

Benefits Orientation: *Departmental Responsibilities and Procedures*

The comprehensive set of group benefits programs offered by the University of Illinois is an essential part of the compensation package for University faculty and staff. These programs are designed to enhance the recruitment, retention, and productivity of quality employees by promoting financial security and facilitating personal growth.

The focus of the **Benefits Orientation** process is to educate new employees about their benefit options through written materials, Internet resources, and group orientations, as well as to inform them about using the NESSIE New Hire online system. All new employees of the University of Illinois are required to enroll in their benefit plans online through the NESSIE system, and it is important that they understand this process.

As you are aware, many benefits require specific timeframes in which to enroll. Therefore, it is imperative that employees have the necessary resources to meet these deadlines. In order to make informed benefit plan choices, it is important that all new employees have the opportunity to review benefits information prior to, or soon after, their first day of employment.

As your Department's Recruitment/Hiring Representative, it is important for you to ensure that all prospective and/or recently hired employees in your unit or department are provided with materials about the University's benefits package. For recently hired employees, materials should be provided (electronically or via U.S. mail) as soon as a job offer is made and/or accepted.

The hiring department is a vital part of the benefits communication process and is expected to support and execute this fundamental process. To assist departmental representatives with this responsibility, this resource manual provides an overview and summary of the information you will need to provide to prospective and recently hired employees, as well as specific timeframes for delivery of the materials.

For your convenience, the manual is organized into three sections:

- 1) **Section 1: Establishing New Employees** – Contains information on materials to be distributed and directions for establishing new employees in NESSIE.
- 2) **Section 2: Prospective Employees/Candidates** – Contains copies of materials and resources to be provided to prospective employees.
- 3) **Section 3: New Hires** – Contains copies of materials to be provided to newly hired University employees.

The following chart lists the informational items that departmental Recruitment/Hiring Representatives should provide to candidates being interviewed and to newly hired employees. Copies of materials referenced in the chart may be obtained online or from your campus Benefits Service Center.

Benefit Orientation Materials		
	Recruitment Materials (Items for Prospective Employees/Candidates being interviewed)	New Employee Materials (Items for recently hired employees/those who have accepted offers)
Basic Benefits Materials (Must be provided)	➤ <u>Highlights of University Benefits</u> Brochure	<ul style="list-style-type: none"> ➤ Welcome to the University Cover Letter ➤ New Employee Benefits Enrollment Checklist ➤ Appropriate campus NESSIE handouts ➤ NESSIE New Hire Logon ID information and instructions on how to use NESSIE*
Supplemental Materials (May be provided at the discretion of the department)	➤ <u>Your Guide to University of Illinois Benefits</u> Booklet	
<p><i>* NESSIE New Hire information will be sent to employees via an automatic email from the Human Resources Service Center after a <u>NESSIE New Hire Logon ID</u> has been established (providing an email address is entered by the department at the time a Logon ID is established). This email will come from Human Resources, except in situations where email address information is not provided. In those situations, the department should provide the necessary Logon information to the employee after establishing them in the NESSIE New Hire system.</i></p>		

Establishing a NESSIE New Hire Logon ID

Human Resources will use a variety of means to determine when recently hired employees are scheduled to begin work at the University. You can facilitate this process by promptly entering the employee's record into the New Hire section of DART and explaining to recently hired employees how to access NESSIE New Hire section to begin online "paperwork". **It is imperative that you enter this information in DART as soon as an offer has been accepted so that a NESSIE New Hire Logon ID can be established and provided to the new employee.**

Employees need to be aware that using NESSIE is the **only way to enroll in State and University benefits!**

Note: If your recently hired employee has special needs or challenges with using the NESSIE enrollment system, please refer him or her to the campus Benefits Service Center. Benefits Counselors will be available to assist employees with the enrollment process.

To enter the New Hire Logon ID information, go to <http://hrnet.uihr.uillinois.edu/dart>, select the **Admin Transactions** Tab, and then click the **Create New Hire Logon** link. Follow the on-screen instructions. **You will need to have the employee's Social Security Number and date of birth, as well as your Campus/College/Department Code in order to enter the information.**

Once the New Hire information has been entered, invitations to enroll in the Benefits Insurance Orientation sessions will be sent to recently hired employees by automated email notification and also via U.S. Mail to their home address. **The only way this notification will happen in a timely manner is if the department completes the Create New Hire Logon process and the employee receives a NESSIE Logon ID.**

New Employee Orientation

Once Human Resources is notified that a recently hired employee is arriving on campus, the employee will be invited to enroll in three Benefits Insurance Orientation sessions:

1. **Benefits Insurance Orientation Session** - to be attended during the first week of employment.
2. **Optional NESSIE Benefits Enrollment Session** - to be attended immediately following the Benefits Insurance Orientation Session during the first week of employment.
3. **Optional Retirement Overview Session** - to be attended during the first six months of employment.

Information about how to enroll in the Benefits Insurance Orientation sessions is included in the *New Employee Benefits Checklist*. By providing recently hired employees with a copy of this checklist and associated materials, you will be providing them with the necessary information to enroll in Benefits Insurance Orientation sessions and to successfully complete their benefits enrollments. Many benefits have specific timeframes in which to enroll, and it is imperative that employees have the necessary resources to meet these deadlines.

Once you have provided the necessary benefits information, the final step is to emphasize to the new employee the **importance of attending a Benefits Insurance Orientation session and enrolling through NESSIE**. This final step ensures that new employees receive the necessary information to make informed benefits decisions and correctly enroll in the University of Illinois benefits program.