

Checklist for New International Employees of the Department of Mathematics

Welcome to the Department of Mathematics at the University of Illinois!
The combined efforts of many individuals like you have contributed to our world-renowned distinction as a leader in teaching and research in the various specialties of mathematics.
We look forward to your contributions as part of our team.

1. **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. **Call 333-1303** for an orientation session in room 400 - Turner Student Services Building at 610 E. John Street.
My ISSS Orientation is set for: _____
2. **Math Check In** ⇒ 273 Altgeld Hall, with Carolyn Thomas to complete I-9 form as soon as possible. You must complete the I-9 form before you start working.
Office Hours: 8:30am to noon & 1pm to 5pm, Mon. - Fri. (217) 244-1260
PLEASE BRING the following, if you have them:
 - a. Identification. Acceptable IDs list ⇒ <http://www.uscis.gov/files/form/i-9.pdf> pg. 5
 - b. Your official Social Security-card = (if you have one at this time, original only accepted)
 - c. Your current E-mail address
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 10 days of being in the U.S.
 - i. WHERE? See separate instruction sheet for directions.
 - ii. COST? Nothing
 - iii. 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 Carolyn 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 273 Altgeld Hall for Carolyn Thomas to complete your appointment.
5. **Complete online employment forms** ⇒ Watch for an e-mail from Carolyn Thomas (cdthoma2@illinois.edu) with a link to the online employment forms. Complete all that pertain to you, but especially the forms listed below: **Be sure to request a Net ID here.**
 - a. Employment Information Form
 - 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
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.

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 REQUEST a Tax Review Session in person at the Payroll Office in the Henry Administration Building.
- o **PRINT** the Foreign National Tax Information Form from the above website.

ii. **TAKE** the following to your appointment:

- o completed Foreign National Tax Information Form
- o the documentation and copies listed on the 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. **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.

9. **Mailbox** In room 250 of Altgeld Hall – Please check your mailbox daily.

10. **E-MAIL** You should receive your U of I e-mail address at the end of step 4. (**@uillinois.edu) Please check your e-mail daily.

11. **Computer Access** to the Math Systems

- a. Graduate students' access will be set up during orientation.
- b. Faculty need to see Tony Mullen in room 129 Altgeld Hall.

12. **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 student employees and staff is every other Wednesday.
 - i. An e-mail from Ann Byers will explain our timesheet system.
 - ii. Direct time sheet questions to Ann at 333-8406, annbyers@uillinois.edu, or by stopping in the business office at 221 Altgeld Hall.
 - iii. **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

13. If there is anything you need, please contact Carolyn Thomas by e-mail at cdthoma2@uillinois.edu, by phone at (217) 244-1260, or by stopping in room 273 Altgeld Hall.