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<tr>
<td>Complete</td>
<td>Complete UI New Hire Employment Forms</td>
<td>Go to <em>UI New Hire</em> at <a href="http://go.uillinois.edu/UINewHire">go.uillinois.edu/UINewHire</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 <em>My Profile Form</em> in <em>UI New Hire</em> 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 <em>UI New Hire</em> 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.</td>
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<td>Register for a Benefits Overview Orientation Session</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>
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<td>Attend a Benefits Overview Orientation Webinar</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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**Help Desk**
- UIUC: 217-333-2143 [IHR@illinois.edu](mailto:IHR@illinois.edu)
- UIC: 312-413-4848 [uichrhelpdesk@uillinois.edu](mailto:uichrhelpdesk@uillinois.edu)
- UIS: 217-206-6652 [uishr@uis.edu](mailto:uishr@uis.edu)
- System Offices: 217-333-2600 [ehr@uillinois.edu](mailto:ehr@uillinois.edu)
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<td><strong>For PART-TIME Employees:</strong></td>
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<tr>
<td>Part-Time Employees can waive State group insurance on MyBenefits</td>
<td>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.</td>
<td>N/A</td>
<td>Required within 30 calendar days of the hire or benefit eligibility date</td>
<td>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).</td>
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<td><strong>Enroll/Opt Out of a STATE HEALTH PLAN</strong></td>
<td>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.</td>
<td>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 eligibility ▪ HMO Primary Care Physician #, if applicable ▪ Proof of other insurance if opting out</td>
<td>Required within 30 calendar days of the hire or benefit eligibility date</td>
<td>Failure to Enroll in or Opt-Out of coverage will result in an automatic default enrollment in the Quality Care Health and Dental Plans (with no dependent coverage).</td>
<td>MyBenefits 844-251-1777 or TDD/TTY 844-251-1778</td>
</tr>
<tr>
<td><strong>Enroll/Opt Out of the STATE DENTAL PLAN</strong></td>
<td>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.</td>
<td>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 eligibility</td>
<td>Required within 30 calendar days of the hire or benefit eligibility date</td>
<td>Failure to Enroll in or Opt-Out of coverage will result in an automatic default enrollment in the Quality Care Health and Dental Plans (with no dependent coverage).</td>
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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></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, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire at 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 | Evidence of good health is required to increase your life insurance and to add spouse coverage | |
| Decide if you want dependent coverage | Access MyBenefits, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire at go.uillinois.edu/UINewHire. | ▪ Primary and Contingent beneficiaries’ names and addresses
▪ Percentage that will be applied to each beneficiary | Required within 30 calendar days of the hire or benefit eligibility date | Can be completed or updated at any time but you are strongly encouraged to complete as soon as possible | |
| Choose my Beneficiaries for State of Illinois Term Life Insurance | Access MyBenefits, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire at go.uillinois.edu/UINewHire. | ▪ Know what level of coverage you want
▪ Spouse and child coverage are not available | Anytime | |
<p>| Decide if you want to purchase State of Illinois Accidental Death and Dismemberment (AD&amp;D) Insurance | Access MyBenefits, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire at go.uillinois.edu/UINewHire. | | | MyBenefits 844-251-1777 or TDD/TTY 844-251-1778 |</p>
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<td>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.</td>
<td>Go to UI New Hire at go.uillinois.edu/UINewHire. Select UI AD&amp;D in Step 6.</td>
<td>▪ Your UI New Hire Login ID and Password ▪ Name and relationship of beneficiaries</td>
<td>Anytime</td>
<td></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>
</tr>
<tr>
<td>Decide if you want to participate in a State Flexible Spending Account (Medical Care “MCAP” and/or Dependent Care “DCAP”)</td>
<td>Access MyBenefits, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire at go.uillinois.edu/UINewHire.</td>
<td>▪ DCAP: For estimated expenses associated with child day care costs, adult care costs ▪ MCAP: For health, dental, or vision expenses not covered by insurance</td>
<td>Within 30 calendar days of the hire or benefit eligibility date</td>
<td>Can only enroll during the annual Benefit Choice period or within 60 calendar days after a Qualifying Event</td>
<td>MyBenefits 844-251-1777 or TDD/TTY 844-251-1778</td>
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<tr>
<td>If enrolling in the Consumer Driven Health Plan (CDHP), decide if you want to participate in a Health Savings Account (HSA)</td>
<td>Access MyBenefits, three (3) business days after submitting your My Profile Form in Step 1 of UI New Hire at go.uillinois.edu/UINewHire.</td>
<td>For eligible HSA expenses not covered by insurance</td>
<td>Within 30 calendar days of the hire or benefit eligibility date</td>
<td>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</td>
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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 to review SURS information  
- Review the SURS information http://surs.org/life-events/new-to-surs:  
  o Retirement Choice book  
  o Register for a Plan Choice Webinar  
  o View the SURS Plan Choice video  
  o View the Member Guides  
- You will receive a SURS packet in the mail with additional information.  
- You may complete the election form included in your packet or complete the form online (only after you have received your packet). | If you select the Self-Managed Plan:  
- You will need to determine how your account will be invested by choosing from a variety of mutual funds and variable annuities  
- State match does not start until the first paycheck following your election for the Self-Managed Plan | 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. | Automatic enrollment into the Traditional Benefit Package. This ‘default’ enrollment is IRREVOCABLE. | 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, 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  
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. | 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 <a href="go.uillinois.edu/UINewHire">go.uillinois.edu/UINewHire</a>, 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></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