

Checklist for New International Employees of the Department of Statistics

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

1. **Statistics Check In** ⇒ 101B Illini Hall, with Melissa Banks to complete I-9 form as soon as possible. You must complete the I-9 form before you start working.
Office Hours: 8:30am – 12pm & 1pm – 4:30pm, Monday – Friday. Phone: (217) 244-7192
PLEASE BRING the following, if you have them:
 - a. Identification. Acceptable IDs list ⇒ <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 at this time, original only accepted)
2. **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.
3. **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 5 days of being in the U.S.
 - i. WHERE? See separate instruction sheet for directions.
 - ii. HOW MUCH TIME will it take? ½ hour to apply; 3 weeks to receive SSN.
 - b. **ASK FOR A RECEIPT** from the SS office while there.
 - c. **BRING SSN CARD** to Melissa once you receive it so she can update your records.
4. **YOUR TCN** ⇒ If you do not have a Social Security Card and you do not have a UIN number you will need a temporary control number (TCN).
 - a. Please take your passport, a copy of your offer letter, and the receipt from Social Security to the Payroll Office in the Henry Administration Building.
 - b. Bring TCN to 101B Illini Hall for Melissa Banks to complete your appointment.
5. **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 (list your College/University attended and degree)
 - b. Ethics Orientation (mandatory, in all cases)
 - c. Loan Default Form (mandatory, in all cases)
 - d. Direct Deposit Form
 - e. i-Card Terms and Conditions
 - f. ANCRA Acknowledgement
 - g. Code of Conduct
 - h. Title IX Training
 - i. Create an email account
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.
 - c. WHEN? As soon as you have your UIN, open M – F 9 - 5
 - d. WHY?
 - i. Allows access to libraries

ii. 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. **AFTER** receiving your Social Security Number (SSN).

i. **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 **PRINT** and **COMPLETE** the Foreign National Tax Information 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. **Mailbox** In Room 101 Illini Hall – Please check your mailbox daily.

9. **E-MAIL** (**@uillinois.edu) Please check your e-mail daily.

10. **Your Pay** Access pay information and update employee records at <https://nessie.uhr.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. **It is VITAL that time sheets are submitted on time.** Failure to submit time sheets when they are due will
 - o significantly delay your pay
 - o greatly increase the business office workload
 - o negatively affect your chance of rehire

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