# UI New Hire Benefits Checklist

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<th>Complete?</th>
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<td></td>
<td><strong>Complete UI New Hire Employment Forms</strong></td>
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<td>Help Desk</td>
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|           | To complete the online forms and to enroll in benefits, you will need your UI New Hire Login ID and Password. | 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](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  
uichrhelpdesk@uillinois.edu  
UIS: 217-206-6652  
ushr@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. | |
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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. 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 and Dental Plans (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 Health and Dental Plans (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). | Go to [UI New Hire](go.uillinois.edu/UINewHire) at 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)  
UPB Service Portal  
UIUC: 217-265-6363  
UIC: 312-996-7200  
UIS: 217-206-7144 |
| 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 to enroll. Generally, three (3) business days after submitting your *My Profile Form* in Step 1 of [UI New Hire](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](https://mybenefits.uiuc.edu)  
844-251-1777 or TDD/TTY 844-251-1778 |
<p>| If enrolling in the Consumer Driven Health Plan (CDHP), decide if you want to participate in a <em>Health Savings Account</em> (HSA) | Access MyBenefits to enroll. Generally, three (3) business days after submitting your <em>My Profile Form</em> in Step 1 of <a href="go.uillinois.edu/UINewHire">UI New Hire</a>. | 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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<td><strong>Decide which STATE UNIVERSITIES RETIREMENT SYSTEM (SURS) retirement option you want to enroll in</strong></td>
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| - 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.  
  - Plan Choice Booklet  
  - Register for a Plan Choice Webinar  
  - View the SURS Plan Choice Video Series  
  - 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.  
- 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](http://www.surs.org)  
  - A SURS Member Representative:  
    - 800-275-7877  
    - (C-U Area: 378-8800) | If you select the Retirement Savings Plan (RSP):  
- You can choose the default investment option, SRS Lifetime Income Strategy or choose from the SRS core investment options.  
- State match does not start until the first paycheck following your election of the Retirement Savings Plan (RSP) | | | State Universities Retirement System (SURS)  
  - [http://www.surs.org](http://www.surs.org)  
  - A S URS 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)  
  - [UPB Service Portal](http://www.surs.org)  
  - 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** | 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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| Decide if you want to purchase University Voluntary Long Term Disability Insurance underwritten by Prudential | Go to UI New Hire at [go.uillinois.edu/UINewHire](http://go.uillinois.edu/UINewHire). Select UI Long Term Disability in 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. – 12:00 p.m. and 1:00 p.m. – 3:00 p.m. Monday – 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

**T. Rowe Price** is your resource for assistance with:

- State Deferred Compensation 457 Plan

**Call:** 888-457-5770