

## Benefits Orientation: Departmental Recruiting & Hiring Checklist

✓	When?	What Do I Need To Do?	Who Do I Contact with Questions?
<b>Recruiting Phase</b>			
	When interviewing a candidate.	<b>Provide applicant with benefits information:</b> <ul style="list-style-type: none"> <li>▪ <a href="#">Highlights of Employee Benefits Brochure</a> - provides brief bullet point summary of University of Illinois benefits.</li> </ul>	Copies can be obtained from your campus Benefits Service Center office.  Chicago: 312-996-6470  Springfield: 217-206-7142  Urbana: 217-333-3111
	When interviewing a high profile candidate or when extending an offer	<ul style="list-style-type: none"> <li>▪ <a href="#">Your Guide to University Benefits Booklet</a> - provides detailed information on employee benefits.</li> </ul> <p>New Hires will receive a copy of this booklet when they attend Benefits Insurance Orientation; however, some departments may prefer to provide a copy to certain candidates in advance.</p>	
<b>Recently Hired Employee Phase</b>			
	Prior to first day of employment	<ul style="list-style-type: none"> <li>▪ <b>Enter the new employee's information in DART to create a NESSIE New Hire Logon ID and password.</b> Access DART at <a href="http://hrnet.uihr.uillinois.edu/dart">http://hrnet.uihr.uillinois.edu/dart</a>, select the <b>Admin Transactions</b> Tab, and then click the <b>Create New Hire Logon</b> link. Follow the on-screen instructions. You will need the new employee's Social Security Number and date of birth. If at all possible, enter employee's email and home addresses so that the Benefits Service Center follow-up mailings (including invitations to Benefits Insurance Orientation) can occur.</li> <li>▪ <b>Provide NESSIE New Hire and Benefits Insurance Orientation information.</b> If an email address has been entered in DART by the department, the employee will receive the NESSIE New Hire logon and password via email. If an email address has not been provided, the department should:                             <ol style="list-style-type: none"> <li>1. Give the new employee his/her NESSIE New Hire logon and password,</li> <li>2. Instruct the employee to begin completing the NESSIE New Hire online employment forms, and</li> <li>3. Ensure that the employee registers for and attends Benefits Insurance Orientation.</li> </ol> </li> <li>▪ <b>Send the following documents to the new employee (either via email or US Mail):</b> <ol style="list-style-type: none"> <li>1. Welcome to the University Cover Letter</li> <li>2. New Employee Benefits Enrollment Checklist</li> <li>3. NESSIE New Hire/3 Easy Steps handout</li> <li>4. Appropriate campus NESSIE Requirements handout</li> </ol> </li> </ul>	For assistance using DART, contact your campus Human Resources office:  Chicago: 312-413-4848  Springfield: 217-206-7015  Urbana: 217-265-5620 option 2  For Benefits Insurance Orientation questions, contact your campus Benefits Service Center office.  Chicago: 312-996-6470  Springfield: 217-206-7142  Urbana: 217-333-3111  These documents are available online at <a href="https://hrnet.uihr.uillinois.edu/dart-cf/index.cfm?Item_ID=1859">https://hrnet.uihr.uillinois.edu/dart-cf/index.cfm?Item_ID=1859</a> You may wish to type the Welcome Cover Letter on your own department letterhead.

	First Week of Employment	<p><b>Employee Attends Benefits Insurance Orientation</b>  During the first week of employment, encourage and allow the new employee to attend a Benefits Insurance Orientation session and an optional NESSIE Benefits Enrollment Session (scheduled to immediately follow the Benefits Insurance Session).</p> <p><b>Note:</b> If the new employee misses enrollment deadlines for benefits plans, he/she will be defaulted or may not have the coverage he/she needs.</p>	<p>For Benefits Insurance Orientation questions, contact your campus Benefits Service Center office.</p> <p>Chicago: 312-996-6470  Springfield: 217-206-7142  Urbana: 217-333-3111</p>
	First 6 Months of Employment	<p><b>Employee Attends a Retirement Orientation Session</b>  Allow new employee to attend a Retirement Orientation Session.</p> <p><b>Note:</b> If the new employee does not elect one of the three SURS retirement plans during the first 6 months of employment, he/she will be defaulted into the Traditional Plan.</p> <p>Employees may enroll in the University 403(b) plan or the State 457 plan at any time.</p>	<p>For Retirement Orientation questions, contact your campus Benefits Service Center office.</p> <p>Chicago: 312-996-6470  Springfield: 217-206-7142  Urbana: 217-333-3111</p>