

Checklist for New International Employees of the Department of Mathematics

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

1. **ISSS Check In** ⇒ If you have not already done so, you must check-in with the Office of International Student & Scholar Services (ISSS) as soon as you arrive. **Call 333-1303** for an orientation session in room 400 - Turner Student Services Building at 610 E. John Street.

My ISSS Orientation is set for: _____

2. **YOUR TCN** ⇒ If you do not have a Social Security Card you will need a temporary control number (TCN).
 - a. Students receive TCNs from the i-Card office in the Illini Union Bookstore.
 - b. Bring TCN to 273 Altgeld Hall for Broderick Williamson to complete your appointment.
3. **Math Check In** ⇒ 273 Altgeld Hall, with Broderick Williamson to complete I-9 form as soon as possible. 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
4. **Apply for a Social Security (SSN) Number** ⇒ (If you have your social security number/card, skip to #5) **If you don't have one yet**
 - a. **GO TO** the Champaign Social Security office with your identification after 2 days of being in the U.S.
 - i. WHERE? See separate instruction sheet for directions.
 - ii. COST? Nothing
 - iii. HOW MUCH TIME will it take? ½ hour to apply; 3 weeks or less to receive SSN.
 - b. **ASK FOR A RECEIPT** from the SS office while there.
 - c. **BRING SSN CARD** to Broderick once you receive it so he can update your records.

5. **Complete online employment forms** ⇒ Watch for an e-mail from noreply@uillinois.edu with a 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. Loan Default form
- g. Employment Information Form

Be sure to create your Net ID.

6. **Get 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? 1st floor of the Illini Bookstore, 809 S. Wright Street. Open M – F; 9a – 5p
- c. 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.

7. **Tax Status Review Session** You must schedule a Tax Status Session at the Payroll Lab.

- i. **Do one** of the following three options:
 - o REGISTER ONLINE at <http://training.obfs.uillinois.edu/index.cfm?campus=F>
 - o CALL 265-6363 to request a Tax Review Session at the lab.
 - o REQUEST a Tax Review Session in person at the Payroll Office in the Henry Administration Building.
 - o **PRINT** the Foreign National Tax Information Form from the above website.
- ii. **TAKE** the following to your appointment:
 - o completed Foreign National Tax Information Form
 - o the documentation and copies listed on the form

My Tax Status Review appointment is set for _____
 in Lab 11 at 111 East Green Street, Champaign. (On the SW corner of 2nd & Green).
 Use the buzzer to get in the back door and the elevator to the basement.

8. **Orientation.** If you have been registered for orientation, DO attend. The information will be vital to your success in your position at Illinois.

9. **Mailbox** (Grads, Staff & Faculty) Room 250-Altgeld Hall – Please check daily.

10. **E-MAIL** (**@uillinois.edu) To request an Exchange email account go to <http://www.cites.uillinois.edu/exchange/> and click on “Request an Exchange 2010 account”.

11. **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.

12. **Your Pay** Access pay information and update employee records at <https://nessie.uhr.uillinois.edu/cf/index.cfm>

- a. Payday for Faculty, Academic Professionals, and Grad TA & RAs, is the 16th of each month for the pay period from the 16th through the 15th 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, 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

13. If there is anything you need, please contact Broderick @ brodsr@uillinois.edu or by phone at (217) 300-8566.