

**CRITICAL NOTES FOR HRFE:
Processing CMS Benefit-Eligible New Hires and Timely State Benefits Enrollment**

- **CRITICAL INFO BEING PASSED TO STATE:** On the **Employee Class and Benefit Category Determination** screen, it is critical to enter accurate information in all Demographic fields – especially the “Annual Salary” and “Total Percent Employed” fields. This info will be passed to the state, and used to automatically determine the employee’s insurance premium (cost) that is displayed on the employee’s online benefits enrollment form. **DO NOT ENTER A ZERO SALARY OR ZERO FTE! IF A ZERO SALARY OR ZERO FTE IS ENTERED, THEN EMPLOYEES WILL BE UNABLE TO ENROLL IN HEALTH/DENTAL/LIFE COVERAGE FOR THEMSELVES AND THEIR DEPENDENTS.**
- **CRITICAL PROCESSING TIME:** Process transactions through to the **UI New Hire Logon Confirmation** screen in a timely manner – ideally, **prior** to the employee’s CMS benefit-eligible date (appointment begin date) – or employees won’t be able to enroll in benefits! New Hires must be able to access the UI New Hire system as quickly as possible, because they must first complete the My Profile Form **BEFORE** their employment data can be passed to CMS who then triggers access to the MyBenefits site.
 - **IT IS CRITICAL TO COMPLETE THE HRFE TRANSACTION UP TO THE POINT OF ‘FIRST APPLY TO BANNER’ WHICH OCCURS WHEN YOU SELECT THE “OK” BUTTON ON THE POP-UP MESSAGE ON THE New Hire Review screen AS SHOWN BELOW.** Upon clicking this “OK” button, the new hire employee will receive an email with their login information to access UI New Hire and instruction to complete the My Profile Form.
 - On the day your employee completes the My Profile Form, his or her employment data will be passed to CMS, who will then create a new state-issued **Login ID**, which will be mailed to the employee with instructions to access MyBenefits for benefits enrollment.
 - **NOTE:** Prior to receiving their Login ID via postal mail and three (3) days after completing their My Profile Form, employees can gain access by going to MyBenefits.illinois.gov and clicking “Login” (upper right of screen), then “Logging in for the first time? Register” (lower right of screen) and answering the self-registration questions.

The screenshot shows the 'New Hire Review' screen in the HRFE system. The browser address bar indicates the URL: https://hr-test.apps.uillinois.edu/hrFrontEnd/jsp/nhsurs.do. The page title is 'New Hire Wizard'. The main content area is divided into several sections:

- Search:** Demographics>> E-Class>> SURS>> Review>>
- New Hire Review:** Review the New Hire information. If you need to change any information, click the corresponding Edit button to go back to that section to make changes.
- CMS/SURS Benefits Information:** Employee Class: BA - Acad/Pro 12mth Ben Elig; Benefit Category: M1 - FT Monthly All Benefits; SURS Deduction Code: RT - Plan A1; Annual Salary: 50000.00
- Demographic Information:** Last Name: Test; First Name: Test; Middle Name: ; Suffix: ; Gender: F - Female; Birth Date: 04/14/1956; Citizenship: C - Citizen
- Pop-up Message:** Continuing this transaction will generate a Logon ID and apply the data to Banner. You cannot undo this process. Click 'OK' to continue? (Buttons: OK, Cancel)
- Test, Test is eligible for:** CMS Health, Dental, Life Ins: Yes; Vacation: Yes; Sick Leave: Yes; Overtime: No; SURS: Yes; PPACA Health Plan: No
- Unit Contact Email:** kroycema@uillinois.edu; Campus: U - UIUC Urbana / Champaign; COA: 1 - University of Illinois - Urbana; Home Org: 100000 - Cntl-OBFS - Cash Mgmt & Invest
- Campus Primary Office Address:** Line 1: Test; Line 2: ; City, State, Zip: UIUC Campus Mail, Illinois 00001; Country: United States of America; Mail Code: 1111; Campus Phone:

At the bottom of the screen, there are buttons for 'Continue', 'Save', 'Close', and 'Delete Transaction'. A 'Print Friendly View' link is also present.

- **REMINDER!** The employee has 30 calendar days from his/her hire date to enroll in state insurance benefits. Each day after the employee’s CMS benefit-eligible date (appointment begin date) that the employee cannot complete the My Profile Form, is one less day that the employee has left to enroll in insurance benefits! If a new hire cannot complete the form, and as a result cannot complete benefits enrollment on time, then **the employee will end up with default coverage and NO dependent coverage. Please ensure timely and accurate HRFE processing to prevent this default!**