<table>
<thead>
<tr>
<th>WHAT DO I NEED TO DO?</th>
<th>HOW DO I DO IT?</th>
<th>WHAT DO I NEED TO HAVE?</th>
<th>WHEN DO I NEED TO DO IT?</th>
<th>WHAT HAPPENS IF I MISS A DEADLINE?</th>
<th>WHO DO I CONTACT WITH QUESTIONS?</th>
</tr>
</thead>
</table>
| Complete UI New Hire Employment Forms | To complete the online forms and to enroll in benefits, you will need your UI New Hire Login ID and Password. | | | | Help Desk  
UIUC: 217-333-2143  
IHR@illinois.edu  
UIC: 312-413-4848  
uichrhelpdesk@uillinois.edu  
UIS: 217-206-6652  
uishr@uis.edu  
System Offices: 217-333-2600  
erhr@uillinois.edu |
**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. |  |
| 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 |
| 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. |  |
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. 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 eligibility
- 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).

WHO DO I CONTACT WITH QUESTIONS?
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. 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 eligibility
- 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.

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

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).
<table>
<thead>
<tr>
<th>WHAT DO I NEED TO DO?</th>
<th>HOW DO I DO IT?</th>
<th>WHAT DO I NEED TO HAVE?</th>
<th>WHEN DO I NEED TO DO IT?</th>
<th>WHAT HAPPENS IF I MISS A DEADLINE?</th>
<th>WHO DO I CONTACT WITH QUESTIONS?</th>
</tr>
</thead>
<tbody>
<tr>
<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>
</tr>
</tbody>
</table>
| 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 | 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 | Anytime | |
<table>
<thead>
<tr>
<th>WHAT DO I NEED TO DO?</th>
<th>HOW DO I DO IT?</th>
<th>WHAT DO I NEED TO HAVE?</th>
<th>WHEN DO I NEED TO DO IT?</th>
<th>WHAT HAPPENS IF I MISS A DEADLINE?</th>
<th>WHO DO I CONTACT WITH QUESTIONS?</th>
</tr>
</thead>
</table>
| **Decide** if you want to purchase University Accidental Death and Dismemberment Insurance (The Hartford). | Go to **UI New Hire** at [go.uillinois.edu/UINewHire](http://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 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 to [go.uillinois.edu/UINewHire](http://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 |
<p>| If enrolling in the Consumer Driven Health Plan (CDHP), <strong>decide</strong> 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 <strong>UI New Hire</strong> go to <a href="http://go.uillinois.edu/UINewHire">go.uillinois.edu/UINewHire</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>
<table>
<thead>
<tr>
<th>WHAT DO I NEED TO DO?</th>
<th>HOW DO I DO IT?</th>
<th>WHAT DO I NEED TO HAVE?</th>
<th>WHEN DO I NEED TO DO IT?</th>
<th>WHAT HAPPENS IF I MISS A DEADLINE?</th>
<th>WHO DO I CONTACT WITH QUESTIONS?</th>
</tr>
</thead>
</table>
| **Decide which STATE UNIVERSITIES RETIREMENT SYSTEM (SURS) retirement option you want to enroll in** | - Select SARS Retirement Choice in Step 4 of UI New Hire at go.uillinois.edu/UINewHire to review SARS information  
- Review the SARS information at http://surs.org/life-events/new-to-surs:  
  o Plan Choice Booklet  
  o Register for a Plan Choice Webinar  
  o View the SARS Plan Choice Video Series  
  o View the Member Guides  
- You will receive a SARS 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, SARS Lifetime Income Strategy or choose from the SARS 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 SARS-eligible employment. Your default date will be listed on the cover letter of your SARS Retirement Choice Election Packet. A new SARS-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 (SARS)  
http://www.surs.org  
A SARS 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)  
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** | 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 |
<table>
<thead>
<tr>
<th>Complete?</th>
<th>WHAT DO I NEED TO DO?</th>
<th>HOW DO I DO IT?</th>
<th>WHAT DO I NEED TO HAVE?</th>
<th>WHEN DO I NEED TO DO IT?</th>
<th>WHAT HAPPENS IF I MISS A DEADLINE?</th>
<th>WHO DO I CONTACT WITH QUESTIONS?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Decide</strong> if you want to purchase <strong>University Voluntary Long Term Disability Insurance</strong> underwritten by Prudential</td>
<td>Go to UI New Hire at <a href="http://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><strong>Within 60 calendar days of the benefit eligibility date</strong> for guaranteed enrollment</td>
<td>Evidence of good health is required to enroll after the first 60 calendar days of employment</td>
<td><strong>University Payroll &amp; Benefits (UPB)</strong>&lt;br&gt;UPB Service Portal&lt;br&gt;UIUC: 217-265-6363&lt;br&gt;UIC: 312-996-7200&lt;br&gt;UIS: 217-206-7144</td>
</tr>
</tbody>
</table>
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

**Call Center Hours:** 9:00 a.m. – 4:00 p.m.  
**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