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:
   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:
      - [ ] REGISTER ONLINE at [http://training.obfs.uillinois.edu/index.cfm?campus=F](http://training.obfs.uillinois.edu/index.cfm?campus=F)
      - [ ] CALL 265-6363 to request a Tax Review Session at the lab.
      - [ ] 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** (**@illinois.edu**) Please check your e-mail daily.

    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
          - 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 101B IH.