

Checklist for New Employees of the Department of Mathematics

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

The combined efforts of many individuals like you have contributed to our world-renowned distinction as a leader in teaching and research in the various specialties in the broad field of mathematics. We look forward to your contributions as part of our team.

The information below has been compiled to smoothly guide you through the many steps involved in getting started as an employee of the University of Illinois.

1. **ISSS Check In** ⇒ (If you are a US citizen, Please skip to Step 2) If you are not a US citizen 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. **Math Check In** ⇒ 273 Altgeld Hall, with Jane Bergman to complete I-9 form.
Office Hours: 8:30 -12 & 1 – 5, Mon. - Fri. (217) 244-1260

PLEASE BRING the following:

- a. Identification. Acceptable ID list ⇒ <http://www.uscis.gov/files/form/I-9.pdf> pg. 4
- b. Your UIN = University of Illinois ID Number (if you have one yet)
- c. Your I-card = Issued by the University of Illinois (if you have one yet)
- d. Your official Social Security-card = (if you have one yet) (not faxed or copied)
- e. Your current E-mail address
- f. Federal Work Study information (for undergrads if you are eligible)

Questions? E-mail Jane Bergman at: jbergman@illinois.edu

3. **Apply for a Social Security(SSN) Number** ⇒ (If you have your social security number/card, skip to #4) **If you don't have one yet**
 - a. **GO TO** the Champaign Social Security office with your identification
 - i. WHERE? Directions online at <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp> , Enter Zip code 61820 and click on "Locate" or from Jane at 273 Altgeld Hall.
 - ii. COST? Nothing
 - iii. HOW MUCH TIME will it take? Approx. 3 weeks to receive SS card.
 - b. **ASK FOR A RECEIPT** from the SS office while there.
 - c. **SHOW RECEIPT TO** Payroll Dept. 1st floor; Henry Admin. Bldg. Payroll will issue a TCN (Temporary Control Number) for you.
 - d. **GIVE TCN TO** Jane at 273 Altgeld Hall to set up your job with it. *Otherwise your first paycheck could be delayed.*
 - e. **BRING SSN CARD** to Jane once you receive it so she can update your records.
 - f. **TAKE SSN CARD** to the Payroll Dept. & they will schedule a Tax Status Session for you, if needed. (See 4d below)
4. **Complete online employment forms** ⇒ Watch for an e-mail from Jane Bergman (jbergman@illinois.edu) with a link to the online employment forms. Complete all that pertain to you, but especially the forms listed below: **Be sure to request a Net ID here.**
 - a. Employment Information Form
 - b. Loan Default Form (mandatory, in all cases)
 - c. Direct Deposit Form

- d. Withholding Allowance (W4) Form – (Income tax form-online for US citizens)
- i. **If You are not a US citizen** setting your income tax status will be more complicated. You must schedule a Tax Status Session at the Payroll Lab.
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 in person at Henry Admin. Bldg. 1st floor.
- ii. **PRINT** the Foreign National Tax Information Form from the above website.
- iii. **TAKE** the following to your appointment:
- o completed Foreign National Tax Information Form
 - o the listed documentation and
 - o the listed copies
- My Tax Status 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.
5. **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.
 - c. WHEN? As soon as you have your UIN, open M – F 9 - 5
 - d. WHY?
 - i. Allows access to libraries
 - ii. Allows access to U of I events and discounts
 - iii. Provides free transportation by city bus (MTD) throughout the area.
6. **Orientation**. If you have been registered for orientation, it is highly recommended (often mandatory) that you attend. The information will be vital to your success in your position at the U of I.
7. **Mailbox** In room 250 of Altgeld Hall – Please check your mailbox daily.
8. **E-MAIL** You should receive your U of I e-mail address at the end of step 4. (**@uillinois.edu)
 Please check your e-mail daily.
9. **Computer Access** to the Math Systems
- a. Graduate students’ access will be set up during orientation.
 - b. Faculty need to see Tony Mullen in room 129 Altgeld Hall.
10. **Pay** Access pay information and update employee records at <https://nessie.uihr.uillinois.edu/cf/index.cfm>
- a. Payday for Faculty, Academic Professionals, Grad TAs & RAs, is the 16th of each month for the pay period from the 16th through the 15th of the month.
 - b. Payday for hourly student employees and staff is every other Wednesday.
 - i. An e-mail from Ann Byers will explain our timesheet system.
 - ii. Direct time sheet questions to Ann at 333-8406, annbyers@uillinois.edu, or by stopping in the business office at 221 Altgeld Hall.
11. If there is anything you need, please contact Jane Bergman by e-mail at jbergman@uillinois.edu, by phone at (217) 244-1260, or by stopping in room 273 of Altgeld Hall.