

## Checklist for New Employees of the Department of Mathematics

### Welcome to the Department of Mathematics at the University of Illinois!

1.  **Math Check In** ⇒ 273 Altgeld Hall, with Broderick Williamson to complete I-9 form. You must complete the I-9 form **before** you start working.  
Office Hours: 8:30 - 12 & 1 - 5, Mon. - Fri. (217) 300-8566  
**PLEASE BRING** the following:
  - a. Identification for the I-9 form: Acceptable IDs ⇒ <http://www.uscis.gov/files/form/i-9.pdf>
    - Scroll down to get to the page titled "List Of Acceptable Documents"
  - b. Your UIN = University of Illinois ID Number and I-card (if you have one)
  - c. Your official Social Security-card = (if you have one, only originals accepted)
  - d. Your current E-mail address
  - e. Federal Work Study information (if you are eligible)
  
2.  **Complete online employment forms** ⇒ Watch for an e-mail from [noreply@uillinois.edu](mailto:noreply@uillinois.edu) with a NESSIE New Hire link to the online employment forms. The forms listed below are mandatory to complete.
  - a.  I-Card Terms and Conditions
  - b.  ANCRA Acknowledgement
  - c.  Code of Conduct
  - d.  Ethics Orientation
  - e.  Direct Deposit form
  - f.  Withholding Allowance (W4) form
  - g.  Loan Default form
  - h.  Employment Information Form**Be sure to create your Net ID.**
  
3.  **Obtain Your "i-Card"** ⇒ (U of I identification card) if you don't already have one.
  - a. HOW? Take your UIN (University Identification Number) & picture ID to the I-card office; no appointment is needed.
  - b. WHERE? 1<sup>st</sup> floor of the Illini Bookstore, 809 S. Wright Street.
  - c. WHEN? As soon as you have your UIN, open M – F 9 - 5
  - d. WHY?
    - i. Allows access to libraries
    - ii. Allows discounts (see <http://www.icardnet.uillinois.edu/appPublicWebsite/>)
    - iii. Provides free transportation by city bus (MTD) throughout the area.
  
4.  **Orientation.** If you have been registered for orientation, do attend. The information will be vital to your success in your position at the U of I.
  
5.  **Mailbox** (Grads, Staff & Faculty) Room 250-Altgeld Hall – Please check daily.
  
6.  **E-MAIL** (\*\*@uillinois.edu) Too request an Exchange email account go to <http://www.cites.uillinois.edu/exchange/> and click on "Request an Exchange 2010 account".

7.  **Computer Access** to the Math Systems
  - a. Graduate students' access will be set up during orientation.
  - b. Faculty & Staff will need to see Tony Mullen in room 129 Altgeld Hall.
  - c. Undergrad students will be given any access needed by their supervisor.
  
8.  **Your Pay** Access pay information and update employee records at <https://nessie.uihr.uillinois.edu/cf/index.cfm>
  - a. Payday for Faculty, Academic Professionals, and Grad TA & RAs is the 16<sup>th</sup> of each month for the pay period from the 16<sup>th</sup> through the 15<sup>th</sup> of the month.
  
  - b. Payday for hourly employees and staff is every other Wednesday.
  
  - c. **Hourly employees:** You must turn in a timesheet signed by your supervisor and enter your time into the online webtime system to be paid appropriately.
    - i. An e-mail from Mark Drennan will explain the webtime entry system.
    - ii. Direct time sheet questions to Mark at 244-6177, [drennan@uillinois.edu](mailto:drennan@uillinois.edu), or by stopping in the business office at 221 Altgeld Hall.
    - iii. **It is VITAL that time sheets are submitted on time.** Failure to submit time sheets and enter the time online **BEFORE** they are due will
      - o significantly delay your pay
      - o greatly increase the business office workload
      - o negatively affect your chance of rehire
  
9. If there is anything you need, please contact Broderick Williamson by e-mail at [brodsr@uillinois.edu](mailto:brodsr@uillinois.edu), by phone at (217) 300-8566, or by stopping in room 273 Altgeld Hall.