

**CIVIL SERVICE NEW HIRE
EMPLOYEE CHECKLIST & INFORMATION**

**Welcome to the University of Illinois Urbana/Champaign
Following Requirements To Begin New Hire**

1. Prior to your 1st day:

- A. Speak with your Department Human Resources contact on or before your first day of employment.
- B. Review the list of acceptable documents you will need to present within your first and third day of employment. These documents must be **original and unexpired** and will be used to complete the Employment Eligibility Verification Form I-9. Acceptable Documents: <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>
- C. Locate your Social Security Card or apply for a new card*. (Required for Payroll)

2. On or before your 1st day:

These steps must be done in the following order as other units, such as i-Card, Parking, and Benefits, will view your employment record in the system for verification prior to issuing your card or permit.

- A. Meet with your Department Human Resources (HR) contact with proper identification as noted in Step 1.
 - i. Complete Section 1 (and Section 2) of the Employment Eligibility Verification Form I-9.
 - ii. Section 2 of the I-9 can only be completed if you have the appropriate, original documents with you. <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>
 - iii. * Provide Social Security Card (or legible copy if not using for I-9) to initiate new hire forms/paperwork.
- B. Complete as much as possible of Steps 1 through 3 in the UI New Hire System using the New Hire Login and New Hire Password provided to you by your department. In this process, you will be creating a Net ID and Password to use for other campus systems including email. (NOTE: You will not be able to complete the Title IX Training on Step 2 at this time. You will receive an email when you have been given access to this training.) https://www.hr.uillinois.edu/human_resource_systems/new_hire_system_and_resources
- C. Obtain a University ID Card (Urbana ID Center, Illini Union Bookstore, First Floor, 809 S Wright Street, Champaign) <https://www.icardnet.uillinois.edu/public/urbana-idc.cfm>
- D. Establish parking arrangements if needed (Parking Department, 1201 W University Ave, Urbana, 217-333-3530)
Web page: www.parking.uillinois.edu Email: parkingcomments@uillinois.edu
- E. Register for a Benefits Orientation and optional Benefits Enrollment Session (only for benefits-eligible employees) <https://www.obfs.uillinois.edu/training/registration/>

3. On or before your 3rd day:

- A. Did you complete Section 2 of the I-9 form in Step 2Ai above? If no, please take proper identification as noted in Step 1 to the department HR contact. (NOTE: If you cannot provide documentation by the third day, you must stop working immediately until the documentation is provided; this is a US Federal law and regulation.)
- B. If not done yet, complete required new hire forms/training in the UI New Hire System Steps 1 & 3, : https://www.hr.uillinois.edu/human_resource_systems/new_hire_system_and_resources
 - i. Employee Information Form (NOTE: please ensure your Education fields are entered correctly)
 - ii. Loan Default
 - iii. W-4
 - iv. ANCR Training (Abused and Neglected Child Reporting Act)

4. Within 30 days:

- A. Make your benefits selections online at www.MyBenefits.uillinois.gov. (Benefits Eligible Employees)
NOTE: You will need your CMS Employee ID# for this.
- B. Complete the remainder of your forms in UI New Hire including Ethics Training (if not already done).
NOTE: If Direct Deposit is not completed within 30 days, you will be issued your pay on a pay card. <https://www.hr.uillinois.edu/pay/directdeposit/paycard>
- C. OPTIONAL: Begin reviewing retirement plan options and attend a State Universities Retirement System (SURS) Webinar. Register at <https://www.surs.org/plan-choice-webinar-tier-ii>

5. Within 90 days:
A. Complete Title IX Training in UI New Hire (if not already done)
6. Within 6 months:
A. Select a SURS retirement plan (if not already done) or you will automatically be enrolled in the Traditional Benefit Package; this default enrollment is irrevocable.

IMPORTANT INFORMATION:

- Keep your Civil Service employment application updated at <https://jobs.illinois.edu/> (for exam requests, register notifications)
- Keep your home and work address current on My UI Info (for payroll, W-2's, etc.) at <https://www.hr.uillinois.edu/myinfo>
- Time Reporting for Web Time Entry and Positive Time Reporting at <https://apps.uillinois.edu>
- View your earnings statement, leave balances, and other employee information on My UI Info at <https://www.hr.uillinois.edu/myinfo>

ADDITIONAL INFORMATION:

- Annual Security Report at <https://police.illinois.edu/clery/> (Campus crime statistics and campus security information)
- Campus Holiday Schedule at <https://humanresources.illinois.edu/employees/resources/info-about-your-employment/campus-holiday-schedule.html>
- Campus Recreation at <https://campusrec.illinois.edu/>
- Pay Period Schedule & Salary Charts at <https://humanresources.illinois.edu/employees/current-employees/civil-service/Permanent/salary-info.html>
- Policy & Rules for Civil Service Staff at <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5667> (Sick leave, vacation, etc.)
- Promotional Register - If you test in your promotional line before the end of your probationary period, email shr@uillinois.edu when you pass probation and ask us to change your status on that register to Promotional.
- Shared Benefits Program at <https://www.hr.uillinois.edu/leave/sharedbenefits/>
- Smoke-Free Campus Policy at <https://tobaccofree.illinois.edu/>
- Tuition Waivers at <https://www.hr.uillinois.edu/benefits/tuitionwaivers>

CONTACT INFORMATION:

- Illinois Human Resources - <http://humanresources.illinois.edu>, 217-333-2137, Email: ihr@uillinois.edu
- State Universities Civil Service System (SUCSS) - <http://www.sucss.illinois.gov/>, 217-278-3150, Email: info@sucss.illinois.gov
- State Universities Retirement System (SURS) - <http://www.surs.com/>, 217-378-8800
- Technology Services - Web: <https://techservices.illinois.edu/>, 1304 W. Springfield, Urbana 61801
E-mail: consult@uillinois.edu, 217-244-7000 (Help Desk, Option 2),
Reset Net ID Password: <https://answers.uillinois.edu/illinois/page.php?id=49273>
- University Payroll & Benefits, 177 Henry Administration Building, 506 S Wright St, Urbana, 217-265-6363

Benefits Service Center – Email: Benefits-OBFS2@mx.uillinois.edu, Fax: 217-244-3135
Payroll Services - Email: payinq-OBFS@mx.uillinois.edu

* Federal tax regulations require us to request an SSN from every employee to whom compensation is paid. Employee SSNs 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 SSN 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 SSN 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 <https://www.ssn.uillinois.edu/>.