

**EXTRA HELP NON-CLERICAL APPOINTMENTS**

You have been employed by the University of Illinois as EXTRA HELP SERVICES. There are several things you need to know about this type of appointment.

1. Extra Help Services employment is considered non-status. This means that while serving in this appointment you will not receive any University of Illinois employee benefits, such as paid sick leave, vacation or insurance. Likewise, you will not accrue any seniority or service credit in the State Universities Civil Service System.
2. As an Extra Help Services employee and representative of the University of Illinois, you are required to follow the University of Illinois Code of Conduct. That policy can be found at <http://ethics.uillinois.edu/policies/code.html> . It is your responsibility to read and understand the policy. If you need assistance please contact Extra Help Services.
3. The University of Illinois Urbana-Champaign Annual Security Report is available. This report includes statistics from the previous three years concerning reported crime that occurred on campus, in certain off-campus buildings or property owned or controlled by the University of Illinois Urbana-Champaign campus. The report also includes institutional policies concerning campus security and other safety information. You may obtain a copy of this report by contacting the Division of Public Safety or by accessing the following Web site: <http://www.dps.illinois.edu/clery.htm>
4. An Extra Help Services appointment is limited to 900 hours of service. Upon reaching 900 hours, you cannot return to work until you have been off of work for 30 consecutive calendar days. Please notify Extra Help Services of your last day worked and the effective date of your 30-day break.
5. Extra Help Services employment does not affect your permanent employment possibilities with the University of Illinois, nor does it affect your position on any Civil Service register; however, becoming an Extra Help Services employee does not automatically qualify you for or guarantee you permanent employment. If you are interested in permanent employment with the University of Illinois, you must take the necessary steps with the Employment Center to request testing for Civil Service exams. You may contact them at 333-2137 between 8:30 –12:00 and 1:00 – 4:00, Monday through Friday.
6. While you are working as an Extra Help Services employee, you are fully covered by the Illinois Worker's Compensations Act for any on-the-job injury.
7. Effective August 1, 2003, all new employees will receive their pay via direct deposit to the employee's bank account. A grace period will be available for new employees who do not have an account at the time of hire. No-banking services are available at UIUC through the U of I employees Credit Union (217) 278-7700 or [www.uiuecu.org](http://www.uiuecu.org). A listing of banks offering no-cost and low-cost services is available at <http://www.obfs.uillinois.edu/obfshome.cfm?level=2&Path=treasury&XMLData=ddbanking>. New employees may request an exception to this policy by contacting the Payroll Office at (217) 333-2443.

**MY SIGNATURE VERIFIES THAT I HAVE READ, UNDERSTAND AND HAVE BEEN GIVEN A COPY OF THE "EXTRA HELP SERVICES APPOINTMENTS" INFORMATION SHEET. I UNDERSTAND THAT EXTRA HELP SERVICES EMPLOYEES ARE NOT HIRED WITH THE INTENT OF GUARANTEED OR CONTINUED EMPLOYMENT AND WILL NOT RECEIVE INSTITUTIONAL BENEFITS.**

Name (please print): \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# **NOTICE TO EMPLOYEES**

**(Academic, Nonacademic and Student Employees)**

---

**In case of injury, *however slight*, while you are engaged in University work, report at once to your supervisor.**

**This procedure will safeguard your interests under the Illinois Workers' Compensation Act and failure to so report may affect your right to compensation for time lost or reimbursement for expenses incurred.**

**This is a requirement of the State Workers' Compensation Act.**

**You may seek treatment at:**

**Carle Occupational Medicine  
Located at Carle Foundation Hospital  
810 W. Anthony Drive, Urbana, IL  
from 8:00 AM to 5:00 PM - Weekdays  
Phone: (217) 383-3077**

**OR**

**SAFeworks of ILLINOIS  
Located at 1806 N. Market Street, Champaign, IL  
From 8:00 AM to 5:00 PM  
Phone: (217) 337-2131**

**Note: Employees who work outside the Champaign-Urbana area should seek treatment at a local occupational medical center.**

---

**Notice: *The University of Illinois has qualified and is operating as a self-insured employer.***

**Vickie Anders, Claims Manager  
810 S. Sixth Street, Champaign, IL 61820  
(217) 333-1080**

**is in charge of making compensation payments  
to Urbana-Champaign employees.**

**UNIVERSITY OF ILLINOIS – REVISED 07/2011**

UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN



Dear New Extra-Help Employee:

During FY91 Congress enacted legislation that requires employees of state and local governments who are not participants in a retirement system to participate in social security. Since your employment with the University is on a non-permanent, non-continuous basis, you are not eligible to participate in the State Universities Retirement System (SURS). Therefore, we must deduct for social security taxes (current rate is 7.65% and includes the medicare tax) unless you elect one of the available alternative retirement plans, or you are a SURS annuitant (see below).

IRS regulations permit state and local government employees not covered by a defined benefit retirement system (SURS) to elect, as an alternative to social security, to contribute at least 7.5% of their earnings to a defined contribution retirement system offered by the employer via payroll deduction. As a University employee, the individual retirement plans available to you include the State of Illinois Deferred Compensation Plan and the various tax deferred retirement plans available under IRS Section 403(b).

Unlike social security, contributions to any of these plans would reduce your taxable income and be refundable, subject to IRS tax requirements, upon your separation from employment. Please contact Benefits Center at 333-3111 for more information about alternative plans or log onto NESSIE at [nessie.uihr.uillinois.edu](http://nessie.uihr.uillinois.edu) and click on Benefits tab, and Benefits Summary to locate retirement options.

◆-----◆  
This section should be completed by Returning Retirees who are receiving a SURS annuity.

If you are a current annuitant of SURS you are not required to pay social security taxes. Please sign below indicating your status as an annuitant and the Institution from which you are a retiree.

\_\_\_\_\_  
NAME DATE  
(Sign only if you are a **RETIREE** receiving an annuity from SURS )

\_\_\_\_\_  
Social Security Number Institution and Date Retired

UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN



Federal tax regulations require us to request a Social Security Number from every employee to whom compensation is paid. Employee Social Security Numbers are maintained and used by the University for payroll and benefits purposes, to verify employment history, and are reported to Federal and state agencies on forms required by law or for benefits purposes. The University will not disclose an employee's Social Security Number without the consent of the employee to anyone outside the University except as mandated by law or as required for benefit purposes. Failure to provide a Social Security Number may result in the withdrawal of an offer of employment and/or the denial of benefits. The University of Illinois is working to minimize the use of Social Security Numbers within its business processes. For a full description of the University of Illinois' Social Security number policy, please visit <http://www.ssn.uillinois.edu>.

University of Illinois  
UIC UIUC UIS

**NESSIE**  
**nessie.uihr.uillinois.edu**

***The electronic way to keep your employment information up-to-date***

- View and update personal information
- Arrange an electronic employment verification
- View and update your benefits information
- Change Direct Deposit
- View your current earnings statement
- View your notification of appointment
- Change withholding allowance

Following Banner conversion on January 16, 2014, you need to submit changes regarding your employment information via NESSIE. As an Extra Help Services employee, you will need your Net ID and Password. **THE LOGIN ID** is your Net ID. If you are unsure of your net id, please contact our office at 333-4752. Once in NESSIE, you will need your UIN and will then be asked to create a pin number of your own. This will allow you to access NESSIE and make any/all of the changes listed above.