

# New Employee Online Orientation and State of Montana Benefit Plan (State Plan) Enrollment

Please read the following document and complete the online tasks to enroll in your State Plan medical, dental, vision, life and LTD benefits. For details on benefits, contributions, enrollment, and more, please contact the Health Care & Benefits Division, (800) 287-8266 or [benefitsquestions@mt.gov](mailto:benefitsquestions@mt.gov).

\*Before you can access the new employee work center, your Agency Security Officer must grant you security permissions to the State Accounting, Budgeting, and Human Resource System (SABHRS). Your access should automatically be established for you as part of your New Employee on-boarding process, usually within the first week of employment. If you have questions regarding your access, please contact your agency payroll or human resource office.



## Access at Work

1. Log in to [mine.mt.gov](http://mine.mt.gov)
2. Select Human Resources
3. Click on "Montana Welcome Page"

## Access at Home

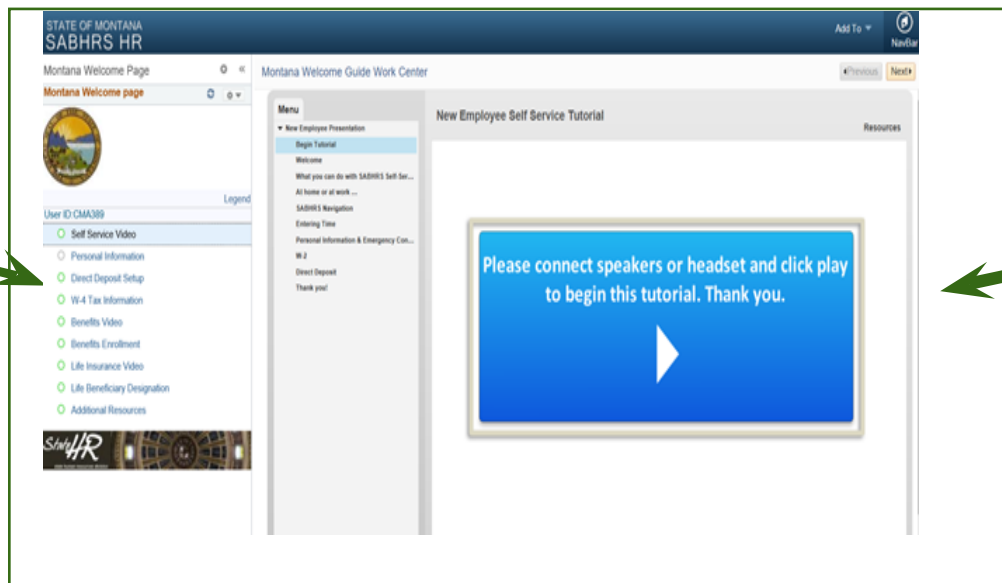
1. Go to the State Employee Access page at [www.mt.gov/employee](http://www.mt.gov/employee)
2. Under HR Self Service click Employee Self Service (SABHRS HR)
3. Enter UserID and Password
4. Click on "Montana Welcome Page"

### HR SELF SERVICE

STATE OF MONTANA  
HUMAN RESOURCES

- Click here to access...
- [Employee Self Service \(SABHRS HR\)](#)
  - [Careers for State Employees](#)
  - [Recruiting \(SOMRS\)](#)
  - [Talent Management](#)

Navigate sections here.



Start by watching the orientation video.



# New Employee State Plan Benefit Enrollment

You have 31 days from your date of hire to enroll in State of Montana Benefit Plan (State Plan) benefits. Employees who enroll in the State Plan must enroll in Core Benefits. For details on benefits, contributions, enrollment and more, please contact the Health Care & Benefits Division, (800) 287-8266 or [benefitsquestions@mt.gov](mailto:benefitsquestions@mt.gov).

## Core Benefits:

- Medical Plan - includes access to the Montana Health Centers, prescription drug coverage, and an annual eye exam,
- Dental Plan, and
- Basic Life insurance (\$14,000).

## Optional Benefits:

- Medical Plan and/or Dental Plan coverage for dependents,
- Vision Hardware Plan,
- Additional life insurance for you and/or your dependents,
- Long Term Disability (LTD) Plan,
- Accidental death & dismemberment (AD&D) coverage, and
- Flexible spending accounts for medical and/or dependent care.

## Other Enrollment Information

- There are some benefits you will not be eligible for if you do not enroll within the first 31 days of your date of hire or eligibility.
- If you add a spouse/domestic partner and/or child(ren), you must provide documentation showing proof of their eligibility within 60 days of their eligibility date.
- For more information on eligibility, refer to the Wrap Plan Document at [www.benefits.mt.gov/Publications](http://www.benefits.mt.gov/Publications).
- If you wish to waive your benefits, you need to complete the benefits enrollment process and indicate waive for each benefit type, you may skip the life beneficiary designation steps.

**Coverage Effective Date** - If benefits are elected within 31 days of your date of hire, medical, dental, and vision benefits become effective on your date of hire. Life insurance and flexible spending accounts will be effective the first of the month following your hire date. Any life insurance which requires Evidence of Insurability (EOI) will become effective once approved.

## Making changes after benefits are submitted

- Within 31 days of your date of hire:
  1. Log into MINE-Employee Self Service (See directions on front of flyer, click "Benefit Details", click the "New Hire Confirmation" button.)
  2. Print and review a copy of your Confirmation of Benefit Elections. If the statement does not accurately reflect your benefit elections or you would like to make a change to your benefit elections, make the necessary changes on the statement, sign and date the statement, and return it to the Health Care & Benefits Division, PO Box 200130, Helena MT 59620-0130, fax (406) 444-0080, or email [benefitsquestions@mt.gov](mailto:benefitsquestions@mt.gov). The corrected statement must be postmarked within 31 days of your date of hire.
- After 31 days of your date of hire: Elections remain in effect through December 31st of the current year unless you qualify for a Special Enrollment Period. You will have the opportunity to make changes for the following year during the annual Open Enrollment Period.

**Do you need to see a doctor before you get your benefit (insurance) cards?** - Once you submit your benefit elections online, it can take 2-6 weeks for you to receive your cards. If you have submitted benefit elections and need to see a doctor, but have not yet received your cards, contact the Health Care & Benefits Division at (800) 287-8266.

## Paying for coverage

Each employee receives a monthly contribution toward their benefit elections, the employer contribution. The monthly benefit contribution above the employer contribution is automatically deducted from your bi-weekly pay check.

