# UI New Hire Benefits Checklist

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<th>Complete?</th>
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<tr>
<td>Complete!</td>
<td><strong>Complete UI New Hire Employment Forms</strong></td>
<td>Go to <a href="go.uillinois.edu/UINewHire">UI New Hire</a>, Select Access UI New Hire. Enter your Login ID and Password. Complete all forms in Step 1 through 4. <strong>Important State Benefits Info</strong>: Three (3) business days after completing your [My Profile Form](UI New Hire) in <strong>Step 1</strong>, 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 <strong>UI New Hire Step 1</strong>, for the fastest delivery of your State benefits information. State benefits enrollment deadline is 30 calendar days from your hire or benefit eligibility date.</td>
<td>• 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.</td>
<td>Now</td>
<td>Any pay prior to the receipt of direct deposit information may be received on a university provided pay card. Pay cards must be picked up at your University Payroll &amp; Benefits (UPB) office for activation.</td>
<td><strong>Help Desk</strong>&lt;br&gt;UIUC: 217-333-2143&lt;br&gt;<a href="mailto:IHR@illinois.edu">IHR@illinois.edu</a>&lt;br&gt;UIC: 312-413-4848&lt;br&gt;<a href="mailto:uichrhelpdesk@uillinois.edu">uichrhelpdesk@uillinois.edu</a>&lt;br&gt;UIS: 217-206-6652&lt;br&gt;<a href="mailto:ushr@uis.edu">ushr@uis.edu</a>&lt;br&gt;System Offices: 217-333-2600&lt;br&gt;<a href="mailto:erhr@uillinois.edu">erhr@uillinois.edu</a></td>
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<tr>
<td></td>
<td><strong>Register for a Benefits Overview Orientation Session</strong></td>
<td>Select Benefits Orientation in Step 1 or contact UPB.</td>
<td>Employee Name, DOB, UIN if available, Personal and Department Contact information</td>
<td>Required within 30 calendar days of the hire or benefit eligibility date</td>
<td>You must contact UPB.</td>
<td>University Payroll &amp; Benefits (UPB) <a href="mailto:benefits@uillinois.edu">benefits@uillinois.edu</a></td>
</tr>
<tr>
<td></td>
<td><strong>Attend a Benefits Overview Orientation Webinar</strong></td>
<td>Attend your assigned Benefits Overview Orientation Webinar.</td>
<td>N/A</td>
<td>Within 30 calendar days of the hire or benefit eligibility date.</td>
<td>You must contact UPB.</td>
<td>University Payroll &amp; Benefits (UPB) <a href="mailto:benefits@uillinois.edu">benefits@uillinois.edu</a></td>
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*UIUC: 217-333-2143<br>IHR@illinois.edu<br>UIC: 312-413-4848<br>uichrhelpdesk@uillinois.edu<br>UIS: 217-206-6652<br>ushr@uis.edu<br>System Offices: 217-333-2600<br>erhr@uillinois.edu*
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<td><strong>For PART-TIME Employees:</strong></td>
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| Part-Time Employees can waive State group insurance on MyBenefits | Access MyBenefits to make your State benefit elections, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire at 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  
- Proof of other insurance if opting out | 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, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire at go.uillinois.edu/UINewHire. Keep the Login ID you will see during self-authentication to access MyBenefits in the future. | | | | | |
| **Enroll/Opt Out of the STATE DENTAL PLAN** | | | | | |
| Dental plan available only when enrolling in a health plan | Access MyBenefits to make your State benefit elections, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire at go.uillinois.edu/UINewHire. | | | | |

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<td>Learn about the <strong>STATE VISION PLAN</strong></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></td>
</tr>
<tr>
<td><strong>Decide</strong> if you want to add optional term life insurance in the <strong>State of Illinois Term Life Insurance Plan</strong></td>
<td>Access MyBenefits, three (3) business days after submitting your My Profile Form in Step 1 of <strong>UI New Hire</strong> at go.uillinois.edu/UINewHire.</td>
<td>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</td>
<td>Required within 30 calendar days of the hire or benefit eligibility date</td>
<td>Evidence of good health is required to increase your life insurance and to add spouse coverage</td>
<td>MyBenefits 844-251-1777 or TDD/TTY 844-251-1778</td>
</tr>
<tr>
<td><strong>Decide</strong> if you want dependent coverage</td>
<td>Access MyBenefits, three (3) business days after submitting your My Profile Form in Step 1 of <strong>UI New Hire</strong> at go.uillinois.edu/UINewHire.</td>
<td>Primary and Contingent beneficiaries’ names and addresses, Percentage that will be applied to each beneficiary</td>
<td>Required within 30 calendar days of the hire or benefit eligibility date</td>
<td>Can be completed or updated at any time but you are strongly encouraged to complete as soon as possible</td>
<td></td>
</tr>
<tr>
<td>Choose my Beneficiaries for <strong>State of Illinois Term Life Insurance</strong></td>
<td>Access MyBenefits, three (3) business days after submitting your My Profile Form in Step 1 of <strong>UI New Hire</strong> at go.uillinois.edu/UINewHire.</td>
<td>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</td>
<td>Required within 30 calendar days of the hire or benefit eligibility date</td>
<td>Can be completed or updated at any time but you are strongly encouraged to complete as soon as possible</td>
<td></td>
</tr>
<tr>
<td><strong>Decide</strong> if you want to purchase <strong>State of Illinois Accidental Death and Dismemberment (AD&amp;D) Insurance</strong></td>
<td>Access MyBenefits, three (3) business days after submitting your My Profile Form in Step 1 of <strong>UI New Hire</strong> at go.uillinois.edu/UINewHire.</td>
<td>Know what level of coverage you want, Spouse and child coverage are not available</td>
<td>Anytime</td>
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| Decide if you want to purchase University Accidental Death and Dismemberment Insurance (The Hartford). | Go to [Ui New Hire](go.uillinois.edu/UINewHire) at Step 1 of UI New Hire. 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)  
benefits@uillinois.edu  
UIUC: 217-265-6363  
UIC: 312-996-7200  
UIS: 217-206-7144  
Fax: 217-244-3135 |
| Decide if you want to add your spouse and/or children.  
Decide the level of coverage. | | | | | |
| Decide if you want to participate in a State Flexible Spending Account (Medical Care “MCAP” and/or Dependent Care “DCAP”) | Access MyBenefits, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire at [go.uillinois.edu/UINewHire](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 | MyBenefits  
844-251-1777 or  
TDD/TTY 844-251-1778 |
| If enrolling in the Consumer Driven Health Plan (CDHP), decide if you want to participate in a Health Savings Account (HSA) | Access MyBenefits, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire at [go.uillinois.edu/UINewHire](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 | |
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| Decide which STATE UNIVERSITIES RETIREMENT SYSTEM (SURS) retirement option 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](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. | ▪ Your UI New Hire Login ID and Password  
▪ Choose your investment provider(s)  
▪ Determine amount to invest  
▪ Designate your beneficiary(ies). | Anytime | University Payroll & Benefits (UPB)  
[benefits@uillinois.edu](mailto:benefits@uillinois.edu)  
UIUC: 217-265-6363  
UIC: 312-996-7200  
UIS: 217-206-7144  
Fax: 217-244-3135 |  |
| Decide if you want to participate in the State Deferred Compensation 457 RETIREMENT PLAN | 457 Plan: Go to [rps.troweprice.com](http://rps.troweprice.com). | ▪ Choose your investment(s)  
▪ Determine amount to invest  
▪ Designate your beneficiary(ies). | Anytime | T. Rowe Price  
888-457-5770 |  |
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<td>Decide if you want to purchase University Voluntary Long Term Disability Insurance underwritten by Prudential</td>
<td>Go to UI New Hire at go.uillinois.edu/UINewHire, Select UI Long Term Disability in Step 6.</td>
<td>Your UI New Hire Login ID and Password</td>
<td>Within 60 calendar days of the benefit eligibility date for guaranteed enrollment</td>
<td>Evidence of good health is required to enroll after the first 60 calendar days of employment</td>
<td>University Payroll &amp; Benefits (UPB) <a href="mailto:benefits@uillinois.edu">benefits@uillinois.edu</a> UIUC: 217-265-6363 UIC: 312-996-7200 UIS: 217-206-7144 Fax: 217-244-3135</td>
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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, and flexible spending account (MCAP and DCAP) 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
- University Long Term Disability (LTD) with Prudential
- University Accidental Death & Dismemberment (AD&D) with The Hartford
- University 403(b) Supplemental Retirement Plan
- State Deferred Compensation 457 Plan
- Leave of absence
- General plan counseling on benefit plans

Walk-in Hours: 10:00 a.m. – 3:00 p.m.
Call Center Hours: 9:00 a.m. – 4:00 p.m.
Email: benefits@uillinois.edu
Fax: 217-244-3135

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