



Greetings from University Payroll & Benefits,

The University of Illinois System is subject to the rules and regulations set forth by the State Employees Group Insurance Program (SEGIP) administered by the State Department of Central Management Services (CMS). Benefit eligibility rules are determined by CMS as are the important enrollment deadlines outlined below that can affect a newly benefit-eligible employee's insurance coverage.

1. **Benefits Overview Orientation Webinar** – This orientation provides important information about insurance plans and other benefits, including policies and guidelines to assist you with your health, dental, life and dependent elections.
2. **Enrollment Deadline** – Your insurance plan elections must be made within **30 calendar days** of your benefit eligibility date.

If you are not scheduled for a

- **Benefits Overview webinar**, register at [Business Information](#)
- **State Universities Retirement System plan choice webinar**, register at [SURS Events](#)

**Benefit eligibility** is determined by reviewing the employee classification, job, and SURS eligibility.

#### IMPORTANT:

- Full-time employees can opt-out.
- Part-time employees can waive coverage. Part-time employees pay a much higher cost for insurance. A part-time employee will pay full-time employee premiums **plus** a percentage of the State's cost.
- Full-time and part-time employees who do not select a plan, opt-out or waive coverage by the enrollment deadline **will be defaulted** into the Quality Care Health and Dental plans **without** the option to insure dependents. If no action is taken, you **will be defaulted**.
- You **cannot** be a dependent on another State of Illinois member's insurance coverage.
- If you are unable to attend a Benefits Overview Orientation Webinar, or if you want to view additional Benefit information prior to attending, including the PowerPoint, please visit [UI New Hire](#).
- To add insurance coverage for dependents, be prepared to provide relationship documentation. Dependent elections will be invalid if documentation is not received by the enrollment deadline.
  - Upload documentation at [MyBenefits.illinois.gov](#) **OR**
  - Fax documentation to 844-676-1725 **OR**
  - Mail documentation to [MyBenefits Service Center](#)

**Disclaimer:** Receipt of this letter, attendance at an orientation, or submission of your enrollment is not a guarantee of benefits. For information about eligibility criteria, create a service ticket or contact University Payroll & Benefits using the [UPB Service Portal](#)

Thank you,  
University Payroll & Benefits

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