

Benefits Checklist

Complete?	WHAT DO I NEED TO DO?	HOW DO I DO IT?	WHAT DO I NEED TO HAVE?	WHEN DO I NEED TO DO IT?	WHAT HAPPENS IF I MISS A DEADLINE?	WHO DO I CONTACT WITH QUESTIONS?
	<p>Complete UI New Hire Employment Forms</p> <p>To complete the online forms and to enroll in benefits, you will need your UI New Hire Login ID and Password.</p>	<p>Go to UI New Hire at go.uillinois.edu/UINewHire. Select Access UI New Hire. Enter your Login ID and Password. Complete all forms in Step 1 through 4.</p> <p>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.</p> <p>Keep the Login ID you will see during self-authentication to access MyBenefits in the future.</p> <p>You are strongly encouraged to select email delivery, in UI New Hire Step 1, for the fastest delivery of your State benefits information.</p> <p>State benefits enrollment deadline is 30 calendar days from your hire or benefit eligibility date.</p>	<ul style="list-style-type: none"> 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. 	<p>Now</p>	<p>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.</p>	<p>Help Desk</p> <p>UIUC: 217-333-2143 IHR@uillinois.edu</p> <p>UIC: 312-413-4848 uicrhelpdesk@uillinois.edu</p> <p>UIS: 217-206-6652 uishr@uis.edu</p> <p>System Offices: 217-333-2600 erhr@uillinois.edu</p>
	<p>Register for a Benefits Overview Orientation Webinar</p>	<p>Select Benefits Orientation in Step 1 or contact UPB.</p>	<p>Employee Name, DOB, UIN if available, Personal and Department Contact information</p>	<p>Required within 30 calendar days of the hire or benefit eligibility date</p>	<p>You must contact UPB.</p>	<p>University Payroll & Benefits (UPB) UPB Service Portal</p>
	<p>Attend a Benefits Overview Orientation Webinar</p>	<p>Attend your assigned Benefits Overview Orientation Webinar.</p>	<p>N/A</p>	<p>Within 30 calendar days of the hire or benefit eligibility date.</p>	<p>You must contact UPB.</p>	<p>UIUC: 217-265-6363 UIC: 312-996-7200 UIS: 217-206-7144</p>

Benefits Checklist

Complete?	WHAT DO I NEED TO DO?	HOW DO I DO IT?	WHAT DO I NEED TO HAVE?	WHEN DO I NEED TO DO IT?	WHAT HAPPENS IF I MISS A DEADLINE?	WHO DO I CONTACT WITH QUESTIONS?
	<p><u>For PART-TIME Employees:</u></p> <p>Part-Time Employees can waive State group insurance on MyBenefits</p>	<p>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 to go.uillinois.edu/UINewHire.</p> <p>Keep the Login ID you will see during self-authentication to access MyBenefits in the future.</p>	<p>Social Security Number(s)</p> <p>If applicable:</p> <ul style="list-style-type: none"> 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 	<p>Required within 30 calendar days of the hire or benefit eligibility date</p>	<p>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).</p>	<p>MyBenefits 844-251-1777 or TDD/TTY 844-251-1778</p>
	<p>Enroll/Opt Out of a STATE HEALTH PLAN</p>	<p>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 to go.uillinois.edu/UINewHire.</p> <p>Keep the Login ID you will see during self-authentication to access MyBenefits in the future.</p>	<p>Social Security Number(s)</p> <p>If applicable:</p> <ul style="list-style-type: none"> 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 	<p>Required within 30 calendar days of the hire or benefit eligibility date</p>	<p>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).</p>	
	<p>Enroll/Opt Out of the STATE DENTAL PLAN</p>	<p>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 to go.uillinois.edu/UINewHire.</p>	<p>Social Security Number(s)</p> <p>If applicable:</p> <ul style="list-style-type: none"> 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 	<p>Required within 30 calendar days of the hire or benefit eligibility date</p>	<p>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).</p>	

Benefits Checklist

Complete?	WHAT DO I NEED TO DO?	HOW DO I DO IT?	WHAT DO I NEED TO HAVE?	WHEN DO I NEED TO DO IT?	WHAT HAPPENS IF I MISS A DEADLINE?	WHO DO I CONTACT WITH QUESTIONS?	
	<p>Learn about the STATE VISION PLAN</p>	<p>No election is required. Enrollment is automatic when enrolling in a State Health Plan. View Vision Plan information.</p>	<p>N/A</p>	<p>Automatic enrollment when enrolled in a State Health Plan</p>	<p>Lose ability to enroll dependent(s)</p>		
	<p>Decide if you want to add optional term life insurance in the State of Illinois Term Life Insurance Plan</p> <p>Decide if you want dependent coverage</p>	<p>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.</p>	<ul style="list-style-type: none"> ▪ 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 	<p>Required within 30 calendar days of the hire or benefit eligibility date</p>	<p>Statement of Health is required to:</p> <ul style="list-style-type: none"> • Elect or increase employee optional life • Elect to add spouse coverage 	<p>MyBenefits 844-251-1777 or TDD/TTY 844-251-1778</p>	
	<p>Choose my Beneficiaries for State of Illinois Term Life Insurance</p>	<p>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.</p>	<ul style="list-style-type: none"> ▪ Primary and Contingent beneficiaries' names and addresses ▪ Percentage that will be applied to each beneficiary 	<p>Anytime, but you are strongly encouraged to complete as soon as possible</p>			
	<p>Decide if you want to purchase State of Illinois Accidental Death and Dismemberment (AD&D) Insurance</p>	<p>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.</p>	<ul style="list-style-type: none"> ▪ Know what level of coverage you want ▪ Spouse and child coverage are not available 	<p>Anytime</p>			

Benefits Checklist

Complete?	WHAT DO I NEED TO DO?	HOW DO I DO IT?	WHAT DO I NEED TO HAVE?	WHEN DO I NEED TO DO IT?	WHAT HAPPENS IF I MISS A DEADLINE?	WHO DO I CONTACT WITH QUESTIONS?
	<p>Decide if you want to purchase University Accidental Death and Dismemberment Insurance (The Hartford).</p> <p>Decide if you want to add your spouse and/or children.</p> <p>Decide the level of coverage.</p>	<p>Go to UI New Hire at go.uillinois.edu/UINewHire. Select UI AD&D in Step 6.</p>	<ul style="list-style-type: none"> Your UI New Hire Login ID and Password Name and relationship of beneficiaries 	<p>Anytime</p>		<p>University Payroll & Benefits (UPB) UPB Service Portal</p> <p>UIUC: 217-265-6363 UIC: 312-996-7200 UIS: 217-206-7144</p>
	<p>Decide if you want to participate in a State Flexible Spending Account (Medical Care "MCAP" and/or Dependent Care "DCAP")</p>	<p>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.</p>	<ul style="list-style-type: none"> DCAP: For estimated expenses associated with child day care costs, adult care costs MCAP: For health, dental, or vision expenses not covered by insurance 	<p>Within 30 calendar days of the hire or benefit eligibility date</p>	<p>Can only enroll during the annual Benefit Choice period or within 60 calendar days after a Qualifying Event</p>	<p>MyBenefits 844-251-1777 or TDD/TTY 844-251-1778</p>
	<p>If enrolling in the Consumer Driven Health Plan (CDHP), decide if you want to participate in a Health Savings Account (HSA)</p>	<p>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.</p>	<p>For eligible HSA expenses not covered by insurance</p>	<p>Within 30 calendar days of the hire or benefit eligibility date</p>	<p>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>	<p>844-251-1777 or TDD/TTY 844-251-1778</p>

Benefits Checklist

Complete?	WHAT DO I NEED TO DO?	HOW DO I DO IT?	WHAT DO I NEED TO HAVE?	WHEN DO I NEED TO DO IT?	WHAT HAPPENS IF I MISS A DEADLINE?	WHO DO I CONTACT WITH QUESTIONS?
	<p>Decide which STATE UNIVERSITIES RETIREMENT SYSTEM (SURS) plan you want to enroll in</p>	<ul style="list-style-type: none"> ▪ Select SURS Retirement Choice in Step 4 of <i>UI New Hire</i> at go.uillinois.edu/UINewHire to review SURS information ▪ Review the SURS information at http://surs.org/life-events/new-to-surs: <ul style="list-style-type: none"> ○ 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. 	<p>If you select the Retirement Savings Plan (RSP):</p> <ul style="list-style-type: none"> ▪ 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) 	<p>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 <i>new SURS-eligible employee may make an election or default within 6 months even if employment is terminated during the 6 month election period.</i></p>	<p>Automatic enrollment into the Traditional Benefit Package. This 'default' enrollment is IRREVOCABLE.</p>	<p>State Universities Retirement System (SURS) surs.org</p> <p>A SURS Member Representative: 800-275-7877 (C-U Area: 378-8800)</p>
	<p>Decide if you want to participate in the University Supplemental 403(b) RETIREMENT PLAN</p>	<p>403(b) Plan: Go to <i>UI New Hire</i> at go.uillinois.edu/UINewHire. Select Supplemental 403(b) Retire Plan in Step 6.</p>	<ul style="list-style-type: none"> ▪ Your UI New Hire Login ID and Password ▪ Choose your investment provider(s) ▪ Determine amount to invest ▪ Designate your beneficiary(ies). 	<p>Anytime</p>		<p>University Payroll & Benefits (UPB) UPB Service Portal</p> <p>UIUC: 217-265-6363 UIC: 312-996-7200 UIS: 217-206-7144</p>
	<p>If eligible, decide if you want to participate in the State Deferred Compensation 457 RETIREMENT PLAN</p>	<p>State 457 Plan: Go to myillinoisdcplan.com Additional information at hr.uillinois.edu/benefits/retirement/457/</p>	<ul style="list-style-type: none"> ▪ Choose your investment(s) ▪ Determine amount to invest ▪ Designate your beneficiary (ies). 	<p>Anytime</p>		<p>Empower 833-969-4532</p>

Benefits Checklist

Complete?	WHAT DO I NEED TO DO?	HOW DO I DO IT?	WHAT DO I NEED TO HAVE?	WHEN DO I NEED TO DO IT?	WHAT HAPPENS IF I MISS A DEADLINE?	WHO DO I CONTACT WITH QUESTIONS?
	<p>SURS participants first eligible on or after 7/1/2023 will be automatically enrolled in the SURS Deferred Compensation 457 RETIREMENT PLAN.</p> <p>Decide if you want to continue contributing or opt out of this Plan.</p>	<p>SURS DCP 457 Plan: Go to surs.org/retirement-plans/dcp/ and select Member Login to make changes or to opt out.</p> <p>View automatic enrollment information at surs.org/sursdcpauto/</p>	<ul style="list-style-type: none"> Review the investment options and contribution rate and make any necessary changes. Designate your beneficiary (ies). 	<p>To opt out you must take action in the first 30 days</p> <p>Make changes anytime</p>	<p>A refund may not be requested more than 90 days after the first automatic enrollment contribution.</p>	<p>SURS Defined Contribution Contact Center</p> <p>800-613-9543</p>
	<p>Decide if you want to purchase University Voluntary Long Term Disability Insurance underwritten by Prudential</p>	<p>Go to UI New Hire at go.uillinois.edu/UINewHire. Select UI Long Term Disability in Step 6.</p>	<p>Your UI New Hire Login ID and Password</p>	<p>Within 60 calendar days of the benefit eligibility date for guaranteed enrollment</p>	<p>Evidence of good health is required to enroll after the first 60 calendar days of employment</p>	<p>University Payroll & Benefits (UPB) UPB Service Portal</p> <p>UIUC: 217-265-6363 UIC: 312-996-7200 UIS: 217-206-7144</p>

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 Phone: 844-251-1777, TDD/TTY 844-251-1778

Call Center Hours: 8:00 a.m. – 6:00 p.m. CT Monday – Friday

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. – 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](#)

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

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