

Checklist for New Employees of the Department of Statistics

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

1. **Statistics Check In** ⇒ 101 Illini Hall (IH), with Melissa Banks to complete I-9 form. You must complete the I-9 form before you start working.
Office Hours: 8:30am – 12pm & 1pm – 5pm Monday – Friday. Phone: (217) 244-7192
PLEASE BRING the following:
 - a. Identification for the I-9 form: Acceptable IDs ⇒ <http://www.uscis.gov/files/form/i-9.pdf> Pg. 9.
 - 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

2. **Complete online employment forms** ⇒ Watch for an e-mail with a link to the online employment forms. **Be sure to complete:**
 - a. Employment Information Form (please list your University and degree)
 - b. Ethics Orientation (mandatory, in all cases)
 - c. Loan Default Form (mandatory, in all cases)
 - d. Direct Deposit Form
 - e. Withholding Allowance (W4) Form – (Income tax form-online for US citizens)
 - f. i-Card Terms and Conditions
 - g. ANCRA Acknowledgement
 - h. Code of Conduct
 - i. Title IX Training

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.icard.uillinois.edu>)
 - 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.** 212M Technology Plaza – Please check daily.

6. **E-MAIL** (**@illinois.edu) Please check your e-mail daily.

7. **Your 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 employees and staff is every other Wednesday.

- i. **It is VITAL that time sheets are submitted on time!**
Failure to submit time sheets when they are due will:
- significantly delay your pay
 - greatly increase the business office workload
 - negatively affect your chance of rehire

If there is anything you need, please contact Melissa Banks by e-mail at mdbanks@illinois.edu, by phone at (217) 244-7192, or by stopping in room 101 IH.