation session to learn about your benefits choices. Benefits available to you will be reviewed in detail at this session. All recently hired employees are strongly encouraged to attend a Benefits Insurance Orientation session prior to making their benefits selections.

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**. The registration form to enroll in a Benefits Insurance Orientation session can be found in NESSIE New Hire at <http://newhire.uihr.uillinois.edu/> or you may call the Benefits Service Center at 1-866-669-4772 (or 265-5620 in the Urbana-Champaign area).

### **Online Benefits Enrollment Using NESSIE New Hire**

As a recently hired employee, you should have received a NESSIE New Hire Logon ID and password, which will allow you to complete benefits enrollment online. If you have not received your Logon and password, please contact your hiring department. This system is only accessible

to employees of the University of Illinois and is used to enroll in State of Illinois and University of Illinois benefits programs and to conduct other personnel-related transactions.

The NESSIE New Hire system will be your **only means of enrolling in your benefits as a University of Illinois employee** and is located at <http://newhire.uihr.uillinois.edu/>. If you do not have a computer with access to the Internet at home or work, you may use a computer kiosk at your campus Human Resources or Benefits Service Center office. You may also use a computer at one of the computer labs open to faculty and staff at your campus.

Should you need assistance with the online enrollment system, please call the NESSIE Help Desk at 1-866-669-4772 (or 265-5620 in Urbana-Champaign). At the prompt, select option one if you have questions regarding benefits information or completion of the online benefits forms, and select option two if you have general questions regarding the NESSIE system.

#### **Additional Information**

There are two ways to access the NESSIE system, either through **NESSIE New Hire** or through the regular NESSIE web site. You will be using **NESSIE New Hire** to complete your new hire employment and benefits forms.

Your NESSIE New Hire Logon ID will be valid for only 30 days. After your first 30 days of employment, you will no longer be able to log in to NESSIE New Hire. Because of this time constraint, it is very important to attend a Benefits Insurance Orientation session within your first week of employment and to complete all your employment and benefits forms as soon as possible. If you have any questions, please refer to your *New Employee Benefits Checklist* for a list of contacts.

Beyond your first 30 days of employment, you will use the regular NESSIE web site to update your personal information (such as address changes) and to make benefits changes during the annual Benefits Choice period. You may also access NESSIE any time at <http://nessie.uihr.uillinois.edu/> to find announcements for employees, plus information about benefit plans, compensation, policies, leave time, and training opportunities.