## Benefits Checklist

<table>
<thead>
<tr>
<th>WHAT DO I NEED TO DO?</th>
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</tr>
</thead>
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| **Complete UI New Hire Employment Forms** | Go to [UI New Hire](go.uillinois.edu/UINewHire), Select Access UI New Hire. Enter your Login ID and Password. Complete all forms in Step 1 through 4. **Important State Benefits Info:** Generally, three (3) business days after completing your My Profile Form in UI New Hire Step 1, you may go to MyBenefits to self-authenticate and make your State benefit plan elections. Keep the Login ID you will see during self-authentication to access MyBenefits in the future. You are strongly encouraged to select email delivery, in UI New Hire Step 1, for the fastest delivery of your State benefits information. State benefits enrollment deadline is 30 calendar days from your hire or benefit eligibility date. | - Your UI New Hire Login ID and Password.  
- Personal Information such as: educational experience, home and work address, emergency contact, honors and awards, prior work history, publications you have contributed to/written.  
- Your financial institution routing number and account number for direct deposit of your pay. | **Now** | Any pay prior to the receipt of direct deposit information may be received on a U of I System provided pay card. Pay cards must be picked up at your University Payroll & Benefits (UPB) office for activation. | **Help Desk**  
UIUC: 217-333-2143  
IHR@illinois.edu  
UIC: 312-413-4848  
uirchrhelpdesk@uillinois.edu  
UIS: 217-206-6652  
uishr@uis.edu  
System Offices: 217-333-2600  
erhr@uillinois.edu |
| **Register for a Benefits Overview Orientation Webinar** | Select Benefits Orientation in Step 1 or contact UPB. | Employee Name, DOB, UIN if available, Personal and Department Contact information | Required within 30 calendar days of the hire or benefit eligibility date | You must contact UPB. | **University Payroll & Benefits (UPB)**  
UPB Service Portal  
UIUC: 217-265-6363  
UIC: 312-996-7200  
UIS: 217-206-7144 |
| **Attend a Benefits Overview Orientation Webinar** | Attend your assigned Benefits Overview Orientation Webinar. | N/A | Within 30 calendar days of the hire or benefit eligibility date. | You must contact UPB. | **University Payroll & Benefits (UPB)**  
UPB Service Portal  
UIUC: 217-265-6363  
UIC: 312-996-7200  
UIS: 217-206-7144 |
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| **For PART-TIME Employees:** Part-Time Employees can waive State group insurance on MyBenefits | Access MyBenefits to make your State benefit elections. Generally, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire go to [go.uillinois.edu/UINewHire](http://go.uillinois.edu/UINewHire). Keep the Login ID you will see during self-authentication to access MyBenefits in the future. | If applicable:  
  - Supporting documentation verifying dependent eligibility  
  - Name, date of birth, and Social Security Number (SSN) for spouse and dependent(s) or a letter from SSA verifying SSN ineligibility  
  - HMO Primary Care Physician #, if applicable | Required within 30 calendar days of the hire or benefit eligibility date | Failure to Enroll in or Waive coverage will result in an automatic default enrollment in the Quality Care Health and Dental Plans (with no dependent coverage). | MyBenefits 844-251-1777 or TDD/TTY 844-251-1778 |
| **Enroll/Opt Out of a STATE HEALTH PLAN** | Access MyBenefits to make your State benefit elections. Generally, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire go to [go.uillinois.edu/UINewHire](http://go.uillinois.edu/UINewHire). Keep the Login ID you will see during self-authentication to access MyBenefits in the future. | If applicable:  
  - Supporting documentation verifying dependent eligibility  
  - Name, date of birth, and Social Security Number (SSN) for spouse and dependent(s) or a letter from SSA verifying SSN ineligibility  
  - HMO Primary Care Physician #, if applicable | Required within 30 calendar days of the hire or benefit eligibility date | Failure to Enroll in or Opt-Out of coverage will result in an automatic default enrollment in the Quality Care Health Plan (with no dependent coverage). | |
| **Enroll/Opt Out of the STATE DENTAL PLAN** | Access MyBenefits to make your State benefit elections. Generally, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire go to [go.uillinois.edu/UINewHire](http://go.uillinois.edu/UINewHire). | If applicable:  
  - Supporting documentation verifying dependent eligibility  
  - Name, date of birth, and Social Security Number (SSN) for spouse and dependent(s) or a letter from SSA verifying SSN ineligibility | Required within 30 calendar days of the hire or benefit eligibility date | Failure to Enroll in or Opt-Out of coverage will result in an automatic default enrollment in the Quality Care Dental Plan (with no dependent coverage). | |
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<td>Learn about the STATE VISION PLAN</td>
<td>No election is required. Enrollment is automatic when enrolling in a State Health Plan. View Vision Plan information.</td>
<td>N/A</td>
<td>Automatic enrollment when enrolled in a State Health Plan</td>
<td>Lose ability to enroll dependent(s)</td>
<td>MyBenefits 844-251-1777 or TDD/TTY 844-251-1778</td>
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| Decide if you want to add optional term life insurance in the State of Illinois Term Life Insurance Plan | Access MyBenefits to make your State benefit elections. Generally, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire go to go.uillinois.edu/UINewHire. | ▪ 1-4 times guaranteed issue  
▪ 5-8 times Statement of Health required  
▪ Automatically directed to Statement of Health  
▪ If insuring your spouse, supporting documentation verifying eligibility | Required within 30 calendar days of the hire or benefit eligibility date | Statement of Health is required to:  
• Elect or increase employee optional life  
• Elect to add spouse coverage | |
| Choose my Beneficiaries for State of Illinois Term Life Insurance | Access MyBenefits to designate your beneficiaries. Generally, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire go to go.uillinois.edu/UINewHire. | ▪ Primary and Contingent beneficiaries’ names and addresses  
▪ Percentage that will be applied to each beneficiary | Anytime, but you are strongly encouraged to complete as soon as possible |  | |
| Decide if you want to purchase State of Illinois Accidental Death and Dismemberment (AD&D) Insurance | Access MyBenefits to enroll. Generally, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire go to go.uillinois.edu/UINewHire. | ▪ Know what level of coverage you want  
▪ Spouse and child coverage are not available | Anytime |  | |
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| Decide if you want to purchase University Accidental Death and Dismemberment Insurance (The Hartford). Decide if you want to add your spouse and/or children. Decide the level of coverage. | Go to UI New Hire at go.uillinois.edu/UINewHire. Select UI AD&D in Step 6. | ▪ Your UI New Hire Login ID and Password  
▪ Name and relationship of beneficiaries | Anytime |  | University Payroll & Benefits (UPB)  
UPB Service Portal  
UIUC: 217-265-6363  
UIC: 312-996-7200  
UIS: 217-206-7144 |
| Decide if you want to participate in a State Flexible Spending Account (Medical Care “MCAP” and/or Dependent Care “DCAP”) | Access MyBenefits to enroll. Generally, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire go to go.uillinois.edu/UINewHire. | ▪ DCAP: For estimated expenses associated with child day care costs, adult care costs  
▪ MCAP: For health, dental, or vision expenses not covered by insurance | Within 30 calendar days of the hire or benefit eligibility date | Can only enroll during the annual Benefit Choice period or within 60 calendar days after a Qualifying Event |  |
<p>| If enrolling in the Consumer Driven Health Plan (CDHP), decide if you want to participate in a Health Savings Account (HSA) | Access MyBenefits to enroll. Generally, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire go to go.uillinois.edu/UINewHire. | For eligible HSA expenses not covered by insurance | Within 30 calendar days of the hire or benefit eligibility date | Can only enroll during the annual Benefit Choice period or within 60 calendar days after experiencing a Qualifying Event in which enrollment status is changing from Opted Out/Waived to participating in the CDHP |  |</p>
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| **Decide which STATE UNIVERSITIES RETIREMENT SYSTEM (SURS) plan you want to enroll in** | - Select SURS Retirement Choice in Step 4 of *UI New Hire* at [go.uillinois.edu/UINewHire](http://go.uillinois.edu/UINewHire) to review SURS information  
  o Plan Choice Booklet  
  o Register for a Plan Choice Webinar  
  o View the SURS Plan Choice Video Series  
  o View the Member Guides  
- You will receive a SURS Choice Election Packet in the mail with additional information.  
- You may submit the Retirement Election form online (only after you have received your packet) or complete and mail the form included in your packet.  
If you select the Retirement Savings Plan (RSP):  
- You can choose the default investment option, SURS Lifetime Income Strategy or choose from the SURS core investment options.  
- State match does not start until the first paycheck following your election of the Retirement Savings Plan (RSP)  
- Six months from the date of your first SURS-eligible employment. Your default date will be listed on the cover letter of your SURS Retirement Choice Election Packet. A new SURS-eligible employee may make an election or default within 6 months even if employment is terminated during the 6 month election period. | | | | State Universities Retirement System (SURS)  
http://www.surs.org  
A SURS Member Representative:  
800-275-7877  
(C-U Area: 378-8800) |
| **Decide if you want to participate in the University Supplemental 403(b) RETIREMENT PLAN**  
403(b) Plan: Go to *UI New Hire* at [go.uillinois.edu/UINewHire](http://go.uillinois.edu/UINewHire). Select Supplemental 403(b) Retire Plan in Step 6. | | | Anytime | | University Payroll & Benefits (UPB)  
UPB Service Portal  
UIUC: 217-265-6363  
UIC: 312-996-7200  
UIS: 217-206-7144 |
| **Decide if you want to participate in the State Deferred Compensation 457 RETIREMENT PLAN**  
State 457 Plan: Go to [myillinoisdcplan.com](http://myillinoisdcplan.com) | | | Anytime | | Empower  
833-969-4532 |
| **Decide if you want to participate in the SURS Deferred Compensation 457 RETIREMENT PLAN**  
SURS DCP 457 Plan: Go to [surs.org/retirement-plans/dcp/](http://surs.org/retirement-plans/dcp/) and select Member Login. | | | Anytime | | SURS Defined Contribution Contact Center  
800-613-9543 |
<table>
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| Decide    | **University Voluntary Long Term Disability Insurance** underwritten by Prudential | Go to [UI New Hire](go.uillinois.edu/UINewHire) at Step 6. | Your UI New Hire Login ID and Password | Within 60 calendar days of the benefit eligibility date for guaranteed enrollment | Evidence of good health is required to enroll after the first 60 calendar days of employment | University Payroll & Benefits (UPB)  
UPB Service Portal  
UIUC: 217-265-6363  
UIC: 312-996-7200  
UIS: 217-206-7144 |
Contact Information

MyBenefits Service Center is your resource for assistance with:

- Logging in to MyBenefits
- Resetting your MyBenefits password
- Information about and assistance with your State benefit plan options
- Premiums and out-of-pocket maximums
- Enrollment in and changes to State health, dental, and life insurance, flexible spending account (MCAP and DCAP) and health savings account plans
- Help verifying enrollment, dependents, any required documentation
- Assistance with qualifying event changes
- Understanding insurance plan premiums

Call Center Hours: 8:00 a.m. – 6:00 p.m. CT Monday – Friday
Call Center Phone: 844-251-1777, TDD/TTY 844-251-1778
Mailing Address: 134 N. LaSalle Street, Suite 2200, Chicago, IL 60602

University Payroll & Benefits (UPB) is your resource for assistance with:

- Benefits Overview Orientation
- U of I System Plans
  - Long Term Disability (LTD) with Prudential
  - Accidental Death & Dismemberment (AD&D) with The Hartford
  - 403(b) Supplemental Retirement Plan
- Leave of absence
- General plan counseling on benefit plans

Walk-in Hours: 9:00 a.m. – 3:00 p.m. Wednesday and Thursday
Call Center Hours: 9:00 a.m. – 4:00 p.m. Monday – Friday
Create a service ticket: UPB Service Portal

Urbana-Champaign
506 S. Wright St., Room 177 HAB (MC-318)
Urbana, IL 61801-3627
Phone: 217-265-6363

Chicago
809 S. Marshfield Ave., 1st Floor (MC-547)
Chicago, IL 60612-7205
Phone: 312-996-7200

Springfield
One University Plaza, BSB Room 85
Springfield, IL 62703-5407
Phone: 217-206-7144

Deferred Compensation 457 Plans assistance:

- State Deferred Compensation 457 Plan – before 7/1/2022 T. Rowe Price – Call: 888-457-5770, on and after 7/1/2022 Empower – Call: 833-969-4532
- SURS Deferred Compensation 457 Plan – SURS Defined Contribution Contact Center – Call: 800-613-9543