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| Complete | **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](go.uillinois.edu/UINewHire) 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](go.uillinois.edu/UINewHire) 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  
uchrhelpdesk@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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| **For PART-TIME Employees:** | 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. | Social Security Number(s) 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. Keep the Login ID you will see during self-authentication to access MyBenefits in the future. | Social Security Number(s) 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. | Social Security Number(s) 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 <a href="#">Vision Plan</a>.</td>
<td>N/A</td>
<td>Automatic enrollment when enrolled in a State Health Plan</td>
<td>Lose ability to enroll dependent(s)</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 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 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. | ▪ 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), 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 to review SURS information  
▪ Review the SURS information at http://surs.org/life-events/new-to-surs:  
  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. 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 | |
| If eligible, decide if you want to participate in the State Deferred Compensation 457 RETIREMENT PLAN | State 457 Plan: Go to myillinoisdcplan.com  
Additional information at https://www.hr.uillinois.edu/benefits/retirement/457/ | ▪ Choose your investment(s)  
▪ Determine amount to invest  
▪ Designate your beneficiary(ies). | Anytime | Empower  
833-969-4532 | |
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<td><strong>SURNS participants</strong>&lt;br&gt;first eligible on or after 7/1/2023 will be automatically enrolled in the SURNS Deferred Compensation 457 RETIREMENT PLAN.**&lt;br&gt;**Decide if you want to continue contributing or opt out of this Plan.</td>
<td><strong>SURNS DCP 457 Plan: Go to surs.org/retirement-plans/dcp/ and select Member Login to make changes or to opt out.</strong>&lt;br&gt;**View automatic enrollment information at <a href="https://surs.org/sursdcpauto/">https://surs.org/sursdcpauto/</a></td>
<td>▪ Review the investment options and contribution rate and make any necessary changes.&lt;br&gt;▪ Designate your beneficiary (ies).</td>
<td>To opt out you must take action in the first 30 days&lt;br&gt;Make changes anytime</td>
<td>A refund may not be requested more than 90 days after the first automatic enrollment contribution.</td>
<td><strong>SURNS Defined Contribution Contact Center</strong>&lt;br&gt;800-613-9543</td>
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<td><strong>Decide if you want to purchase University Voluntary Long Term Disability Insurance underwritten by Prudential</strong>&lt;br&gt;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><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>
<td></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, 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
  o Long Term Disability (LTD) with Prudential
  o Accidental Death & Dismemberment (AD&D) with The Hartford
  o 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

Deferred Compensation 457 Plans assistance:

- State Deferred Compensation 457 Plan – Empower – Call: 833-969-4532
- SURS Deferred Compensation 457 Plan – SURS Defined Contribution Contact Center – Call: 800-613-9543