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:
      - 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/](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 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** (**@illinois.edu**) Too request an Exchange email account go to  
    [http://www.cites.illinois.edu/exchange/](http://www.cites.illinois.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.uihr.uillinois.edu/cf/index.cfm](https://nessie.uihr.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@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

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