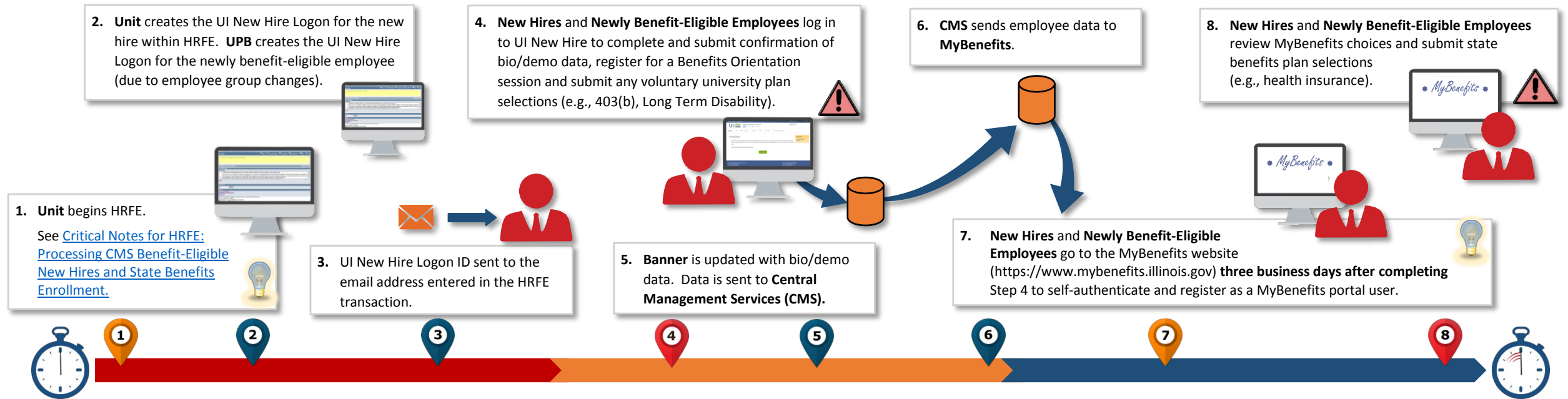


Critical Info for Units: State Benefits Enrollment Deadlines for Eligible New Hires and Newly Eligible Employees

The state benefits enrollment window for eligible new hires and newly eligible employees is 30 calendar days. **** If the enrollment deadline is missed, the employee will default into the Quality Care health and dental plans and their dependents will not be covered. ****



Tips and Helpful Hints

- 1** Start the HRFE transaction as soon as possible, preferably before the benefit eligibility date. Starting early allows more time for the employee to select their state benefits plans. A personal email address for the employee can be used if a university email address is not yet available. The 30-day countdown begins from the date of benefit eligibility, which is the "Current Hire Date" in PEAEMPL for new hires, the start date of the new job for the newly benefit-eligible employees or after a foreign national employee passes the substantial presence test.
- 7** The employee **should not wait for a communication from MyBenefits with login information** which can take up to 10 days. Instead, they should **go to the MyBenefits website at <https://www.mybenefits.illinois.gov/> three business days after completing Step 4 to self-authenticate and register** as a MyBenefits portal user.

WARNINGS

- 4** Both new hires and newly benefit-eligible employees should complete Step 4 as soon as possible to help avoid delays in the benefits enrollment process. **Employees who miss the 30 calendar day deadline will be defaulted to Quality Care health and dental plans and their dependents will not be covered.**
- 8** Employees must be confident in their state benefits plan selections before submitting them. The **submit action is permitted only once**, after which additional selections or changes are prohibited.