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:
      • 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 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?** 1st 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** (***@illinois.edu) Too request an Exchange email account go to http://www.cites.illinois.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.uiuillinois.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@illinois.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@illinois.edu, by phone at (217) 300-8566, or by stopping in room 273 Altgeld Hall.