

NESSIE New Hire Guide

UNIVERSITY OF ILLINOIS
CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN

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Guide Information

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Conventions Used in this Guide

Throughout this guide, you will find icons representing various types of information. These icons serve as reminders of their associated text.



Indicates a **Note** or additional information that might be helpful to you.



Indicates a **Hint** such as a tip, shortcut, or additional way to do something.



Indicates a **Warning** of an action that you should not perform or that might cause problems in Banner.

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About NESSIE New Hire

As a new hire or returning employee at the University of Illinois, you are required to complete required new hire forms online through the NESSIE New Hire system. This guide describes what NESSIE New Hire is and how to complete the new hire forms. Tips and hints for submitting the forms are also provided in this guide.

You will use NESSIE New Hire until your new hire forms have been completed. You will have 60 days from your hire date to complete many of your new hire forms; your new hire logon ID and password will expire 60 days after your hire date.



NOTE: You will have 3 working days after the first day of employment to complete the I-9 form. You can complete this form on paper and send it to your department.

If you are benefits eligible, you will have 10 days from the date you attend a benefits orientation to complete your benefits forms.

The website for NESSIE New Hire is:

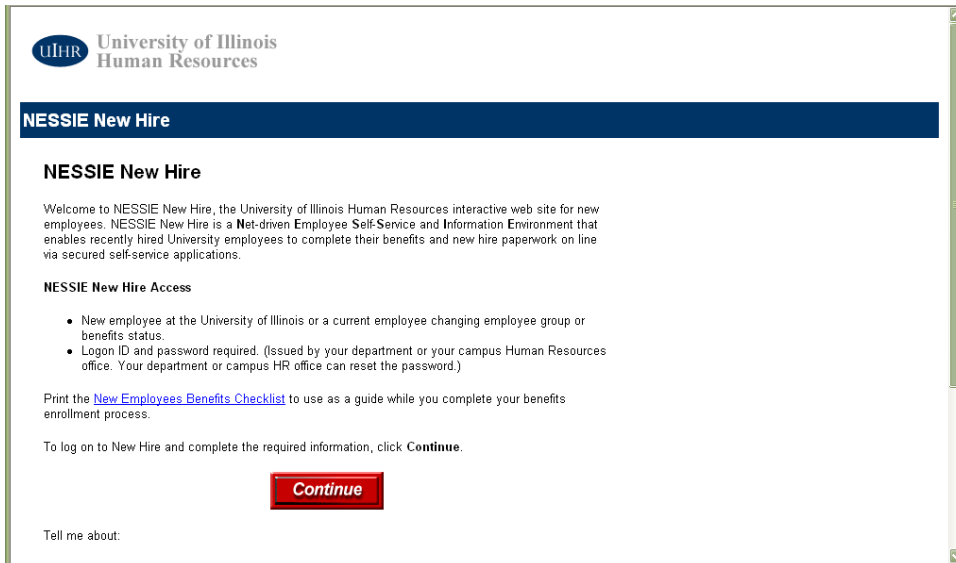
<https://newhire.uihr.uillinois.edu>

Once your new hire forms have been completed you can use a separate employee website called NESSIE (Net-Drive Employee Self-Service Information Environment). NESSIE will allow you to view or edit your personal information such as birth date, marital status, education information, benefits information, or earnings information.

You will not be able to access a form through NESSIE New Hire once it has been submitted. If you need to make a change to a submitted form, you may go to regular NESSIE to update or add any additional information.

Logging In to NESSIE New Hire

To begin the new hire process, go to NESSIE New Hire at <https://newhire.uihr.uillinois.edu>.



UIHR University of Illinois Human Resources

NESSIE New Hire

Welcome to NESSIE New Hire, the University of Illinois Human Resources interactive web site for new employees. NESSIE New Hire is a **Net-driven Employee Self-Service and Information Environment** that enables recently hired University employees to complete their benefits and new hire paperwork on line via secured self-service applications.

NESSIE New Hire Access

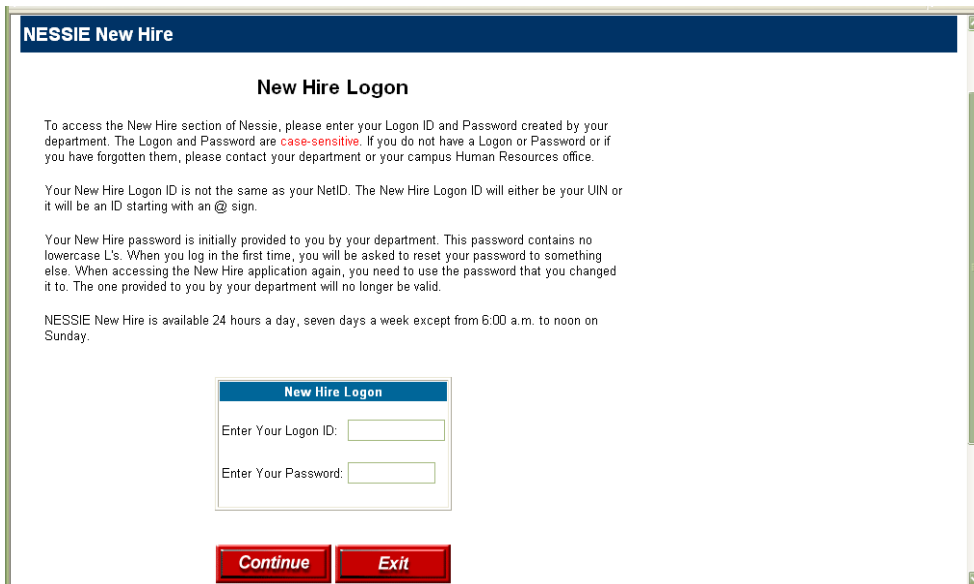
- New employee at the University of Illinois or a current employee changing employee group or benefits status.
- Logon ID and password required. (Issued by your department or your campus Human Resources office. Your department or campus HR office can reset the password.)

Print the [New Employees Benefits Checklist](#) to use as a guide while you complete your benefits enrollment process.

To log on to New Hire and complete the required information, click **Continue**.

Tell me about:

On the **NESSIE New Hire** page, click the **Continue** button.



NESSIE New Hire

New Hire Logon

To access the New Hire section of Nessie, please enter your Logon ID and Password created by your department. The Logon and Password are **case-sensitive**. If you do not have a Logon or Password or if you have forgotten them, please contact your department or your campus Human Resources office.

Your New Hire Logon ID is not the same as your NetID. The New Hire Logon ID will either be your UIN or it will be an ID starting with an @ sign.

Your New Hire password is initially provided to you by your department. This password contains no lowercase L's. When you log in the first time, you will be asked to reset your password to something else. When accessing the New Hire application again, you need to use the password that you changed it to. The one provided to you by your department will no longer be valid.

NESSIE New Hire is available 24 hours a day, seven days a week except from 6:00 a.m. to noon on Sunday.

New Hire Logon

Enter Your Logon ID:

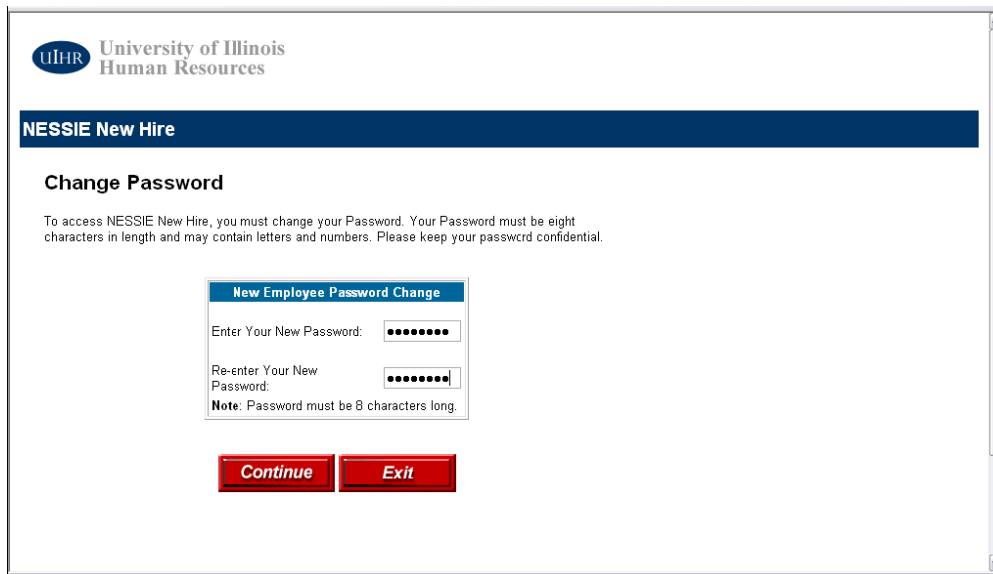
Enter Your Password:

Continue **Exit**

- Enter the New Hire ID and password issued to you by your department. The New Hire Logon ID is **NOT** the same as the NetID. The New Hire Logon ID will either be your University ID Number (UIN) (if you already exist in Banner or i-Card) or it will be an ID starting with an @ sign.
- Click the **Continue** button.



NOTE: Your ID and Password are **case sensitive**.

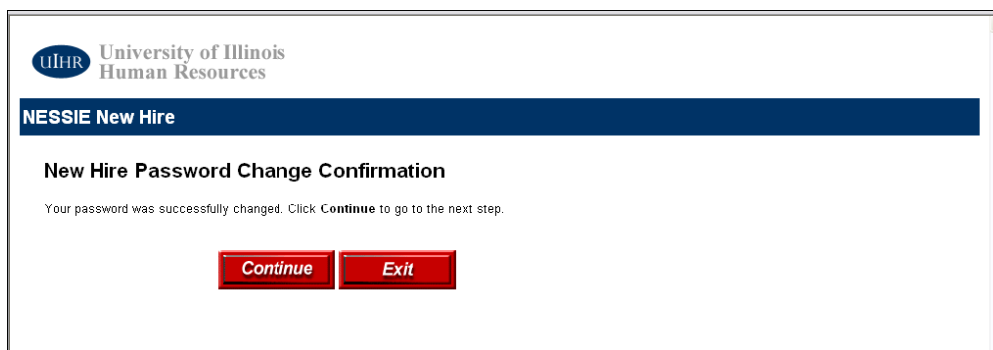


The screenshot shows a web browser window with the University of Illinois Human Resources logo at the top left. Below the logo is a dark blue header bar with the text "NESSIE New Hire". The main content area is titled "Change Password". Below the title, there is a paragraph of text: "To access NESSIE New Hire, you must change your Password. Your Password must be eight characters in length and may contain letters and numbers. Please keep your password confidential." Below this text is a form titled "New Employee Password Change". The form has two input fields: "Enter Your New Password:" and "Re-enter Your New Password:". Both fields are masked with dots. Below the input fields is a note: "Note: Password must be 8 characters long." At the bottom of the form are two red buttons: "Continue" and "Exit".

- After logging in for the first time, you will come to a **Change Password** page will be prompted to change your password to something you choose. Enter the new password of your choice on the **Change Password** page.
- **Re-enter the new password** to confirm it.
- Click the **Continue** button.



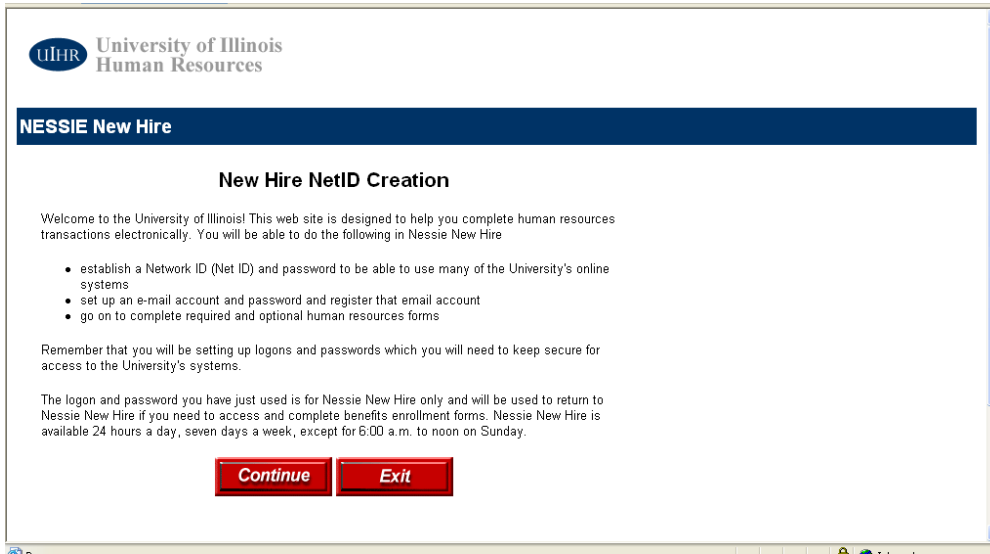
NOTE: Remember the new password you select. You will use this **new password** to log into NESSIE New Hire from now on.



The screenshot shows a web browser window with the University of Illinois Human Resources logo at the top left. Below the logo is a dark blue header bar with the text "NESSIE New Hire". The main content area is titled "New Hire Password Change Confirmation". Below the title, there is a paragraph of text: "Your password was successfully changed. Click **Continue** to go to the next step." Below this text are two red buttons: "Continue" and "Exit".

You will receive a confirmation screen after resetting your new hire password.

Creating a University Network ID (NetID) - UIUC ONLY

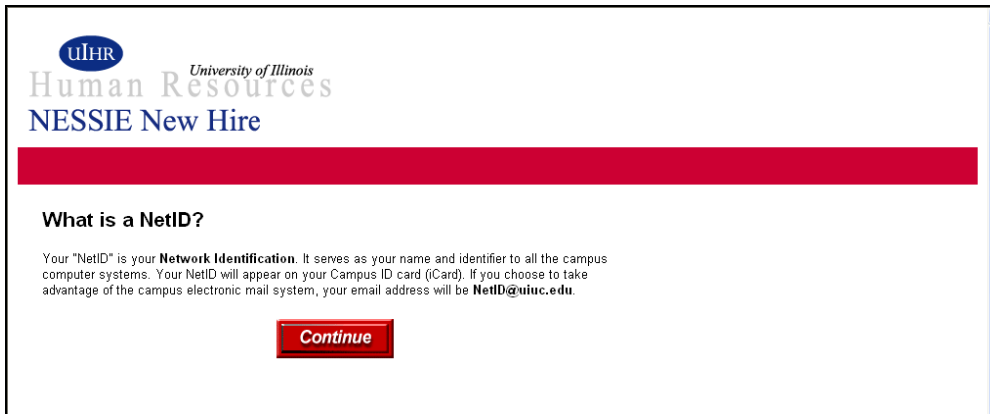


The screenshot shows the 'University of Illinois Human Resources' logo at the top left. Below it is a dark blue header with 'NESSIE New Hire' in white. The main heading is 'New Hire NetID Creation'. A welcome message states: 'Welcome to the University of Illinois! This web site is designed to help you complete human resources transactions electronically. You will be able to do the following in Nessie New Hire'. A bulleted list follows: 'establish a Network ID (Net ID) and password to be able to use many of the University's online systems', 'set up an e-mail account and password and register that email account', and 'go on to complete required and optional human resources forms'. A reminder states: 'Remember that you will be setting up logons and passwords which you will need to keep secure for access to the University's systems.' Another note says: 'The logon and password you have just used is for Nessie New Hire only and will be used to return to Nessie New Hire if you need to access and complete benefits enrollment forms. Nessie New Hire is available 24 hours a day, seven days a week, except for 6:00 a.m. to noon on Sunday.' At the bottom are two red buttons: 'Continue' and 'Exit'.

- Read the information on the **New Hire NetID Creation** page.
- Click the **Continue** button.



NOTE: The ID and password you entered to log into NESSIE New Hire is **ONLY** for NESSIE New Hire. The NetID and password you create here will allow you to access other University systems such as regular NESSIE.



The screenshot shows the 'University of Illinois Human Resources' logo at the top left. Below it is a red header with 'NESSIE New Hire' in white. The main heading is 'What is a NetID?'. A paragraph explains: 'Your "NetID" is your **Network Identification**. It serves as your name and identifier to all the campus computer systems. Your NetID will appear on your Campus ID card (iCard). If you choose to take advantage of the campus electronic mail system, your email address will be **NetID@uiuc.edu**.' At the bottom is a red button: 'Continue'.


- Read the information on the **What is a NetID** page.
- Click the **Continue** button.

The screenshot shows the 'Pick Your NetID' screen. At the top, it says 'Human Resources' and 'NESSIE New Hire'. Below a red header bar, the title 'Pick Your NetID' is displayed. The instruction reads: 'Please choose from the following suggestions, or enter your own:'. There are two radio buttons: the first is selected and labeled 'sbarker', and the second is next to a text input box. Below this, a paragraph explains the rules for creating a NetID: it must be 3-8 characters, start with a letter, and contain only lowercase letters and numbers. It gives examples like 'johnrd', 'jdoe', 'jrd', or 'jdoe' as good choices, and 'john' or 'nutprof' as poor choices. At the bottom is a red 'Continue' button.

- The system will suggest a NetID based on your first and last name. Click in the radio button next to the suggested NetID, or click in the radio button next to the blank box to create your own NetID. You can create your own NetID by entering the desired NetID in the blank box.
- Click the **Continue** button.

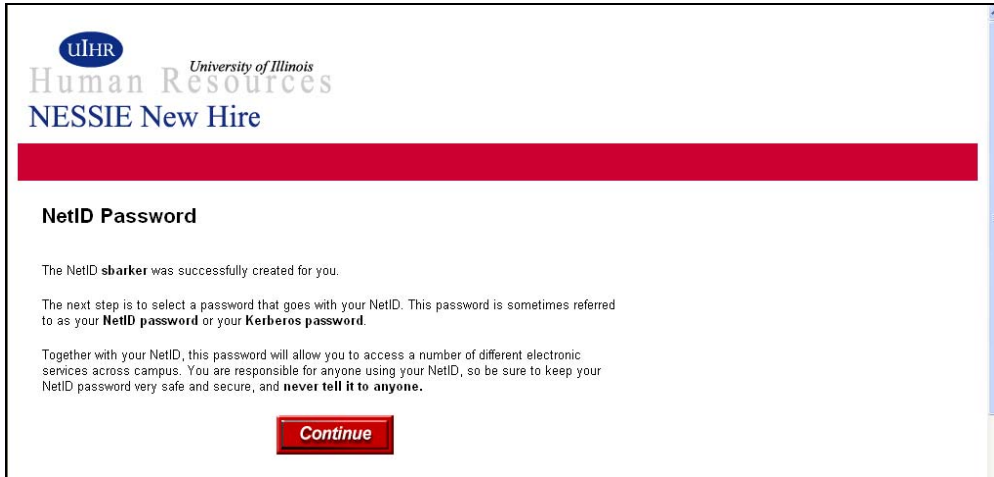
The screenshot shows the 'Your NetID' screen. It features the UIHR logo and 'University of Illinois' text. Below a red header bar, the title 'Your NetID' is displayed. The message says: 'You have picked the NetID: sbarker'. Below this, it states: 'Your email address will be: sbarker@uiuc.edu'. A warning message follows: 'This is your last chance to change your mind. If you choose to continue, you will be permanently assigned this NetID.' At the bottom are two red buttons: 'Back' and 'Continue'.

The system will display the NetID you have selected.



NOTE: If you chose to create your own NetID and picked a NetID that is already in use, you will receive a message from the system indicating that you will need to choose another NetID.

- Click the **Continue** button.



The screenshot shows the 'NESSIE New Hire' page for the University of Illinois Human Resources. The page has a red header bar. Below the header, the title 'NetID Password' is displayed. The text explains that the NetID 'sbarker' was successfully created. It then instructs the user to select a password for their NetID, which is also referred to as their Kerberos password. A note states that this password will be used for various electronic services across campus and must be kept secure, with a warning not to tell anyone. A red 'Continue' button is at the bottom.

NetID Password

The NetID **sbarker** was successfully created for you.

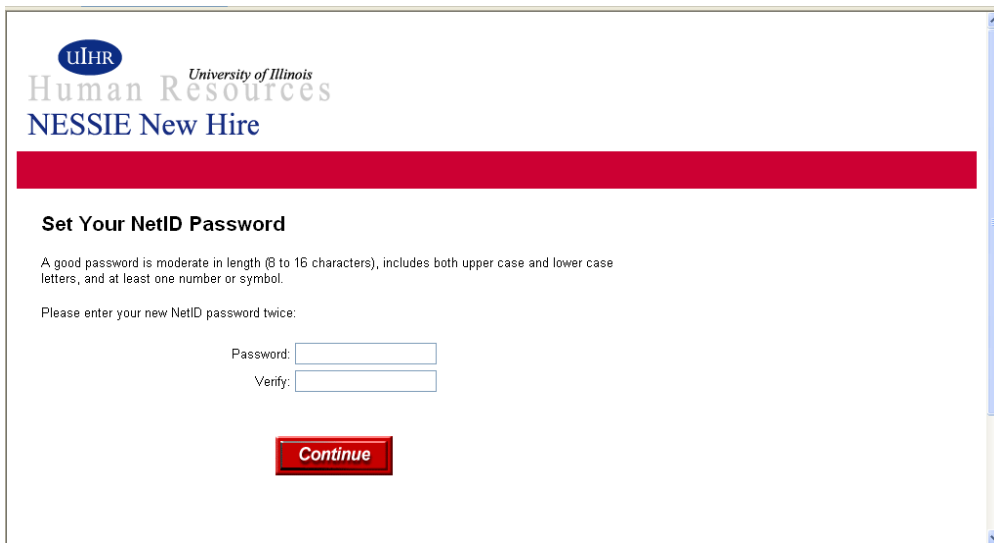
The next step is to select a password that goes with your NetID. This password is sometimes referred to as your **NetID password** or your **Kerberos password**.

Together with your NetID, this password will allow you to access a number of different electronic services across campus. You are responsible for anyone using your NetID, so be sure to keep your NetID password very safe and secure, and **never tell it to anyone**.

Continue

The system will confirm that the NetID has been successfully created.

- Click the **Continue** button.



The screenshot shows the 'Set Your NetID Password' page. It includes a red header bar. The text explains that a good password should be 8 to 16 characters long, include both upper and lower case letters, and at least one number or symbol. It asks the user to enter their new NetID password twice. There are two input fields: 'Password:' and 'Verify:'. A red 'Continue' button is at the bottom.

Set Your NetID Password

A good password is moderate in length (8 to 16 characters), includes both upper case and lower case letters, and at least one number or symbol.

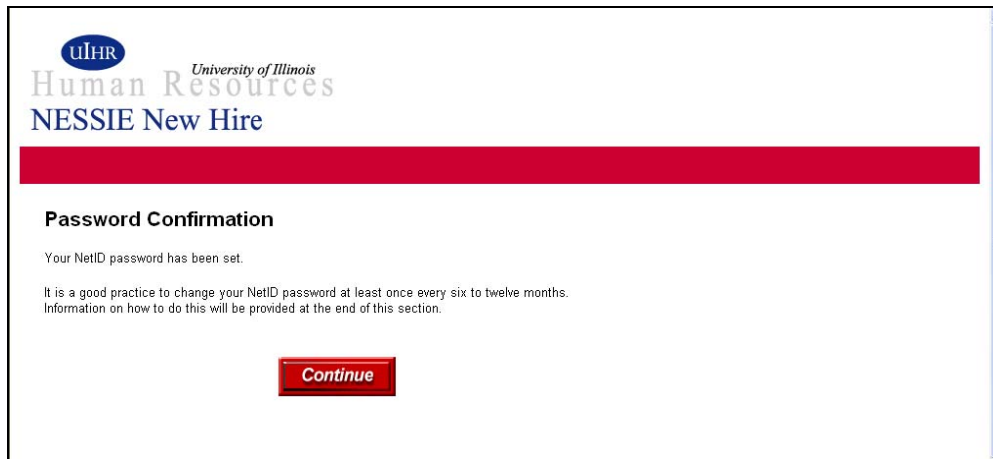
Please enter your new NetID password twice:

Password:

Verify:

Continue

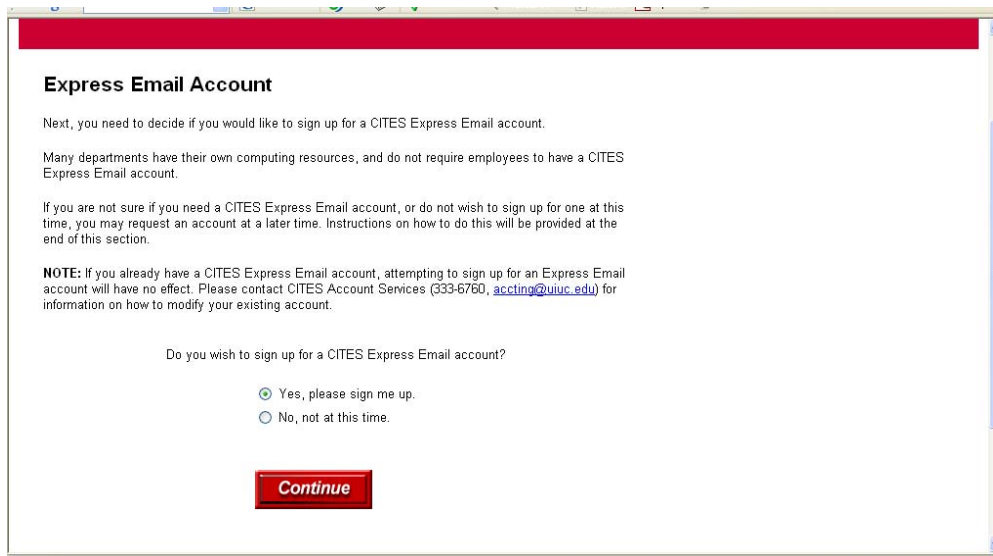
- Enter the **Password** you want for your NetID.
- Re-enter the **Password** you just created in order to verify it. Remember that this Password is case-sensitive.
- Click the **Continue** button.



The screenshot shows the 'Password Confirmation' page of the NESSIE New Hire application. At the top, the University of Illinois Human Resources logo is displayed. Below the logo, a red horizontal bar separates the header from the main content. The title 'Password Confirmation' is centered. The text states: 'Your NetID password has been set. It is a good practice to change your NetID password at least once every six to twelve months. Information on how to do this will be provided at the end of this section.' A red 'Continue' button is centered at the bottom.

- Review the **Password Confirmation** information.
- Click the **Continue** button to create an Express Email Account.

Creating an Express Email Account



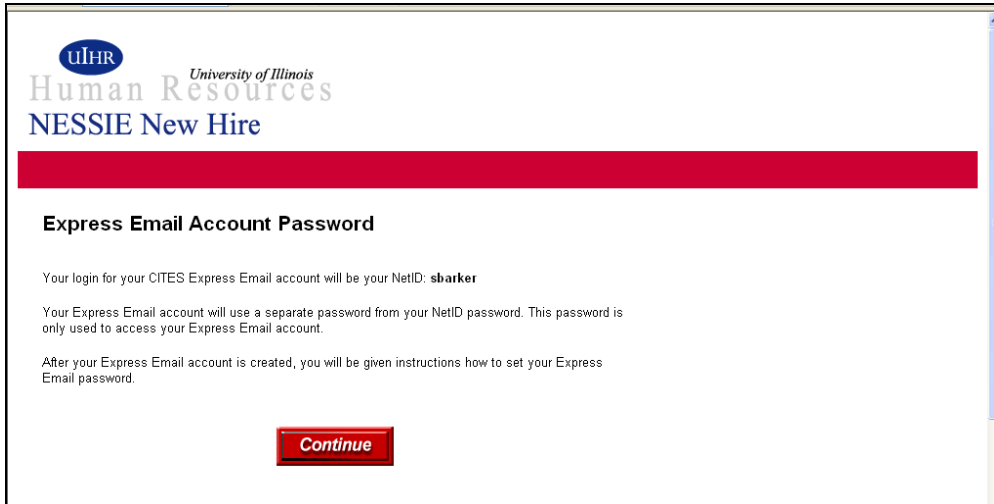
The screenshot shows the 'Express Email Account' page. A red horizontal bar is at the top. The title 'Express Email Account' is centered. The text explains that users need to decide if they want a CITES Express Email account, noting that many departments have their own resources. It also mentions that users can request an account later. A 'NOTE' states that if a user already has an account, attempting to sign up again will have no effect. Below this, a question asks 'Do you wish to sign up for a CITES Express Email account?' with two radio button options: 'Yes, please sign me up.' (selected) and 'No, not at this time.' A red 'Continue' button is at the bottom.



NOTE: If you are not sure if you need a CITES Express Email account, or do not wish to sign up for one at this time, you may request an account at a later time. Instructions on how to do this will be provided at the end of this section.

If you already have a CITES Express Email account, attempting to sign up for one will have no effect.

- After reviewing the Express Email Account information, select the radio button next to the option for creating an Express Email account: **Yes, please sign me up** or **No, not at this time**.
- Click the Continue button.



UHR University of Illinois
Human Resources
NESSIE New Hire

Express Email Account Password

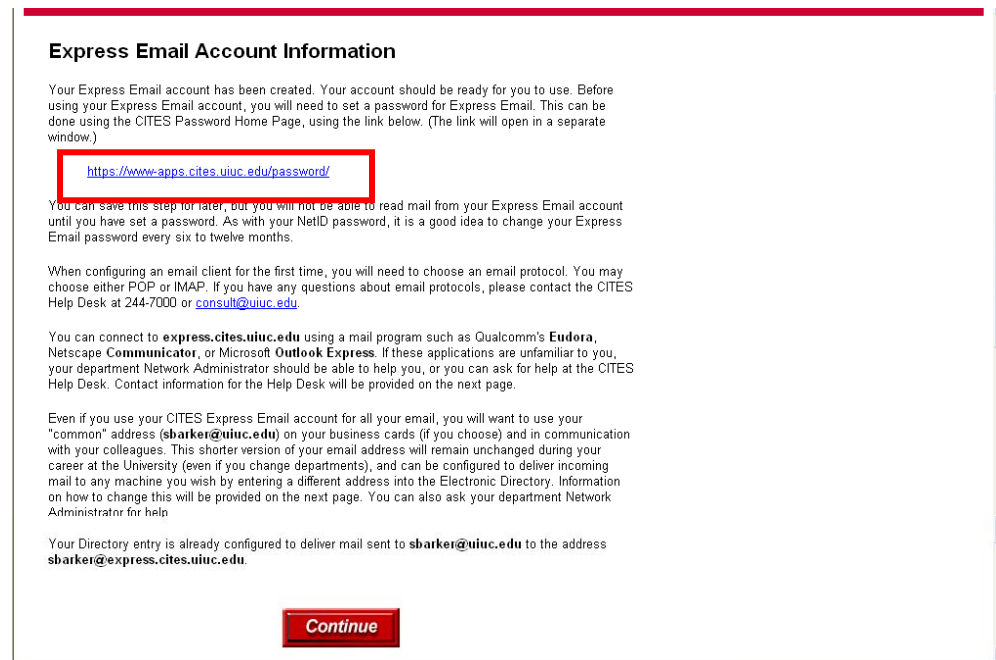
Your login for your CITES Express Email account will be your NetID: **sbarker**

Your Express Email account will use a separate password from your NetID password. This password is only used to access your Express Email account.

After your Express Email account is created, you will be given instructions how to set your Express Email password.

Continue

- If you chose to create a CITES Express Email account, you will see the screen above. Click the **Continue** button to set up your **CITES Express Email account password**.



Express Email Account Information

Your Express Email account has been created. Your account should be ready for you to use. Before using your Express Email account, you will need to set a password for Express Email. This can be done using the CITES Password Home Page, using the link below. (The link will open in a separate window.)

<https://www.apps.cites.uiuc.edu/password/>

You can save this step for later, but you will not be able to read mail from your Express Email account until you have set a password. As with your NetID password, it is a good idea to change your Express Email password every six to twelve months.

When configuring an email client for the first time, you will need to choose an email protocol. You may choose either POP or IMAP. If you have any questions about email protocols, please contact the CITES Help Desk at 244-7000 or consult@uiuc.edu.

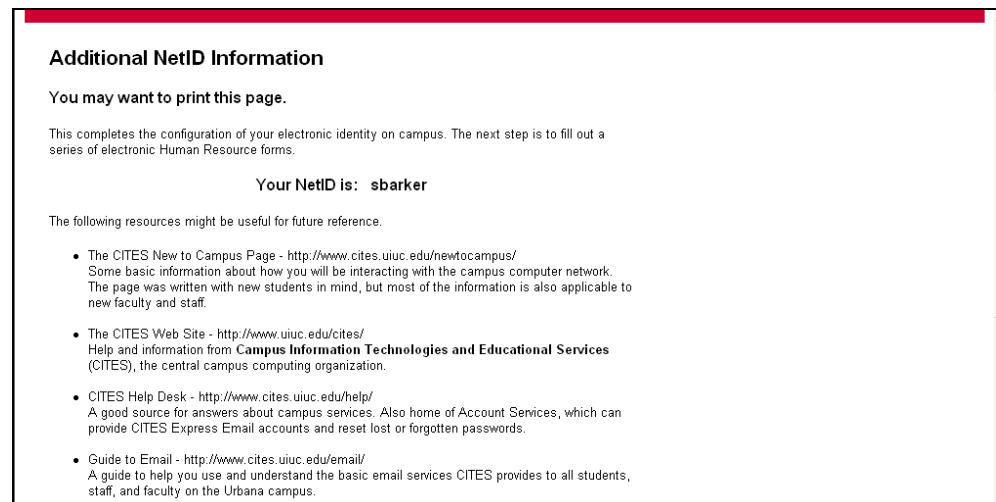
You can connect to express.cites.uiuc.edu using a mail program such as Qualcomm's **Eudora**, Netscape **Communicator**, or Microsoft **Outlook Express**. If these applications are unfamiliar to you, your department Network Administrator should be able to help you, or you can ask for help at the CITES Help Desk. Contact information for the Help Desk will be provided on the next page.

Even if you use your CITES Express Email account for all your email, you will want to use your "common" address (sbarker@uiuc.edu) on your business cards (if you choose) and in communication with your colleagues. This shorter version of your email address will remain unchanged during your career at the University (even if you change departments), and can be configured to deliver incoming mail to any machine you wish by entering a different address into the Electronic Directory. Information on how to change this will be provided on the next page. You can also ask your department Network Administrator for help.

Your Directory entry is already configured to deliver mail sent to sbarker@uiuc.edu to the address sbarker@express.cites.uiuc.edu.

Continue

- Click the link after the first paragraph in order to create your **CITES Express Email account password**.
- Click the **Continue** button.



Additional NetID Information

You may want to print this page.

This completes the configuration of your electronic identity on campus. The next step is to fill out a series of electronic Human Resource forms.

Your NetID is: sbarker

The following resources might be useful for future reference.

- The CITES New to Campus Page - <http://www.cites.uiuc.edu/newtocampus/>
Some basic information about how you will be interacting with the campus computer network. The page was written with new students in mind, but most of the information is also applicable to new faculty and staff.
- The CITES Web Site - <http://www.uiuc.edu/cites/>
Help and information from **Campus Information Technologies and Educational Services** (CITES), the central campus computing organization.
- CITES Help Desk - <http://www.cites.uiuc.edu/help/>
A good source for answers about campus services. Also home of Account Services, which can provide CITES Express Email accounts and reset lost or forgotten passwords.
- Guide to Email - <http://www.cites.uiuc.edu/email/>
A guide to help you use and understand the basic email services CITES provides to all students, staff, and faculty on the Urbana campus.

Creating a NetID if One Already Exists

The screenshot shows the 'University of Illinois Human Resources' logo at the top left. Below it is a dark blue header bar with the text 'NESSIE New Hire'. The main heading is 'New Hire NetID Creation'. The text below reads: 'Welcome to the University of Illinois! This web site is designed to help you complete human resources transactions electronically. You will be able to do the following in Nessie New Hire'. A bulleted list follows: 'establish a Network ID (Net ID) and password to be able to use many of the University's online systems', 'set up an e-mail account and password and register that email account', and 'go on to complete required and optional human resources forms'. A reminder states: 'Remember that you will be setting up logons and passwords which you will need to keep secure for access to the University's systems.' A final note says: 'The logon and password you have just used is for Nessie New Hire only and will be used to return to Nessie New Hire if you need to access and complete benefits enrollment forms. Nessie New Hire is available 24 hours a day, seven days a week, except for 6:00 a.m. to noon on Sunday.' At the bottom are two red buttons: 'Continue' and 'Exit'.

- Read the information on the **New Hire NetID Creation** page.
- Click the **Continue** button.

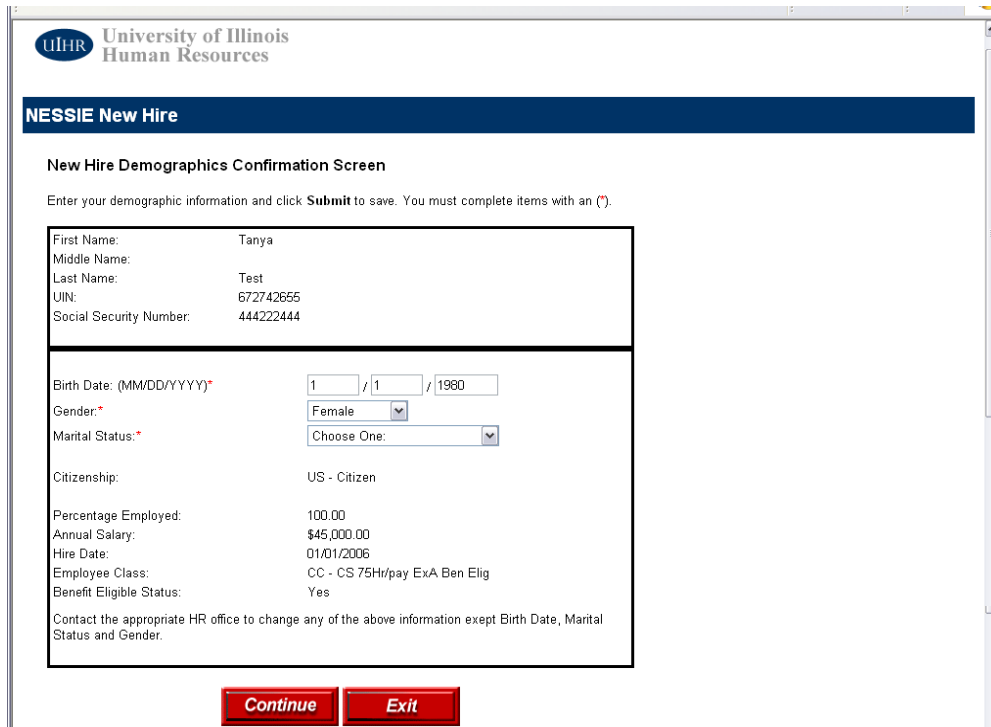
The screenshot shows the 'University of Illinois Human Resources' logo at the top left. Below it is a red header bar with the text 'NESSIE New Hire'. The main heading is 'NetID Already Exists'. The text below reads: 'It appears that you already have the NetID sbarker assigned to you.' Another line says: 'Staff privileges have been added to this NetID.' A third line says: 'If you have forgotten your NetID password, or never had a chance to set it, you may reset it.' Below this is a button labeled 'Reset NetID Password'. A final line says: 'If you already know your NetID password, you may continue.' At the bottom is a red button labeled 'Continue'.

- You will receive the following message if you try to create a NetID and the system recognizes that you already have one.
- Click the **Reset NetID Password button** to reset your NetID Password.
- Click the **Continue** button to get back to NESSIE New Hire to do your new hire forms.

Demographic and Address Information

After completing the NetID creation process, you will be prompted to enter your demographic and address information. Employees that do not create a NetID through NESSIE New Hire will enter demographic and address information after changing their new hire password.

Demographic Information



University of Illinois
Human Resources

NESSIE New Hire

New Hire Demographics Confirmation Screen

Enter your demographic information and click **Submit** to save. You must complete items with an (*).

First Name:	Tanya
Middle Name:	
Last Name:	Test
UIN:	672742655
Social Security Number:	444222444

Birth Date: (MM/DD/YYYY)*	1 / 1 / 1980
Gender:*	Female
Marital Status:*	Choose One:
Citizenship:	US - Citizen
Percentage Employed:	100.00
Annual Salary:	\$45,000.00
Hire Date:	01/01/2006
Employee Class:	CC - CS 75Hr/pay ExA Ben Elig
Benefit Eligible Status:	Yes

Contact the appropriate HR office to change any of the above information except Birth Date, Marital Status and Gender.

Continue **Exit**

Review the information in the top box to make sure it is correct. If it is not correct, contact your department.



NOTE: You must complete all fields marked with a red asterisk (*).

- Enter **Marital Status** information.
- Click the **Continue** button.

Address Information

The screenshot shows the 'Add Home/Permanent Address' form in the NESSIE New Hire application. The form is titled 'Add Home/Permanent Address' and includes a link to 'International' for international addresses. The form fields are as follows:

Address Line 1:*	<input type="text"/>
Address Line 2:	<input type="text"/>
City:*	<input type="text"/>
State:*	Choose One: <input type="button" value="v"/>
ZIP Code:*	<input type="text"/>
<small>(ex. USA format: 99999 or 99999-9999, Canadian format: A9A 9A9)</small>	
Illinois County:	Choose One: <input type="button" value="v"/>
<small>(County is required for an Illinois address)</small>	
Nation:	United States of America <input type="button" value="v"/>
Phone Area Code:	<input type="text"/>
<small>(ex. 999)</small>	
Phone Number:	<input type="text"/>
<small>(ex. 9999999)</small>	
Phone Extension:	<input type="text"/>
<small>(ex. 9999)</small>	

At the bottom of the form are two red buttons: **Submit** and **Exit**.

- Enter **Home/Permanent Address** information.



NOTE: You must complete all fields marked with a red asterisk (*).

- Click the **Submit** button.

The screenshot shows the 'Add Home/Permanent Address Results Screen' in the NESSIE New Hire application. The screen displays the entered address information in a table:

Address Line 1:	123 Test
Address Line 2:	
City:	Champaign
State:	Illinois
ZIP Code:	12345
Illinois County:	Union
Nation:	United States of America
Phone Area Code:	
Phone Number:	
Phone Extension:	

At the bottom of the screen is a red button: **Continue**.

You will receive an **Add Home/Permanent Address Results Screen**. Review the address information on this screen to make sure it was entered correctly.

- Click the **Continue** button.

University of Illinois Human Resources

Home Index Contacts Here

Task List Benefits Employment Transactions Campus Resources Policies

NESSIE New Hire

[Task List](#)
[Change Address](#)
[Change Password](#)
[Contacts](#)
[Leave NESSIE](#)

Address Summary

Warning: To continue you must add the required addresses by using the "Add" links below.

The On Campus address will also be used for the distribution of paper paychecks for those employees who have received an exemption from having a required direct deposit.

Address Type	Address	Phone Number
Home/Permanent	123 Test Champaign, Illinois 12345	Edit
On Campus Office	United States of America 123 Test M/C 123 UIUC Campus Mail, Illinois 00001	Edit
E-mail:	trsmith1@uillinois.edu	Edit

You are required to have a home address, mailing address and an on campus office address.

[Add Mailing Address \(Required\)](#)
[Add Off Campus Address](#)

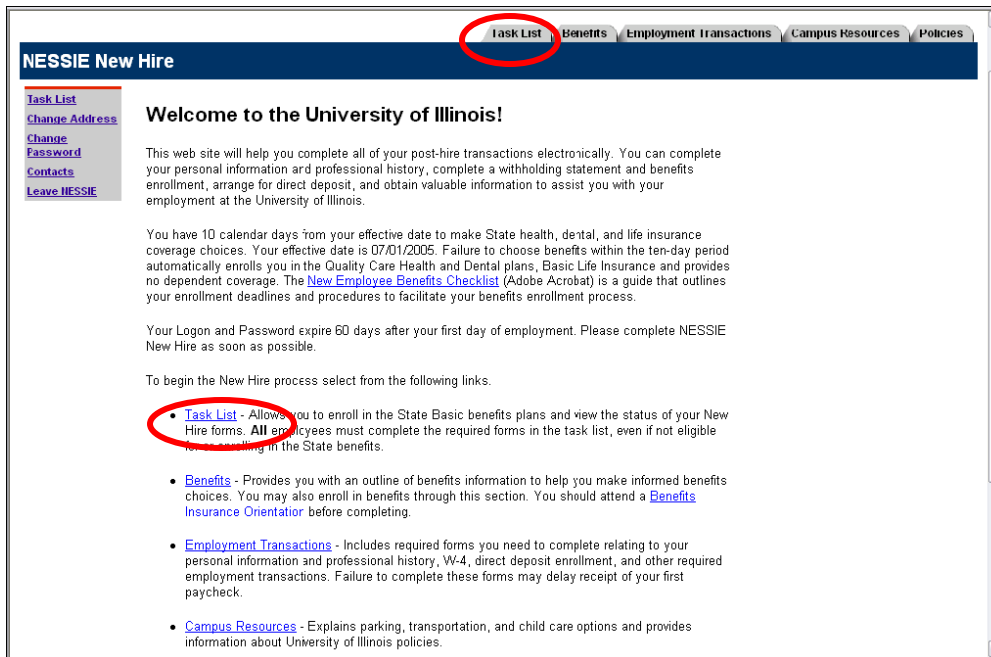
Notice to Non-U.S. Citizens

On the Address Summary page, you will see the addresses you have entered. If there is an address that still needs to be entered, you will see a link for that address with **(Required)** behind it.

- Click the link for **Add Mailing Address** to add that address.
- Click **Submit** after you have added the **Mailing Address**.

Completing New Hire Forms

After completing your demographic and address information you are ready to start completing your new hire forms. Read the information on this page before beginning your new hire forms.



To begin completing your new hire forms, you can:

- Click the **Task List Tab** at the top of the page

OR

- Click the **Task List Link** from the page

The **Benefits** tab will allow you to view information about the benefits plans offered by the University.

The **Employment Transactions** tab is similar to the Task List tab and will allow you to complete your new hire forms.

The **Campus Resources** tab provides information on resources available to you as a University employee.

New Hire Task List

[Home](#)
[Contacts](#)

[Task List](#)
[Benefits](#)
[Employment Transactions](#)
[Campus Resources](#)
[Policies](#)

[Home >](#)

[Task List](#)
[Change Address](#)
[Change Password](#)
[Contacts](#)
[Leave NESSIE](#)

Task List

This page provides information regarding the status of each of your New Hire forms that you can complete through NESSIE New Hire. View the [definitions page](#) for a description of each status. You are encouraged to print the [New Employee Benefits Checklist](#) (Adobe Acrobat) to use as a guide for proper enrollment in your benefits selections.

In addition to these forms, all new employees must also complete an [I-9 form](#). All employees must complete Section 1 of the form by close of business on their **first day of work**. The remainder of the form must be completed no later than close of business on your **third day of work**.

Please note, your State Universities Retirement System (SURS) plan selection cannot be made online at this time, and therefore is not included in the list below. You must make your SURS plan selection (i.e., Traditional, Portable, or Self-Managed) using paper forms provided by SURS. Contact [SURS](#) online or call 1-800-ASK-SURS.

Tasks to Complete	Status	Date
Benefit Orientation Sessions		
Benefits Orientation Session***	Not Enrolled	
NESSIE Benefits Enrollment	Not Enrolled	
Retirement Overview Session	Not Enrolled	
Benefit Forms		
AD&D	Not Started	
Benefit Enrollment*	Not Started	
Coordination of Benefits*	Not Started	
Dependent Care Assistance Plan	Not Started	
Medical Care Assistance Plan	Not Started	
Supp 403b Universal Notice*	No Status Will Be Recorded	
Supplemental 403b Retime Plan	Not Started	
UI Long Term Disability	Not Started	
HR Forms		
Employment Information Form*	Pending	08/03/2009
Loan Default*	Not Started	
Prior Service	Not Started	
SSA Form 1945*	Employee Completed	07/21/2006
Payroll Forms		
Direct Deposit	Not Started	
W2 Consent Form	No Status Will Be Recorded	
Withholding Allowance (W4)**	Not Started	
University Code of Conduct		
Code of Conduct*	Not Started	
State Life Beneficiary Enrollment		
State Life Beneficiary Designation*	No Status Will Be Recorded	
Ethics Orientation		
Ethics Orientation*	Not Started	

* Required forms
** Tax regulations require this form to be on file for each employee
*** Strongly encouraged to attend

- Click on the link for the form you want to access



NOTE: You will only see the **Benefits Orientation Session** forms and **Benefit Forms** if you are Benefits Eligible.

Unpaid employees will not see the **Payroll Forms**.

You must complete all fields marked with a red asterisk (*)

You will be able to view the **Status** and **Date** of your forms as you work on them:

- Not Started** indicates that the form has not yet been started.
- Not Enrolled** indicates that a Benefits Form has not been started or you have not enrolled to attend a Benefits Orientation.
- Not Attended** indicates that you did not attend a Benefits Orientation.

- **Pending** indicates that the form has been started but has not yet been submitted.
- **Employee Completed** indicates that the form has been completed and submitted.
- The **Date** shows for the last time that form was accessed. If the form was submitted, the date will be the date it was submitted.



NOTE: After submitting any form, you will receive a confirmation page. Click the **Exit** button on the confirmation page to continue with your new hire forms.

Benefits Orientation Sessions Forms

New hires may enroll in one or all of the following benefit orientation sessions:

Benefits Orientation Session – discusses the available health, dental, life, and retirement plans.

NESSIE Benefits Enrollment Session – allows new hires to make their benefits selections through NESSIE New Hire while an instructor is present.

Retirement Overview Session – covers information regarding retirement.



NOTE: You are strongly encouraged to attend a **Benefits Orientation Session** before making your benefits choices.

To enroll in an orientation session, choose the link from the **Task List** for the orientation session in which you want to enroll.

You will come to a page that shows the available orientation courses.

The screenshot shows the 'Orientation Session Enrollments' page in the NESSIE New Hire system. The page has a blue header with 'NESSIE New Hire' and a breadcrumb trail 'Home > Benefits >'. On the left is a sidebar with a 'Key Enrollment Factors' menu containing links for Benefits Orientation, Benefits Summary, Health, Dental, Vision, Life, AD&D, LTD, LTC, FSA, Retirement (SUPS & Tax Deferred Plans), Savings Bonds, Domestic, and Partner. The main content area is titled 'Orientation Session Enrollments' and includes instructions: 'Select the orientation session that you would like to enroll in and click **Continue**. If **Continue** does not appear, no classes are available.' There are three sections: 'Benefits Orientation session:' with a checkbox for '11/15/2005, 10:00 AM - 11:00 AM, 123 Test Urbana Campus'; 'Nessie Enrollment session:' with a checkbox for '11/16/2005, 10:00 AM - 11:00 AM, 123 Test Urbana Campus'; and 'Retirement Orientation session:' with a checkbox for '11/17/2005, 10:00 AM - 11:00 AM, 123 Test Urbana Campus'. A red 'Continue' button is at the bottom.

- Place a check in the checkbox for the course in which you want to enroll. You may enroll in one of each session.
- Click the **Continue** button.

You will receive a confirmation page letting you know you have been enrolled in the orientation session.

NESSIE New Hire Home > Benefits >

New Employee Benefits Orientation Session Enrollment Confirmation

You are enrolled in the following session(s).

Session: Benefits Orientation
 Campus: Urbana
 Location: 123 Test
 Date: 11/15/2005 10:00 AM - 11:00 AM

[Exit](#)

- Click the **Exit** button to return to the Benefits section of NESSIE New Hire.
- Click the **Task List** tab to get back into the Task List and continue with your benefits forms.

Benefits Forms

This section of the Task List in NESSIE New Hire will allow you to complete your Benefits Forms. To start completing forms in the Benefits Forms section of the Task List, click the link for the form you want to complete.

After clicking the link for a form in the Benefits Forms section of the Task List, you will come to the **Start Benefits Enrollment Process Page**. From here, click the link for the form you want to complete.

NESSIE New Hire Task List Benefits Employment Transactions Campus Resources Policies Home > Benefits >

Start Benefits Enrollment Process

Based on the preliminary appointment information submitted by your department, you are eligible to enroll in the State of Illinois & University benefits.

If you have a part-time appointment(50%-99%), you should read the [Part-time Employment Insurance Election](#) information before proceeding with benefits enrollment. If you have not read the [Benefits Orientation Sessions](#), [Key Enrollment Factors](#) and [Steps to Start Enrollment](#) sections, please do so before proceeding.

[Benefits Enrollment Form](#) - Complete this section to enroll in the State of Illinois Health, Dental, Life, and Accidental Death & Dismemberment insurance. You are required to complete this section within 10 days of the start of your employment.

[Flexible Spending Accounts](#) - Complete this section to enroll in the State of Illinois Medical Care Assistance Plan (MCAP) and/or the Dependent Care Assistance Plan (DCAP).

[CNA Accidental Death and Dismemberment \(AD&D\)](#) - complete this section to enroll in the University AD&D Plan.

[Prudential Long Term Disability Insurance](#) - Complete this section to enroll in the University LTD Insurance Plan.


[ReliaStar TriTerm Optional Life Insurance](#) - Complete this section to enroll in the University life insurance plan.

[Tax Deferred Retirement Program](#) - Complete this section to enroll in the University TDRP plan.

[Savings Bonds](#) - View enrollment process.

Benefit Enrollment

Complete this form to enroll in the State of Illinois **Health, Dental, Life, and Accidental Death & Dismemberment (AD&D)** insurance.



NOTE: You are required to complete this form within 10 days of the start of your employment.

NESSIE New Hire Home > Benefits >

[Task List](#)
[Change Address](#)
[Change Password](#)
[Contacts](#)
[Leave NESSIE](#)

Basic Benefits Enrollment Form

Complete the demographic information below. You must complete items with an ***.

Benefits Enrollment Form for SSN 555444111	
Demographics	
Name:	Tanya Test
Birth Date:	Oct 10, 1980
Marital Status:	Married Remarried
Gender:	Female
Home Address:	123 Test Champaign, IL 12345
Home County:	Union
Work County:	
Work Phone:	0-
Pay Status:	Monthly
Annual Salary:	\$85,000.00
Percentage Employed:	100%
Benefit-Eligible Date:	Nov 09, 2005
Employee Medicare Status	
Medicare Status*:	<input checked="" type="radio"/> Non-Medicare <input type="radio"/>
If Medicare Eligible, please complete the following questions:	
Are you enrolled in Part A? <input type="radio"/> Yes <input type="radio"/> No	
Part A Start Date: (mm/dd/yyyy)	<input type="text"/> / <input type="text"/> / <input type="text"/>
Part A Free: <input type="radio"/> Yes <input type="radio"/> No	
Are you enrolled in Part B? <input type="radio"/> Yes <input type="radio"/> No	
Part B Start Date: (mm/dd/yyyy)	<input type="text"/> / <input type="text"/> / <input type="text"/>
Are you presently employed by another Illinois State University or State of Illinois Agency? <input type="radio"/> Yes <input type="radio"/> No	
Were you employed by another Illinois State University or State of Illinois Agency within 10 days of your U of I employment? <input type="radio"/> Yes <input type="radio"/> No	
Are you currently covered as a dependent on your spouse/parent health insurance program through the State of Illinois? <input type="radio"/> Yes <input type="radio"/> No	
If yes, provide name, birth date and Social Security Number of spouse/parent.	
Name:	<input type="text"/>
DOB:	<input type="text"/> / <input type="text"/> / <input type="text"/>
SSN:	<input type="text"/>
Do you now have health insurance under the "Continuation Option" (COBRA) through a State of Illinois Agency? <input type="radio"/> Yes <input type="radio"/> No	
Name of other State of Illinois Agency: <input type="text"/>	

Continue

- Review your **Demographics** information.
- Select your **Medicare Status**. If Medicare Eligible, complete the following questions:
 - Are you Enrolled in Part A? If Yes, enter the **Part A Start Date** and **Part A Free**.
 - Are you enrolled in Part B? If Yes, enter the **Part B Start Date**.
- Indicate whether or not you are presently employed by another Illinois State University or State of Illinois Agency.
- Indicate whether or not you were employed by another Illinois State University or State of Illinois Agency within 10 days of your U of I employment.
- Indicate whether or not you are currently covered as a dependent on your spouse/parent health insurance program through the State of Illinois.
 - If yes, provide **name**, **birth date** and **Social Security Number** of spouse/parent.
- Indicate whether or not you currently have health insurance under the "Continuation Option" (COBRA) through a State of Illinois Agency.
 - If yes, enter the **Name** of other State of Illinois Agency.
- Click the **Continue** button.

You will come to the New Hire State of Illinois Benefits Enrollment Menu.

NESSIE New Hire [Home > Benefits >](#)

[Task List](#)
[Change Address](#)
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[Leave NESSIE](#)

New Hire State of Illinois Benefits Enrollment Menu

Please follow the links below to enroll in State of Illinois Health, Dental, Optional Life and AD&D coverage and to add dependents to those plans.

[Health & Dental](#)
[Optional Life and AD&D Insurance](#)
[Dependents](#)

Note: Your benefit elections have not been submitted. You must follow the link below to review and submit your benefit elections.

[Return to New Hire Main Menu](#) [Benefit Enrollment Review Form](#)

- Click the **Health and Dental** link from the box to begin completing that portion of the Benefits Enrollment Form.



NOTE: Once you complete a section of the Benefits Enrollment form, you will return to this main menu where you can click the link for the next section to complete. Any section that has been completed will have a checkmark next to the link for that section. Once all sections are complete, click the **Benefits Enrollment Review Form** button to continue to the review page where you can submit your form.

Health and Dental – Health Plan

[Change Address](#)
[Change Password](#)
[Contacts](#)
[Leave NESSIE](#)

Benefits Enrollment Form - Health Plan

You are strongly encouraged to attend a Benefits Orientation Session before completing this form.

For more information consult your [State of Illinois Benefit Choice Options booklet](#).

You may view the current listing of [State Managed Care Plans](#) (Acrobat format) listed by county.

Employee Health Plan	Monthly Cost		
	Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
Traditional Plan:			
<input type="radio"/> Quality Care	\$68.50	\$220.50	\$250.50
HMO or PSO Plans:			
<input type="radio"/> HMO Illinois	\$39.50	\$102.50	\$136.50
<input type="radio"/> Health Alliance HMO	\$39.50	\$113.50	\$152.50
<input type="radio"/> Health Alliance Illinois	\$39.50	\$122.50	\$164.50
<input type="radio"/> HealthLink Open Access	\$39.50	\$124.50	\$168.50
<input type="radio"/> OSF Health Care Plan	\$39.50	\$111.50	\$149.50
<input type="radio"/> OSF Winnebago HMO	\$39.50	\$126.50	\$171.50
<input type="radio"/> Personal Care HMO	\$39.50	\$111.50	\$149.50
<input type="radio"/> UniCare HMO	\$39.50	\$101.50	\$132.50

Please consult your plan booklet for Primary Care Physician (PCP) numbers (HMO/POS Only):
Your PCP:*

Note: You will specify your dependent's PCP on the Dependent Information Page.

Other Insurance
Are you covered under another group health insurance program?*

☐ Yes ☐ No

Insurance Carrier:

Effective Date: / /

[Continue](#) [Back](#)

- Select the radio button next to the **Traditional** or **HMO or POS Plan** in which you wish to enroll.
 - If you selected an HMO or POS plan, enter a **Primary Care Physician (PCP) number**. If you don't know this number, consult your plan booklet.



NOTE: You will specify your dependent's PCP on the Dependent Information Page.

- Indicate whether or not you are covered under another group health insurance program.
- If yes, enter the **Insurance Carrier** and **Effective Date**.
- Click the **Continue** button.

Health and Dental – Dental Plan

NESSIE New Hire Home > Benefits >

[Task List](#)
[Change Address](#)
[Change Password](#)
[Contacts](#)
[Leave NESSIE](#)

Benefits Enrollment Form - Dental Plan

You are strongly encouraged to attend a Benefits Orientation session before completing this form.

State of Illinois Dental Plan Enrollment Form

	Monthly Cost		
	Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
Employee Dental Plan			
<input type="radio"/> Opt Out Dental Only DD			
<input type="radio"/> Quality Care Dental	\$10.00	\$15.00	\$17.50

Other Insurance
 Are you covered under another group dental insurance program?*

☐ YES
☐ NO

INSURANCE CARRIER:

EFFECTIVE DATE: / /

- Select **Opt Out Dental Only DD** to opt out of dental insurance.
- Select **Quality Care Dental** to enroll in Quality Care dental plan.
- Indicate whether or not you are covered under another group dental insurance plan.
 - If yes, enter the **Insurance Carrier** and the **Effective Date**.
- Click the **Continue** button.

The Health and Dental section of the Benefits Enrollment form is now complete and is marked with a checkmark.

NESSIE New Hire Home > Benefits >

New Hire State of Illinois Benefits Enrollment Menu

Please follow the links below to enroll in State of Illinois Health, Dental, Optional Life and AD&D coverage and to add dependents to those plans.

✓ [Health & Dental](#)

[Optional Life and AD&D Insurance](#)

[Dependents](#)

Note: Your benefit elections have not been submitted. You must follow the link below to review and submit your benefit elections.

[Return to New Hire Main Menu](#) [Benefit Enrollment Review Form](#)

- Click the **Optional Life and AD&D Insurance** link.

State of Illinois Life/AD&D Insurance

Employee State Optional Life Plans	Rates per month
Employee Basic Life	
<input checked="" type="radio"/> State Basic Life - Minnesota Life Ins	Provided by State
Employee Optional Life	
<input type="radio"/> No Coverage	
<input type="radio"/> Minnesota Life Insurance - 1 X Salary	\$5.10
<input type="radio"/> Minnesota Life Insurance - 2 X Salary	\$10.20
<input type="radio"/> Minnesota Life Insurance - 3 X Salary	\$15.30
<input type="radio"/> Minnesota Life Insurance - 4 X Salary	\$20.40
<input type="radio"/> Minnesota Life Insurance - 5 X Salary	\$25.50
<input type="radio"/> Minnesota Life Insurance - 6 X Salary	\$30.60
<input type="radio"/> Minnesota Life Insurance - 7 X Salary	\$35.70
<input type="radio"/> Minnesota Life Insurance - 8 X Salary	\$40.80
Employee AD&D	
<input type="radio"/> No Coverage	
<input type="radio"/> Basic (1 X Salary)	\$1.70
<input type="radio"/> Combined (Basic + Optional Life)	XXXX
<input type="checkbox"/> Check this box and click Continue to calculate AD&D costs.	
Spouse Life (\$10,000 Coverage)	
<input type="radio"/> No Coverage	
<input type="radio"/> Spouse Life - Minnesota Life Insurance	\$7.14
Child Life (\$10,000 Coverage)	
<input type="radio"/> No Coverage	
<input type="radio"/> Child Life - Minnesota Life Insurance	\$0.56

[Continue](#) [Back](#)

Employee Basic Life

State Basic Life – Minnesota Life Ins. will already be selected. It is provided by the state at no cost to you.

Employee Optional Life

- Select **No Coverage** if you do not want additional Employee Optional Life insurance
- If you would like additional Employee Optional Life insurance, select the amount you would like.

Employee Accidental Death and Dismemberment (AD&D)

- Select **No Coverage** if you do not want Employee AD&D.

- If you would like Employee AD&D coverage, select the amount you would like.
 - If you choose **Combined (Basic + Optional Life)**, click the checkbox below the Combined AD&D and click the **Continue** button to calculate the AD&D costs.

Spouse Life Insurance

- Select **No Coverage** if you do not want Spouse Life insurance.
- Select the radio button next to **Spouse Life** if you want \$10,000 spouse life coverage.

Child Life Insurance


- Select **No Coverage** if you do not want Child Life insurance.
- Select the radio button next to **Child Life** if you want \$10,000 child life coverage.
-

After making your Life and AD&D selections, click the **Continue** button.

You will return to the New Hire State of Illinois Benefits Enrollment Menu.

The screenshot shows the 'NESSIE New Hire' application interface. At the top, there is a navigation bar with 'Home > Benefits >'. On the left, a sidebar contains links: 'Task List', 'Change Address', 'Change Password', 'Contacts', and 'Leave NESSIE'. The main content area is titled 'New Hire State of Illinois Benefits Enrollment Menu'. Below the title, it says 'Please follow the links below to enroll in State of Illinois Health, Dental, Optional Life and AD&D coverage and to add dependents to those plans.' There are three links with checkmarks: 'Health & Dental', 'Optional Life and AD&D Insurance', and 'Dependents'. A note states: 'Note: Your benefit elections have not been submitted. You must follow the link below to review and submit your benefit elections.' At the bottom, there are two red buttons: 'Return to New Hire Main Menu' and 'Benefit Enrollment Review Form'.

- Click the **Dependents** link to add any dependents you have.



NOTE: If you do not have dependents, click the **Benefit Enrollment Review Form** button to review your benefits selections.

The screenshot shows the 'Health & Dental Dependent Designation' page in the NESSIE New Hire application. The page has a blue header with 'NESSIE New Hire' and a breadcrumb 'Home > Benefits >'. On the left is a sidebar with links: 'Task List', 'Change Address', 'Change Password', 'Contacts', and 'Leave NESSIE'. The main content area explains that dependents age 19 to 23 must be full-time students or handicapped to receive benefits. It states that no dependents or beneficiaries exist at this time and provides a link to 'Add new dependent/beneficiary'. At the bottom are two red buttons: 'Continue' and 'Back'.

- Click the **Add new dependent/beneficiary** link to add a new dependent/beneficiary.
- Click the **Continue** button to return to the benefits enrollment form main menu.
- Click the **Back** button to go back one page.

The screenshot shows the 'New Hire - Add Dependent/Beneficiary Information' page. The header and sidebar are identical to the previous page. The main content area instructs the user to click 'Continue' after finishing. It contains a 'Dependent Information' section with the following fields: 'Last Name' (text box), 'First Name' (text box), 'Birth Date: (MM/DD/YYYY)' (three separate boxes for month, day, and year), 'Gender' (dropdown menu with 'Choose one:' label), 'Relationship' (dropdown menu with 'Choose one:' label), 'If Non-Dependent Beneficiary, Specify' (text box), and 'SSN' (text box). At the bottom are two red buttons: 'Continue' and 'Back'.

- Enter Dependent Information:
 - **Last Name.**
 - **First Name.**
 - **Birth Date.**
 - **Gender.**
 - **Relationship. If non-dependent beneficiary, specify.**
 - **SSN.**
- Click the **Continue** button.

NESSIE New Hire Home > Benefits >

[Task List](#)
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New Hire - Add Dependent/Beneficiary Information

When you are finished completing the dependent information, click **Continue**.

Dependent Information

Last Name: Test
 First Name: Dependent
 Birth Date: 01/01/2001
 (MM/DD/YYYY)
 Gender: Male
 Relationship: Natural Child
 If Non-Dependent Beneficiary, Specify:
 SSN: 111111111

Continue **Back**

- Review the Dependent Information.
- Click the **Continue** button.

You will come to the Health and Dental Dependent Designation page where you can enroll your dependent in health and dental coverage.

NESSIE New Hire Home > Benefits >

[Task List](#)
[Change Address](#)
[Change Password](#)
[Contacts](#)
[Leave NESSIE](#)

Health & Dental Dependent Designation

To determine dependent eligibility, review [Dependent Coverage](#) in the Benefits Section.

Dependents age 19 to 23 must either be full-time students in an accredited school of higher education, or be handicapped to receive benefits.

For Health/Dental & Optional Life, click **Enroll** for dependents who need coverage. To discontinue coverage, click **Unenroll** for the appropriate dependent. You can also **Change** specific information regarding existing coverage.

To add a dependent to Health/Dental & Optional Life, click **Add** new dependent/beneficiary. You can also **Edit** current biographical information for existing dependents. To permanently eliminate all of a dependent's insurance coverage, click **Remove**.

Verify that the information is correct and click **Continue**.

Dependent Name	Relationship	Health/Dental
Edit Remove Dependent Test	Natural Child	Enroll

[Add new dependent/beneficiary](#)

Continue **Back**

- Click the **Edit** link to edit dependent information.
- Click the **Remove** link to remove the dependent.
- Click the **Add new dependent/beneficiary** link to add another dependent.
- Click the **Enroll** link to enroll the dependent in health and dental coverage.

Dependent Enrollment

NESSIE New Hire Home > Benefits >

[Task List](#)
[Change Address](#)
[Change Password](#)
[Contacts](#)
[Leave NESSIE](#)

Benefits Enrollment Form - Add Dependent Health & Dental Information

When you are finished completing the dependent information, click **Continue**.

Dependent Information
 (All insured dependents will have both health and dental)

Last Name: Test
 First Name: Dependent
 Birth Date: 1/1/2001
 Gender: Male
 Relationship: Natural Child
 SSN: 111111111

Primary Care Physician # (HMO or POS Only) *

- Enter a **Primary Care Physician (PCP)** number for the dependent (HMO or POS only).

Medicare Eligibility

Medicare Eligible, please complete the following questions:

Is your dependent enrolled in Part A? * ☐ Yes ☐ No
 (If you answered yes above, you must complete Part A Start Date, Part A Free and Medicare Reason.)

Part A Start Date:

Part A Free: ☐ Yes ☐ No

Is your dependent enrolled in Part B? * ☐ Yes ☐ No
 (If you answered yes above, you must complete Part B Start Date and Medicare Reason.)

Part B Start Date:

Medicare Reason:

- Indicate whether your dependent is enrolled in **Medicare Part A**.
 - If Yes, enter the **Part A Start Date**, **Part A Free**, and **Medicare Reason**.
- Indicate whether your dependent is enrolled in **Medicare Part B**.
 - If Yes, enter the **Part B Start Date** and the **Medicare Reason**.

Other Health or Dental Insurance

Other Health Insurance

Is your dependent covered under another group health insurance program? *

☐ Yes
 ☐ No

(If you answered yes above, you must complete the Insurance Carrier and Effective date.)

Insurance Carrier:

Effective Date:

Other Dental Insurance

Is your dependent covered under another group dental insurance program?

☐ Yes
 ☐ No

Insurance Carrier:

Effective Date:

Continue

Back

- Indicate whether or not the dependent is covered under another group health or dental insurance program.
- If yes, enter the **Insurance Carrier** and **Effective Date**.

After entering all information on the Add Dependent Health and Dental Information form, click the **Continue** button.

You will come to a dependent health/dental review page. Review the dependent health and dental information you entered and click the **Continue** button.

You will return to the **Health and Dental Dependent Designation** page.

NESSIE New Hire

Home > Benefits >

[Task List](#)
[Change Address](#)
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Health & Dental Dependent Designation

To determine dependent eligibility, review [Dependent Coverage](#) in the Benefits Section.

Dependents age 19 to 23 must either be full-time students in an accredited school of higher education, or be handicapped to receive benefits.

For Health/Dental & Optional Life, click **Enroll** for dependents who need coverage. To discontinue coverage, click **Unenroll** for the appropriate dependent. You can also **Change** specific information regarding existing coverage.

To add a dependent to Health/Dental & Optional Life, click **Add** new dependent/beneficiary. You can also **Edit** current biographical information for existing dependents. To permanently eliminate all of a dependent's insurance coverage, click **Remove**.

Verify that the information is correct and click **Continue**.

Dependent Name	Relationship	Health/Dental
Edit Remove Dependent Test	Natural Child	Unenroll Change

[Add new dependent/beneficiary](#)

Continue

Back

- Click **Unenroll** to unenroll your dependent from health and dental coverage.

- Click **Change** to change specific information regarding your dependent's health and dental coverage.
- Click the **Continue** button.

You will return to the **New Hire State of Illinois Benefits Enrollment Menu**.

The screenshot shows the 'NESSIE New Hire' application interface. At the top, there is a blue header with 'NESSIE New Hire' on the left and 'Home > Benefits >' on the right. A left sidebar contains links: 'Task List', 'Change Address', 'Change Password', 'Contacts', and 'Leave NESSIE'. The main content area is titled 'New Hire State of Illinois Benefits Enrollment Menu'. Below the title, a message states: 'Please follow the links below to enroll in State of Illinois Health, Dental, Optional Life and AD&D coverage and to add dependents to those plans.' A box contains three items, each with a checkmark and a link: 'Health & Dental', 'Optional Life and AD&D Insurance', and 'Dependents'. Below this box, a note reads: 'Note: Your benefit elections have not been submitted. You must follow the link below to review and submit your benefit elections.' At the bottom, there are two red buttons: 'Return to New Hire Main Menu' and 'Benefit Enrollment Review Form'.

All sections of the benefits enrollment form have been completed and are indicated with a checkmark.

- Click the **Benefit Enrollment Review Form** button to go to the Benefits Review page.

[Task List](#)
[Change Address](#)
[Change Password](#)
[Contacts](#)
[Leave NESSIE](#)

Home > Benefits >

New Hire Benefits Review

Personal Information

Name: Tanya Test
SSN: 555444111
UIN: 650590886
Home Address: 123 Test
Champaign, IL 12345
Home County: Union
Home Phone: () -
Work Address: 123 Test
M/C 123
UIUC Campus Mail, IL 00001
Work Phone: () -
Marital Status: Married Remarried
Birth Date: 10/10/1980
FTE: 100
Payroll: Monthly
Annual Salary: \$85,000.00
Benefit-Eligible Date: 11/09/2005

Review your elections below. If everything is correct, click **Submit** to submit your elections. To change any information, click **Exit**.

Benefit Elections

State of Illinois Health Election effective
Your new health plan is **Health Alliance HMO**.
Estimated cost for the new plan will be **\$39.50** per month.
Your PCP: **123456**

State of Illinois Dental Election effective
Your new dental plan is **Quality Care Dental**.
Estimated cost for the new plan will be **\$15.00** per month.

State of Illinois Health and Dental Dependent Designation effective
Dependents covered by your health and dental insurance are listed below.
Dependent Test
Natural Child
01/01/2001
Male
111111111
PCP 123456

Estimated cost for the upcoming year will be **\$74.00** per month.

State of Illinois Life Election effective
Employee Optional Life Insurance Coverage
Current Enrollment: **Minnesota Life Insurance - 1 X**
Salary
Estimated cost for the upcoming year will be **\$5.10** per Month.

Employee AD&D Coverage
No Coverage

Spouse Life Insurance Coverage
No Coverage

Child Life Insurance Coverage
No Coverage

I certify participation in the State Employees Group Insurance program for the enrollments indicated above. I authorize premiums (if any) to be deducted from my pay for the enrollments indicated above. This authorization is to remain in effect until I provide written notice to the contrary. I understand that the above choices constitute my election under the premium payment plan for the current contract year and may not be changed until the next enrollment period unless I have a change in family status. The statements and answers contained in this application are complete and true. I agree to abide by all appropriate rules. I agree to furnish any additional information requested.

Submit

Exit

Review your Benefits selections.



NOTE: All new benefits selections will be noted in **Red**.

- Click the **Submit** button to submit your Benefits Enrollment Form.

Flexible Spending Accounts (FSAs)

The University of Illinois offers two Flexible Spending Accounts (FSAs), the Dependent Care Assistance Plan (DCAP) and the Medical Care Assistance Plan (MCAP).

These FSAs allow you to deduct pre-tax dollars to pay for dependent or medical care.

Dependent Care Assistance Program (DCAP)

NESSIE New HireHome > Benefits >

[Task List](#)
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[Leave NESSIE](#)

State of Illinois DCAP - Enrollment Form for: Tanya Test

Deduction Authorization
Deduction Effective Date: 11/06/2005
Coverage Effective Date: 11/20/2005

Deduction Amount: The amount that you elect to deduct is limited by Federal Rules governing flexible spending accounts. As you complete the information requested on this online form, your Maximum Allowable deduction amount will be calculated automatically. At that time, you will be asked to enter your deduction amount, which may not exceed the Maximum Allowable amount.

Demographic Information
Review the demographic information in the box below, and click **Continue** to proceed.

Marital Status:	Married
Annual Salary:	\$58,000.00
Work Address:	
Street:	123 Test
City:	UIUC Campus Mail,
State:	IL
ZIP Code:	00001
Hire Date:	11/15/2005

Continue **Back**



NOTE: The amount that you elect to deduct is limited by Federal Rules governing flexible spending accounts. As you complete the information requested on this online form, your Maximum Allowable deduction amount will be calculated automatically. At that time, you will be asked to enter your deduction amount, which may not exceed the Maximum Allowable amount.

- Review the Demographic Information.
- Click the **Continue** button.

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State of Illinois DCAP - Contribution Designation Form for: Tanya Test

Pay Periods Remaining: 15

Employee Designated Deduction Amount (no commas or dollar signs):*

☐ \$ Per Paycheck deduction
OR
☐ \$ Equivalent annual deduction

Maximum Allowable Amount

☐ \$208.33 Per Paycheck deduction
OR
☐ \$3,124.95 Equivalent annual deduction

[Continue](#) [Back](#)

- Select a **Designated Deduction Amount** by clicking the radio button for that option.
 - Enter a **Per Paycheck deduction** amount.
 - or
 - Enter an **Equivalent annual deduction**.
- OR**
- Select the **Maximum Allowable Amount** by clicking the radio button for that option.
- Click the **Continue** button after selecting your deduction amount.

You will come to a **DCAP Review Page**.

Deduction Frequency: Bi-Weekly
 Deduction Effective Date: 11/06/2005
 Coverage Effective Date: 11/20/2005

Deduction Authorization

I authorize the State of Illinois to deduct from my total compensation for DCAP the amount of \$208.33 from each paycheck, totaling \$3,124.95 for this plan year (July 1, 2005 through June 30, 2006). This amount is not greater than my estimated eligible expenses for the same period.

Certification Statement

I understand and certify that:

- I may not change or stop my deposits to this account during the plan year unless I experience an eligible change in status.
- I will lose any unclaimed amount remaining in my account at the end of the runout period, September 30, 2006.
- I will not submit claims for expenses incurred during periods when I (or my spouse) are not actively at work.
- If my payroll deductions cease for any reason, I understand I must complete the necessary paperwork and my participation in the program will terminate on the last day of the pay period for which a deduction was taken or the last day I was actively at work, whichever is sooner.
- I understand that deductions must continue during any paid leave of absence.
- If I am reimbursed for amounts greater than my account balance during the plan year, I will repay the state the amount of overpayment. I also understand that if I do not pay the debt, the state will take whatever steps necessary to collect the amount owed.
- I will comply with the IRS requirement to file an IRS Form 2441.
- To the best of my knowledge, the information on this form is accurate. I am responsible for any discrepancies that may affect my status with the Internal Revenue Service.

[Submit](#) [Back](#)

- Verify the **Deduction Authorization**.
- Read the **Certification Statement**.
- Click the **Submit** button to submit the DCAP form.

Medical Care Assistance Program (MCAP)

NESSIE New Hire [Home > Benefits >](#)

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[Leave NESSIE](#)

State of Illinois MCAP - Enrollment Form for: Tanya Test

Deduction Authorization

Deduction Effective Date: 11/06/2005
 Coverage Effective Date: 11/20/2005

Deduction Amount: The amount that you elect to deduct is limited by Federal Rules governing flexible spending accounts. As you complete the information requested on this online form, your Maximum Allowable deduction amount will be calculated automatically. At that time, you will be asked to enter your deduction amount, which may not exceed the Maximum Allowable amount.

Demographic Information

Review the demographic information in the box below, and click **Continue** to proceed.

Marital Status:	Married
Annual Salary:	\$58,000.00
Work Address:	
Street:	123 Test
City:	UIUC Campus Mail
State:	IL
ZIP Code:	00001
Hire Date:	11/15/2005

Continue **Back**



NOTE: The amount that you elect to deduct is limited by Federal Rules governing flexible spending accounts. As you complete the information requested on this online form, your Maximum Allowable deduction amount will be calculated automatically. At that time, you will be asked to enter your deduction amount, which may not exceed the Maximum Allowable amount.

- Review the Demographic Information.
- Click the **Continue** button.

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[Leave NESSIE](#)

State of Illinois MCAP - Contribution Designation Form for: Tanya Test

Pay Periods Remaining: 15

Employee Designated Deduction Amount (no commas or dollar signs):*

☐ \$ Per Paycheck deduction
 OR
☐ \$ Equivalent annual deduction

Maximum Allowable Amount

☐ \$208.33 Per Paycheck deduction
 OR
☐ \$3,124.95 Equivalent annual deduction

Do you want an EZ REIMBURSE debit card?*

☐ Yes ☐ No

Note: Since you will pay a \$20 annual fee for choosing the EZ REIMBURSE Card, please be aware that there are several important limitations associated with the use of the EZ REIMBURSE Card. For information about its restrictions and requirements, please refer to pages 9,18 and 19 of the CMS 2005-2006 FSA booklet and to FAQ's available at <http://www.fbmcc-benefits.com>.

Continue **Back**

- Select a **Designated Deduction Amount** by clicking the radio button for that option.
 - Enter a **Per Paycheck deduction** amount.
 - or
 - Enter an **Equivalent annual deduction**.

OR

- Select the **Maximum Allowable Amount** by clicking the radio button for that option.
- Indicate if you want an **EZ REIMBURSE** debit card?



NOTE: Since you will pay a \$20 annual fee for choosing the EZ REIMBURSE Card, please be aware that there are several important limitations associated with the use of the EZ REIMBURSE Card. For information about its restrictions and requirements, please refer to pages 9,18 and 19 of the CMS 2005-2006 FSA booklet and to FAQ's available at <http://www.fbmc-benefits.com>.

- Click the **Continue** button after selecting your deduction amount.

You will come to a **MCAP Review Page**.

Deduction Frequency:	Bi-Weekly
EZ REIMBURSE Debit Card:	No
Deduction Effective Date:	11/06/2005
Coverage Effective Date:	11/20/2005

Deduction Authorization

I authorize the State of Illinois to deduct from my total compensation for MCAP the amount of \$208.33 from each paycheck, totaling \$3,124.95 for this plan year (July 1, 2005 through June 30, 2006). This amount is not greater than my estimated eligible expenses for the same period.

Certification Statement

I understand and certify that:

- I may not change or stop my deposits to this account during the plan year unless I experience an eligible change in status.
- I will lose any unclaimed amount remaining in my account at the end of the runout period, September 30, 2006.
- I understand that deductions must continue during any paid leave of absence.
- I intend to participate in MCAP for the entire plan year. I do not anticipate terminating the state service, retiring, or going on an unpaid leave of absence.
- I understand that services incurred after my payroll deductions or direct monthly payments (as a result of COBRA) cease, are ineligible for reimbursement.
- If my payroll deductions cease for any reason, I understand I must complete the necessary paperwork and my participation in the program will terminate on the last day of the pay period for which a deduction was taken, unless I elect to continue my participation through direct payments to the FSA unit.
- To the best of my knowledge, the information on this form is accurate. I am responsible for any discrepancies that may affect my status with the Internal Revenue Service.

Submit **Back**

- Verify the **Deduction Authorization**.
- Read the **Certification Statement**.
- Click the **Submit** button to submit the MCAP form.

CNA Accidental Death and Dismemberment (AD&D)

From the page above, click the **CNA Accidental Death and Dismemberment (AD&D)** link.

University of Illinois Human Resources

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New Hire CNA AD&D Enrollment Menu

Please follow the links below to enroll in and add beneficiaries for University of Illinois CNA AD&D Coverage.

[CNA AD&D](#)
[Beneficiaries](#)

Note: Your benefit elections have not been submitted. Select **CNA Enrollment Review and Submit Form** to review and submit your benefit elections.

[Return to New Hire Main Menu](#) [CNA Enrollment Review Form](#)

- Click the **CNA AD&D** link to enroll in the University of Illinois AD&D plan.

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University of Illinois Accidental Death & Dismemberment Enrollment

To enroll in CNA AD&D, complete the following enrollment form.

Effective Date: January 1, 2006

Name: Tanya Smith Wood
SSN: 343743264
Home Address: 2145 Shady Rest Rd
Monticello, IL 61856

Amount of Insurance Principal Sum	Monthly Premium	
	Employee Only	Employee and Family
\$25,000.00	<input type="radio"/> \$0.75	<input type="radio"/> \$1.20
\$50,000.00	<input type="radio"/> \$1.50	<input type="radio"/> \$2.40
\$100,000.00	<input type="radio"/> \$3.00	<input type="radio"/> \$4.80
\$150,000.00	<input type="radio"/> \$4.50	<input type="radio"/> \$7.20
\$200,000.00	<input type="radio"/> \$6.00	<input type="radio"/> \$9.60
\$250,000.00	<input type="radio"/> \$7.50	<input type="radio"/> \$12.00
\$300,000.00	<input type="radio"/> \$9.00	<input type="radio"/> \$14.40
	<input type="radio"/> No Coverage	

[Continue](#) [Back](#)

- Select the Amount of Insurance and the Monthly Premium you want by clicking the appropriate radio button.
- Click the **Continue** button.

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New Hire CNA AD&D Enrollment Menu

Please follow the links below to enroll in and add beneficiaries for University of Illinois CNA AD&D Coverage.

[CNA AD&D](#)
[Beneficiaries](#)

Note: Your benefit elections have not been submitted. Select **CNA Enrollment Review** and **Submit Form** to review and submit your benefit elections.

[Return to New Hire Main Menu](#) [CNA Enrollment Review Form](#)

You will return to the **New Hire CNA AD&D Enrollment Menu**

- Click the **Beneficiaries** link to add beneficiaries for the University of Illinois CNA AD&D Plan.

NESSIE New Hire Home > Benefits >

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University of Illinois CNA Beneficiary Designation

To determine dependent eligibility, review [Dependent Coverage](#) in the Benefits Section.

ERROR:

- You must name at least one beneficiary. Select from the listed beneficiaries below or click **Add**.

For University of Illinois CNA, click **Enroll** for dependents who need coverage. To discontinue coverage, click **Unenroll** for the appropriate dependent. You can also **Change** specific information regarding existing coverage.

To add a dependent to University of Illinois CNA, click **Add** new dependent/beneficiary. You can also **Edit** current biographical information for existing dependents. To permanently eliminate all of a dependent's insurance coverage, click **Remove**.

Verify that the information is correct and click **Continue**.

Dependent Name	Relationship	CNA AD&D
Edit Remove Tester Test	Non-Dependent Beneficiary	Enroll

[Add new dependent/beneficiary](#)

[Back](#)

If you have a dependent, the dependent will show in the Dependent Name field.

- Click the **Edit** link to edit dependent information.
- Click the **Remove** link to remove the dependent.
- Click the **Enroll** link to enroll that dependent in CNA AD&D.
- If you do not have a dependent, click the **Add new dependent/beneficiary** link to add a new dependent/beneficiary.

Add New Dependent/Beneficiary

NESSIE New Hire Home > Benefits >

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New Hire - Add Dependent/Beneficiary Information

When you are finished completing the dependent information, click **Continue**.

Dependent Information

Last Name:

First Name:

Birth Date: / /
 (MM/DD/YYYY)

Gender: Choose one:

Relationship: Choose one:

If Non-Dependent Beneficiary, Specify

SSN:

Enter the Dependent/Beneficiary Information:

- Enter the **Last Name**.
- Enter the **First Name**.
- Enter the **Birth Date (MM/DD/YYYY)**.
- Choose the **Gender** from the drop-down list.
- Choose the **Relationship** of the dependent/beneficiary from the drop-down list.
- Enter the **Social Security Number (SSN)**.
- Click the **Continue** button.

Enroll Dependent

After clicking the Enroll link next to the dependent/beneficiary, you will come to the **New Hire – Add Beneficiary Information** page.

NESSIE New Hire Home > Benefits >

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New Hire - Add Beneficiary Information

When you are finished completing the beneficiary information, click **Continue**.

CNA Accidental Death & Dismemberment Beneficiary Information

Last Name: Test

First Name: Tester

Birth Date: 10/3/1970
 (MM/DD/YYYY)

Gender: Male

Relationship: Non-Dependent Beneficiary

Non-Dependent Beneficiary Description: spouse

SSN: 22222222

Beneficiary Status: ☐ Primary ☐ Secondary

Percent to Receive: % (Enter percentage as a whole number, ex. 40 or 100)

Address:

City:

State: Choose One:

ZIP Code:
 (99999 or 99999-9999)

- Select the **Beneficiary Status**: Primary or Secondary.
- Enter the **Percent to Receive** (Enter percentage as a whole number, ex. 40 or 100).

- Enter the **Address**.
- Enter the **City**.
- Choose the **State** from the drop-down list.
- Enter the **Zip Code**.
- Click the **Continue** button.

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[Contacts](#)
[Leave NESSIE](#)

New Hire - Review Beneficiary Information

Review the CNA beneficiary information below. Click **Continue** if you are satisfied with the information.

CNA Information

Last Name: Test
 First Name: Tester
 Birth Date: 10/3/1970
 (MM/DD/YYYY)
 Gender: Male
 Relationship: Non-Dependent Beneficiary
 SSN: 22222222

Beneficiary Status: Primary
 Percent to Receive: 100 %
 Address: 123 Test
 City: Champaign
 State: Illinois
 ZIP Code: 12345

Continue **Back**

You will then come to a **New Hire – Review Beneficiary Information Review** page.

- Review the beneficiary information.
- Click the **Continue** button.

NESSIE New Hire Home > Benefits >

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University of Illinois CNA Beneficiary Designation

To determine dependent eligibility, review [Dependent Coverage](#) in the Benefits Section.

For University of Illinois CNA, click **Enroll** for dependents who need coverage. To discontinue coverage, click **Unenroll** for the appropriate dependent. You can also **Change** specific information regarding existing coverage.

To add a dependent to University of Illinois CNA, click **Add** new dependent/beneficiary. You can also **Edit** current biographical information for existing dependents. To permanently eliminate all of a dependent's insurance coverage, click **Remove**.

Verify that the information is correct and click **Continue**.

Dependent Name	Relationship	CNA AD&D
Edit Remove Tester Test	Non-Dependent Beneficiary	Unenroll Change

[Add new dependent/beneficiary](#)

☐ I hereby designate the above named beneficiary(ies). I reserve the right without consent of the beneficiary, to further change the beneficiary subject to any statutory restrictions. The above designation supersedes all prior designations of beneficiaries I have made.

Continue **Back**

- Click the **Unenroll** link to unenroll your dependent from CNA AD&D coverage.
- Click the **Change** link to change existing coverage.
- Put a check in the designation checkbox to designate the beneficiary.
- Click the **Continue** button.

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New Hire CNA AD&D Enrollment Menu

Please follow the links below to enroll in and add beneficiaries for University of Illinois CNA AD&D Coverage.

[CNA AD&D](#)

[Beneficiaries](#)

Note: Your benefit elections have not been submitted. Select **CNA Enrollment Review** and **Submit Form** to review and submit your benefit elections.

[Return to New Hire Main Menu](#) [CNA Enrollment Review Form](#)

You will return to the **New Hire CNA AD&D Enrollment Menu**.



WARNING: Your CNA AD&D enrollment has **NOT** been submitted. Select **CNA Enrollment Review Form** to review your enrollment. You will be able to Submit your CNA Enrollment form from the Review Page.

- Click the **CNA Enrollment Review Form** button to review your CNA AD&D form.

NESSIE New Hire Home > Benefits >

University of Illinois Accidental Death & Dismemberment

Review your CNA AD&D selections carefully. If your choices are correct, click **Submit**. Your enrollment form will be sent to the appropriate Benefits Service Center for processing. To change your selections and return to the previous page, click **Back** to update the form.

Employee Information

Name: Tanya Test

SSN: 555777444

Home Address: 123 TEST

champaign, IL, 12345

Amount of Insurance

Cov Amt \$25,000 Empl Only

Beneficiary Designation

Primary Beneficiary Name(s)	Percent to Receive
Tester Test	100 %
Total Primary Percentage	100 %

Certification Statement

I hereby designate the above named beneficiary(ies). I reserve the right without consent of the beneficiary, to further change the beneficiary subject to any statutory restrictions. The above designation supersedes all prior designations of beneficiaries I have made.

I certify participation in the University of Illinois Accidental Death & Dismemberment insurance program for the enrollments indicated above. I authorize prevailing premiums (if any) to be deducted from my pay for the enrollments indicated above. This authorization is to remain in effect until I provide written notice to the contrary. I understand that the above choices constitute my election under the premium payment plan for the contract year and will remain in effect unless I provide written notice to the contrary. The statements and answers contained in this application are complete and true. I agree to abide by all appropriate rules. I agree to furnish any additional information requested.

[Submit](#) [Back](#)

Click the **Submit** button to submit you CNA AD&D Enrollment Form.

Tax Deferred Retirement Plan (TDRP)

Similar to a 401(k) plan, the TDRP is an optional plan that allows you to save pretax dollars for retirement. This section will allow you to complete the **Salary Reduction Agreement Form** to enroll in the TDRP. The Salary Reduction Agreement Form authorizes the University to withhold deposits from your pay and remit the funds to the investment company(s).



NOTE: The enrollment or change process for the TDRP is a two step process. Both steps must be completed to enroll in the plan. You must complete the online Salary Reduction Agreement Form. You must also obtain an investment company enrollment kit and fund prospectus from your campus benefits department or the appropriate investment company listed below. You may choose more than one company as your investment provider and more than one fund within that company. The enrollment kit will contain the necessary forms for initiating an account. Complete the forms and return them to the investment company.

NESSIE New Hire
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University of Illinois TDRP Salary Reduction Agreement

Complete the Salary Reduction Agreement. Required fields are indicated with an *.

Name: Tanya Test
SSN: 555777444
Work Phone: --
Type of Change: *
☒ New or restart contribution
☐ Change allocation between companies
☐ Change TOTAL % agreement
☐ Terminate agreement

Pay Status: Bi-Weekly
Annual Salary: \$58,000.00
Payroll Period Effective Date: * 11/20/2005

Contribution in Dollar Amount or Percentage of Pay:

Note: If the contribution entered is greater than 80% of your Total Per Pay Period Applicable Income, this transaction will be pended and you must contact a Benefits Counselor.

Designate Contribution Method: *
☒ Flat Dollar Amount
☐ Percent of Pay

Per Month: * \$ 100 %

For help with Contribution Amounts, or to see your maximum Contribution Limits, click the Worksheet button.

Indicate the Per Month Dollar Amount or Percentage Designated to each fund.

NOTE: The sum of the amounts entered below must equal the Total Monthly amount above.

TIAA/REF	\$ 50	0.00 %
Fidelity	\$ 50	0.00 %
TOTAL:	\$0.00	0.00 %

Click **Calculate** to calculate totals and return to this page. This will allow you to calculate and review your contribution without submitting the form.

[Calculate](#)

When you are satisfied with your contribution, click **Continue** to submit this form.

[Continue](#) [Back](#)

- Select the **Type of Change** you wish to make.
- Select the **Payroll Period Effective Date** from the drop-down list. The Payroll Period Effective Date is the first day of the pay period in which your changes become effective; it is **NOT** the first pay date on which you'll see your changes.
- Designate your **Contribution Method: Flat Dollar Amount OR Percent of Pay**.
- Enter the **Per Month** amount you wish to contribute.



NOTE: For help with Contribution Amounts, or to see your Maximum Contribution Limits, click the **Worksheet** button.

- Indicate the **Per Month Dollar Amount** or **Percentage Designated** to each fund in the **TIAA/CREF** and/or **Fidelity** boxes.



NOTE: The sum of the amounts entered for your investment companies must match the total amount you designated.

See the example in the red boxes on the Salary Reduction Agreement form above.

- Click **Calculate** to calculate totals and return to this page. This will allow you to calculate and review your contribution without submitting the form.
- Click the **Continue** button.

You will come to a review screen where you can view your contributions. Click the **Submit** button from the review screen to submit your **Salary Reduction Agreement** form.

HR Forms

Employee Information Form

All new employees must complete and submit this form.



NOTE: If you do not complete the entire form at one time, what you entered will not be lost since your information is saved each time you click a **Continue** button.

The screenshot shows the 'Employee Information Form' page within the 'NESSIE New Hire' application. The page header includes the University of Illinois Human Resources logo and navigation links: Home, Index, and Contacts Here. A secondary navigation bar contains links for Task List, Benefits, Employment Transactions, Campus Resources, and Policies. The main content area is titled 'Employee Information Form' and includes instructions: 'All new employees must complete and submit this form. If you do not complete the entire form at one time, what you entered will not be lost since your information is saved each time you click **Continue**.' Below this, it states 'You can add or change basic information about yourself such as:' followed by a bulleted list: Demographic Information, Home and Work Address, Educational Experiences, Prior Work History, Licenses, Certifications, and Languages, Honors and Awards, Emergency Contacts, and Publications. A note mentions that if the user applied through the Employment Center, their information should be pre-populated. At the bottom, there are two red buttons: 'Continue' and 'Exit'. A left sidebar contains links for Direct Deposit, Employee Info, Loan Default, I-9 Form, State UI Prior, W-2 Consent, Withholding, Task List, Change Address, Change Password, Contacts, and Leave NESSIE.

The **Employee Information Form (EIF)** is used to add or change information about yourself, such as:

- Demographic Information
- Home and Work Address
- Educational Experiences
- Prior Work History
- Licenses, Certifications, and Languages
- Honors and Awards
- Emergency Contacts
- Publications



NOTE: If you created an online application through the Employment Center, some of the information on your EIF may already be populated.

Click the **Continue** button to begin completing the EIF.

Demographic Information

Review and complete the information on the **EIF Demographics Screen**.



NOTE: You must complete all fields marked with a red asterisk (*).

NESSIE New Hire		Home > Employment >																												
Direct Deposit Employee Info Loan Default I-9 Form State/IL Prior W-2 Consent Withholding	Employee Information Form Demographics Screen Complete the Demographics section and click Continue to proceed. You must complete items with an (*). NEWHIRE OUTPUT:Yes																													
Task List Change Address Change Password Contacts Leave NESSIE	<table border="1"> <tr> <td>First Name:</td> <td>Tanya</td> </tr> <tr> <td>Middle Name:</td> <td></td> </tr> <tr> <td>Last Name:</td> <td>Test</td> </tr> <tr> <td>Social Security Number:</td> <td>555444111</td> </tr> <tr> <td colspan="2">Home Address:</td> </tr> <tr> <td colspan="2">123 Test Champaign, Illinois 12345</td> </tr> <tr> <td colspan="2">Home County:</td> </tr> <tr> <td colspan="2">United States of America Union</td> </tr> <tr> <td>Home Phone Number:</td> <td>-</td> </tr> <tr> <td>Work Phone Number:</td> <td></td> </tr> <tr> <td>Office E-mail Address:</td> <td>Not Found</td> </tr> <tr> <td>Birth Date: (MM/DD/YYYY)*</td> <td>10 / 10 / 1980</td> </tr> <tr> <td>Gender:*</td> <td>Female</td> </tr> <tr> <td>Marital Status:*</td> <td>Married Remarried</td> </tr> </table>		First Name:	Tanya	Middle Name:		Last Name:	Test	Social Security Number:	555444111	Home Address:		123 Test Champaign, Illinois 12345		Home County:		United States of America Union		Home Phone Number:	-	Work Phone Number:		Office E-mail Address:	Not Found	Birth Date: (MM/DD/YYYY)*	10 / 10 / 1980	Gender:*	Female	Marital Status:*	Married Remarried
First Name:	Tanya																													
Middle Name:																														
Last Name:	Test																													
Social Security Number:	555444111																													
Home Address:																														
123 Test Champaign, Illinois 12345																														
Home County:																														
United States of America Union																														
Home Phone Number:	-																													
Work Phone Number:																														
Office E-mail Address:	Not Found																													
Birth Date: (MM/DD/YYYY)*	10 / 10 / 1980																													
Gender:*	Female																													
Marital Status:*	Married Remarried																													

Demographic Information

Confirm the following information - this information should already be populated:

- First Name
- Last Name

- SSN
- Home Address
- Home County
- Home Phone Number
- Work Phone Number
- Office E-mail Address
- Gender
- Marital Status

The University is required by law to prepare reports that summarize the race/ethnic identities of employees. Select the category with which you most identify. For major category descriptions, view the [dictionary](#) of Federal definitions.

Race/Ethnicity:

In compliance with Federal law, the University requests that you identify your veteran status, if applicable. Please view the Federal eligibility requirements in the [dictionary](#).

Special Disabled Veteran: ☐

☐ Other Protected Veteran Only

☐ Vietnam Veteran Only

☐ Both Vietnam and Other Protected Veteran

☒ None Selected

In compliance with Federal law, the University requests that you self-identify as a person with a disability, if applicable. Please view the Federal definition in the [dictionary](#).

Person with Disability: ☐

To request an accommodation at any time during your employment, contact the [access/equal opportunity office](#) on your campus.

Race/Ethnicity Information

- Select your **Race/Ethnicity** from the **Race/Ethnicity** drop-down box.

Veteran Status Information

- Select the **Special Disabled Veteran** checkbox if you are a Special Disabled Veteran.
- Select the appropriate radio button if you are:
 - Other Protected Veteran Only
 - Vietnam Veteran Only
 - Both Vietnam and Other Protected Veteran
- Select the **None Selected** radio button if you are not a veteran.

Disability Status

- Select the **Person with Disability** checkbox if you have a disability.

Once you complete the information on the Demographics screen, click the **Continue** button.

NESSIE New Hire Home > Employment >

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Employee Information Form

Complete the remainder of the Demographics section. Click **Continue** to proceed to the next page of the Employee Information Form. You must complete items with an ***.

To exit the Employee Information Form and return to Employment Transactions, click **Exit**.

Military Information

Military Branch:

Start Date: MM DD YYYY

End Date: MM DD YYYY

☐ Presently in service

Citizenship Information

Country of Citizenship:

If you are not a U.S. citizen, please answer the question below:

Are you a permanent resident?

If you are not a U.S. citizen and not a permanent resident, please answer the questions below:

Visa Type:

Visa Expiration Date: MM DD YYYY

Admission Number: (11 digits)

License Information

Have you ever had any license denied, suspended, revoked, etc.?*

☐ Yes ☐ No

If yes, please explain below:

Relatives

Are you related by blood or marriage to any member of the Board of Trustees, faculty or staff of the University of Illinois?*

☐ Yes ☐ No

If yes, please complete the information below:

Name of Relative:

Relationship to Relative:

Department of Relative:

Continue **Exit**

Military Information

- Select the **Military Branch** you were or are enlisted in.
- Enter the date you enlisted in the military in the **Start Date** field. You **MUST** enter the date in MM/DD/YYYY format.
- Enter the date you were discharged from the military in the **End Date** field. If you are still enlisted, leave this field blank. You **MUST** enter the date in MM/DD/YYYY format.
- Select the **Presently in service** checkbox if you are still enlisted in the military.

Citizenship Information

- Select your **Country of Citizenship**.
- If you are not a U.S. citizen, indicate whether or not you are a permanent resident.
- If you are not a U.S. citizen or permanent resident, indicate the following:
 - Visa Type

- Visa Expiration Date
- Admission Number. This number is an 11 digit number.

License Information

- Select **Yes** or **No** to indicate if you have ever had a **license denied, suspended, or revoked**. If you select **Yes**, please explain in the comments field below the question.


Relatives Information

- If you have a relative employed by the University of Illinois or on the Board of Trustees, enter their name(s) in the **Name of Relative** field.
- Enter your relationship to the individual(s) named in the **Relationship to Relative** field.
- Enter the unit where your relative(s) works in the **Department of Relative** field.

Once you complete the information on this page, click the **Continue** button.

You will come to the **Employee Information Form Main Menu**.

The Employee Information Form Main Menu lists the sections included for this form.



NOTE: The required sections are marked with a red asterisk (*). Other sections are not required for completion of the EIF, however, they may be required by your department for employment. For example, you may be required to have a certain License or Certification for your job. In that case, you would want to complete the License or Certification section.

- Click a section link to add, update, or delete information in that section.
- Click the **Continue** button to go to the end of the EIF.

- Click the **Exit** button to exit the EIF.

Education

Click the **Education** link on the EIF Main Menu to complete your education experience.

The screenshot shows the 'Employee Information Form' with a sidebar on the left containing links like 'Direct Deposit', 'Employee Info', 'Loan Default', 'I-9 Form', 'State UI Prior', 'W-2 Consent', 'Withholding', 'Task List', 'Change Address', 'Change Password', 'Contacts', and 'Leave NESSIE'. The main content area is titled 'Education Experience' and states 'There were no Educational Experience records found.' Below this, it says 'To add a new record, select a link below:' with two links: 'Add High School' and 'Add College'. At the bottom, there is a red 'Main' button and a link to 'instructions'.

- Click the **Add High School** link to add your high school records.
- Click the **Add College** link to add your college or trade school records.
- Click the **Main** button to return to the Employment Application Main Menu.

High School Information

The screenshot shows the 'Education' section with a sidebar on the left containing links like 'Find Jobs', 'An Employer', 'An Institution', 'Communities', 'Employees', 'Jobs', 'Human Resources', 'Chicago', 'Springfield', 'Urbana', and 'EQ'. The main content area is titled 'Education' and says 'Add a new High School record. Click **Continue** to view the change.' Below this is a 'Note' about graduation dates. The 'Degree Information' form has fields for 'High School Status' (a dropdown menu), 'Start Date' (MM/DD/YYYY), 'End Date' (MM/DD/YYYY), 'Graduation Date' (MM/YYYY), 'Hours Earned' (a text box), and 'Grade Point Average' (a text box). At the bottom, there are 'Continue' and 'Back' buttons.

- Select your **High School Status** from the list: *None, High School Equivalency, High School Grad, or Non High School Grad.*
- Enter the **Start Date** and **End Date** of your time in high school. You **MUST** enter the dates in MM/DD/YYYY format.
- If you graduated, enter your **Graduation Date**. You **MUST** enter the date in MM/YYYY format.

- Enter the number of credit **Hours Earned**. Only numbers are allowed in this field.
- Enter your **Grade Point Average** as of your end date of high school. Only numbers are allowed in this field.
- Click the **Continue** button.



NOTE: You can only enter one high school record. If you attended more than one high school, enter this information as an accumulation of your total high school experience.

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Employee Information Form

Education Experience

High School [Edit](#) | [Delete](#) | [View](#)

Degrees

1. High School Grad [Edit](#) | [Delete](#)

To add a new record, select a link below:

[Add College](#)

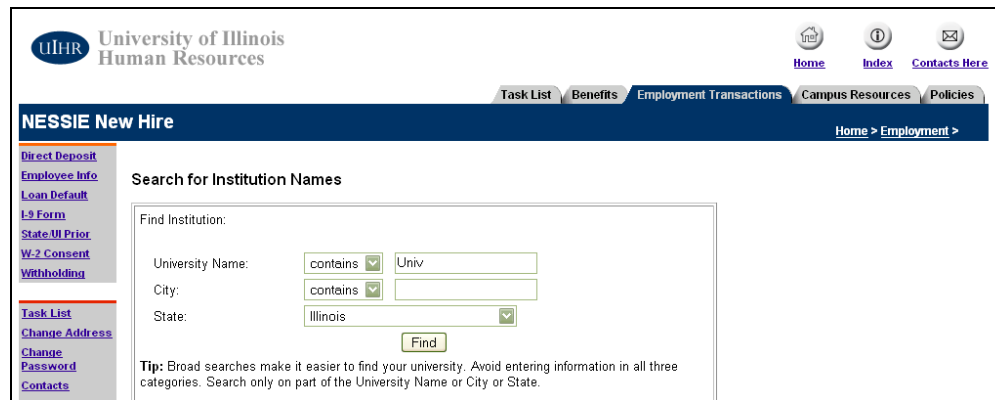
For assistance completing this page, consult the [instructions](#).

Main

You return to the Education Experience page. Your high school information now appears.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.
- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the **Add High School** link and re-enter the information.
- Click the **View** link to view the information entered.
- Click the **Add College** link to add your college or trade school records.
- Click the **Main** button to return to the EIF Main Menu.

College Information



University of Illinois Human Resources

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Task List Benefits Employment Transactions Campus Resources Policies

Home > Employment >

NESSIE New Hire

Search for Institution Names

Find Institution:

University Name: contains Univ


City: contains

State: Illinois

Find

Tip: Broad searches make it easier to find your university. Avoid entering information in all three categories. Search only on part of the University Name or City or State.

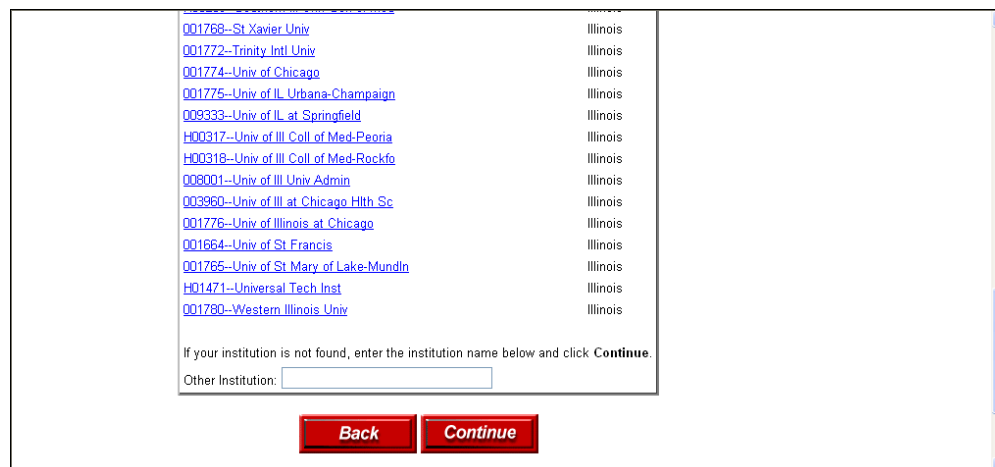
Enter the search criteria for your college and click the **Find** button.



NOTE: Institution names are stored in Banner where they are abbreviated to save space. Because of this, it is best to do broad searches to find your institution.

For example, to find the University of Illinois, enter **Univ** in the name field and select **Illinois** for the **State**.

However, not all institutions in Banner have a State associated with them. The institution might be in the system, but won't be retrieved if you include a State in your search. Broaden your search criteria if you do not see the search results you are expecting.




001768--St Xavier Univ	Illinois
001772--Trinity Intl Univ	Illinois
001774--Univ of Chicago	Illinois
001775--Univ of IL Urbana-Champaign	Illinois
003333--Univ of IL at Springfield	Illinois
H00317--Univ of Ill Coll of Med-Peoria	Illinois
H00318--Univ of Ill Coll of Med-Rockf	Illinois
008001--Univ of Ill Univ Admin	Illinois
003960--Univ of Ill at Chicago Hlth Sc	Illinois
001776--Univ of Illinois at Chicago	Illinois
001864--Univ of St Francis	Illinois
001765--Univ of St Mary of Lake-Mundln	Illinois
H01471--Universal Tech Inst	Illinois
001780--Western Illinois Univ	Illinois

If your institution is not found, enter the institution name below and click **Continue**.

Other Institution:

Back **Continue**

A list of Institution names matching your search displays. Click the name of the institution to continue.



NOTE: If the search does not return your institution, enter the name in the **Other Institution** field and click the **Continue** button.

You also can email the HR Office and they can add the institution name to the list. If you are on a time constraint, enter your institution using the **Other Institution** option, then update your record with the correct institution once the HR Office adds the name.

NESSIE New Hire Home > Employment >

Employee Information

When you finish making any changes, click **Continue** to return to the main Education page.

[Univ of IL Urbana-Champaign](#)

Degree Details

There are no degree records. You must submit a degree or the institution will not be saved.

[Add Degree](#)

For assistance completing this page, consult the [instructions](#).

Click **Continue** when you finish adding or updating your degree(s).

Once you have your institution selected, click the **Add Degree** link to add your degree details.

Jobs | You may change only the month and year of a degree date. The day of the month is not information that is maintained by the University.

Human Resources | [Chicago](#) | [Springfield](#) | [Urbana](#) | [EEO](#)

Note: You **cannot** provide a degree date that is in the future. It must be less than or equal to the current month and year.

Degree Information

Degree:*

If degree has been earned, you must provide a degree date.

Start Date: / /1990

End Date: / /1995
(MM/DD/YYYY)

Degree Date: /1995
(MM/YYYY)

Hours Earned:
Decimal numbers allowed (ex. 99.9), No text allowed

Grade Point Average:
Based on a 4 point scale, No text allowed.



TIP: While it is not required to do so, you should enter the highest degree you have received, as well as any additional degrees. If your new job requires a medical degree, for example, you will not be able to receive a paycheck until you have entered that degree.



Warning: Once you submit your EIF in NESSIE New Hire you will not be able to access it again to enter any information you did not add. You will have to use regular NESSIE to enter any additional information.



NOTE: You must complete all fields marked with a red asterisk (*).

- Select the **Degree** earned from the list. If you attended this institution but did not earn a degree, select *None* from the list.

- Enter the **Start Date** and **End Date** you attended this institution. You **MUST** enter the dates in MM/DD/YYYY format.
- If you earned a degree from this institution, enter the **Degree Date** on which you received your degree. You **MUST** enter the date in MM/YYYY format.
- Enter the number of credit **Hours Earned**. Only numbers are allowed in this field.
- Enter your **Grade Point Average** as of your end date at this institution. Only numbers are allowed in this field.
- Click the **Continue** button.

The screenshot shows the 'Employee Information' section of the NESSIE New Hire application. The header includes the University of Illinois Human Resources logo and navigation links: Home, Index, and Contacts. Below the header are tabs for Task List, Benefits, Employment Transactions, Campus Resources, and Policies. The left sidebar contains links for Direct Deposit, Employee Info, Loan Default, I-9 Form, State/IL Prior, W-2 Consent, Withholding, Task List, Change Address, Change Password, Contacts, and Leave NESSIE. The main content area is titled 'Employee Information' and features a form for 'Degree: Bachelor of Science'. The form includes three 'Select Major' dropdowns (the first is set to 'Magnetic Resonance Imaging') and three 'Select Minor' dropdowns (all set to 'None'). At the bottom of the form are two red buttons: 'Continue' and 'Exit'.

- Select a **Major** and **Minor** (if applicable) for your degree from the list. You can select more than one major or minor.
- Click the **Continue** button.

The screenshot shows the 'Education Experience' section of the NESSIE New Hire application. The header and navigation elements are the same as in the previous screenshot. The left sidebar is also the same. The main content area is titled 'Education Experience' and displays a table of education records. The first record is for 'Univ of IL Urbana-Champaign' with a 'Delete | View' link. Under 'Degrees', it lists '1. Bachelor of Science' with an 'Edit | Delete' link. Under 'Majors', it lists 'Magnetic Resonance Imaging'. There is an 'Add Degree' link below the majors. The second record is for 'High School' with an 'Edit | Delete | View' link. Under 'Degrees', it lists '1. High School Grad' with an 'Edit | Delete' link. Below the records, there is a section titled 'To add a new record, select a link below:' with an 'Add College' link. At the bottom, there is a note: 'For assistance completing this page, consult the [instructions](#).' and a red 'Main' button.

You return to the Education Experience page. Your college information now appears.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.
- If you have additional degrees to enter, click the **Add Degree** link and repeat the above steps.
- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the **Add College** or **Add Degree** link and re-enter the information.



NOTE: Deleting a degree from an Institution with only one degree also deletes the entire Institution.
Deleting an Institution deletes all degrees associated with that institution.

- Click the **View** link to view the information entered.
- Click the **Add Degree** link to add another degree to your current institution record.
- Click the **Add College** link to add another institution name to your record.
- Click the **Main** button to return to the EIF Main Menu.

Prior Work History

Click the **Prior Work History** link on the EIF Main Menu to enter your employment experience.

The screenshot shows the 'Employee Information Form' with a 'Work History' section. The section title is 'Work History'. Below it, it says 'There are no Work History records.' and provides an 'Add New' link. A note states: 'For assistance completing this page, consult the [instructions](#).' Below this, it says: 'If you do not have any prior work history, please check the box below and press the Main button.' There is a checkbox labeled 'I certify that I do not have any prior work experience.' and a red 'Main' button at the bottom.

- Click the **Add New** link to add a new work experience record.
- Select the checkbox if you want to **certify that you have no prior work experience**.
- Click the **Main** button to return to the EIF Main Menu.



NOTE: When adding Work Experience records, start with your most recent or current job.

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Employee Information Form

Create a Prior Work History record. When you complete the form, click **Continue**. You must complete items with an *.

Work History Information

Position Title: *

Organization: *

Start Date: *
 / /
(Format: MM/DD/YYYY)
End Date:
 / /
(Format: MM/DD/YYYY)
Duties:
Please limit duties to 255 characters.

Reason for Leaving:
Please limit reason to 60 characters.

State:
 None
Nation:
 None
Annual Salary:

(Do not use dollar sign or comma)
Hourly Rate:

(Do not use dollar sign or comma)
Supervisor Name:

Supervisor Phone:
 - - EXT



WARNING: Use caution if you are cutting and pasting information from a resume into this form. Special characters such as bullets, foreign language accents, and other formatting used in a resume can cause errors in the application system.

Remove any special characters before pasting text into this form.



NOTE: You must complete all fields marked with a red asterisk (*).

- Enter the **Position Title** you held at this job.
- Enter the name of the **Organization** of your employer at this job.
- Enter the date you began work at this job in the **Start Date** field. You **MUST** enter the date in MM/DD/YYYY format.
- Enter the date you left this job, if applicable, in the **End Date** field. You **MUST** enter the date in MM/DD/YYYY format.
- Enter an explanation of your job **Duties**.
- Enter an explanation of your **Reason for Leaving** this job.
- Enter the name of the **City** where you held this job.

- Select the **State** and **Nation** where you held this job.
- Enter your **Annual Salary** and/or **Hourly Rate** at this job. Only numbers are allowed in these fields.
- Enter your **Supervisor's Name** at this job.
- Enter your **Supervisor's Phone** number at this job.
- Click the **Submit** button.

Employee Information Form

The following prior work history record was successfully added.

Prior Work History Information	
Position Title:	Test Position
Organization:	Example Organization
Start Date:	10/10/2001
End Date:	12/31/2004
Duties:	Enter Duties Here
Reason for Leaving:	Enter Reason for Leaving Here
State:	
Nation:	
Annual Salary:	\$0.00
Hourly Rate:	\$0.00
Supervisor Name:	
Supervisor Phone:	() - EXT

Continue

Review the new Work Experience record added and click the **Continue** button.

University of Illinois Human Resources

NESSIE New Hire

Employee Information Form

Work History	
Test Position Example Organization	Edit Delete
Add New	

For assistance completing this page, consult the [instructions](#).

Main

You return to the Work Experience page. Your work history now appears.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.
- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the **Add** link and re-enter the information.

- Click the **Add New** link to add another work experience record to your EIF.
- Click the **Main** button to return to the EIF Main Menu.

Certifications

Click the **Certifications** link on the EIF Main Menu to add any licenses or certifications you have earned.

The screenshot shows the 'Employee Information Form' with a 'Certifications' section. The section indicates 'There are no Certification records.' and includes an 'Add New' link. A 'Main' button is visible at the bottom. The left sidebar contains links for Direct Deposit, Employee Info, Loan Default, I-9 Form, State UI Prior, W-2 Consent, and Withholding. The top navigation bar includes Task List, Benefits, Employment Transactions, Campus Resources, and Policies.

- Click the **Add New** link to add a certification.
- Click the **Main** button to return to the EIF Main Menu.

The screenshot shows the 'Employee Information Form' with a 'Certification Information' section. The section includes fields for Certification Name (CPR), Certification Status (Active), Acquisition Date (05/15/2005), Renewal Date, Expiration Date (05/15/2007), Issuing Agency, Certification Number, State of Issue (Illinois), and Nation of Issue (United States of America). A 'Continue' button and a 'Back' button are at the bottom. The left sidebar contains links for Processes, Find Jobs, An Employer, An Institution, Communities, Employees, Jobs, Human Resources, Chicago, Springfield, Urbana, and EEO. The top navigation bar includes Task List, Benefits, Employment Transactions, Campus Resources, and Policies.



NOTE: You must complete all fields marked with a red asterisk (*).

NOTE: If the certification you want to add is not listed, email the HR Help Desk and they can add the certification name to the list.

- Select the **Certification Name** from the list.
- Select the status of your certification from the **Certification Status** list: *Active, Life-long, Revoked, or Suspended*.
- Enter the date you gained the certification in the **Acquisition Date** field. You **MUST** enter the date in MM/DD/YYYY format.
- Enter the date you are due to renew your certification in the **Renewal Date** field. You **MUST** enter the date in MM/DD/YYYY format.
- Enter the date your certification expires in the **Expiration Date** field. You **MUST** enter the date in MM/DD/YYYY format.
- Enter the name of the **Issuing Agency** of the license or certification.
- Enter the **Certification Number** on your license or certificate.
- Select the **State of Issue** and **Nation of Issue** of the certification from the lists.
- Click the **Continue** button.

The screenshot shows the NESSIE New Hire application interface. At the top, there's a header for the University of Illinois Human Resources. Below that, a navigation bar includes links like Home, Index, and Contacts. The main content area is titled 'Employee Information Form' and displays a message: 'The following Certification record was successfully added.' Below this message is a table titled 'Certification Information' with the following details:

Certification Information	
Certification:	CPR
Certification Status:	Active
Date Acquired:	05/15/2005
Renewal Date:	
Expiration Date:	05/15/2007
Issuing Agency:	
Certification Number:	
State of Issue:	Illinois
Nation of Issue:	United States of America

At the bottom of the form, there is a red 'Continue' button.

Review the new Certification record added and click the **Continue** button.

University of Illinois Human Resources

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NESSIE New Hire Home > Employment >

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Task List Change Address Change Password Contacts Leave NESSIE

Employee Information Form

Certifications	
CPR	Edit Delete
Add New	

For assistance completing this page, consult the [instructions](#).

Main

You return to the Certification Information page. Your certificate information now appears.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.
- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the **Add** link and re-enter the information.
- Click the **Add New** link to add another certification record to your application.
- Click the **Main** button to return to the EIF Main Menu.

Drivers License

Click the **Drivers License** link on the EIF Main Menu to add your driver's license information to your EIF.

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NESSIE New Hire Home > Employment >

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Task List Change Address Change Password Contacts Leave NESSIE

Employee Information Form

Drivers License	
There are no Drivers License records.	
Add New	

For assistance completing this page, consult the [instructions](#).

Main

- Click the **Add New** link to add your driver's license record.
- Click the **Main** button to return to the EIF Main Menu.

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Employee Information Form


Drivers License

Create a Drivers License record. When you complete the form, click **Submit**. You must complete items with an *****.

Drivers License	
License Class:*	Passenger Driver's License
License Status:*	Current
License Number:*	123456789
State Of Issue:	Illinois
Nation of Issue:	None
Effective Date:	10 / 10 / 2005 (MM/DD/YYYY)
Expiration Date:	10 / 10 / 2010 (MM/DD/YYYY)

 **NOTE:** You must complete all fields marked with a red asterisk (*).

- Select the type of license you have from the **License Class** list: *Commercial* or *Passenger*.
- Select the **License Status** of your license: *Current*, *Expired*, *In Process*, or *Suspended*.
- Enter your **License Number**.
- Select the **State of Issue** and **Nation of Issue** from the list.
- Enter the **Effective Date** of the license. You **MUST** enter the date in MM/DD/YYYY format.
- Enter the **Expiration Date** of the license. You **MUST** enter the date in MM/DD/YYYY format.
- Click the **Submit** button.

 **University of Illinois Human Resources**

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Employee Information Form

The following record was successfully added.

Drivers License Information	
License Class:	Passenger Driver's License
License Status:	Current
License Number:	123456789
State of Issue:	Illinois
Nation of Issue:	
Effective Date:	10/10/2005
Expiration Date:	10/10/2010

Review the new Drivers License record added and click the **Continue** button.

The screenshot shows the 'Employee Information Form' for 'Drivers License'. The page header includes the University of Illinois Human Resources logo and navigation links: Home, Index, and Contacts. Below the header are tabs for Task List, Benefits, Employment Transactions, Campus Resources, and Policies. The main content area displays a table with one record: 'Passenger Driver's License - 123456789'. To the right of the record are links for 'Edit' and 'Delete'. Below the table is an 'Add New' link. At the bottom of the form is a red 'Main' button. A sidebar on the left contains links for Direct Deposit, Employee Info, Loan Default, I-9 Form, State UI Prior, W-2 Consent, Withholding, Task List, Change Address, Change Password, Contacts, and Leave NESSIE. A breadcrumb trail at the top right shows 'Home > Employment >'.

You return to the Drivers License Information page. Your driver's license record now displays.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.
- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the Add link and re-enter the information.
- Click the **Add New** link to add another driver's license record to your application.
- Click the **Main** button to return to the EIF Main Menu.

Honors and Awards

Click the **Honors and Awards** link on the EIF Main Menu to enter any honors or awards earned to your EIF.

The screenshot shows the 'Employee Information Form' for 'Honors and Awards Information'. The page layout is identical to the previous screenshot, but the table now displays the message 'There are no Honors and Awards records.' Below this message is an 'Add New' link. The red 'Main' button is still present at the bottom. The sidebar and navigation elements remain the same.

- Click the **Add New** link to add your honor or award record.
- Click the **Main** button to return to the EIF Main Menu.

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Employee Information Form

Add Honors and Awards

Create an Honor or Award record. When you complete the form, click **Submit**. You must complete items with an "*" .

Honor or Award	
Recognition Name:*	<input type="text"/>
Awarding Organization:	<input type="text"/>
Date of Recognition: (MM/DD/YYYY)	<input type="text"/> / <input type="text"/> / <input type="text"/>
Expiration Date: (MM/DD/YYYY)	<input type="text"/> / <input type="text"/> / <input type="text"/>

Submit **Back**



NOTE: You must complete all fields marked with a red asterisk (*).

- Enter the name of the honor or award received in the **Recognition Name** field.
- Enter the name of the **Awarding Organization** that gave you the honor or award.
- Enter the date you received the honor or award in the **Date of Recognition** field. You MUST enter the date in MM/DD/YYYY format.
- Enter the date the honor or award expires, if applicable, in the **Expiration Date** field. You MUST enter the date in MM/DD/YYYY format.
- Click the **Continue** button.

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[Withholding](#)

Employee Information Form

The following honor or award record was successfully added.

Honor or Award	
Recognition Name:	Award Name
Awarding Organization:	Awarding Organization Title
Date of Recognition:	10/10/2005
Date Honor or Award Expires:	10/10/2007

Continue

Review the new Honor or Award record added and click the **Continue** button.

The screenshot shows the NESSIE New Hire application interface. At the top, there is a header for the University of Illinois Human Resources with navigation links for Home, Index, and Contacts. Below this is a secondary navigation bar with links for Task List, Benefits, Employment Transactions, Campus Resources, and Policies. The main content area is titled "Employee Information Form" and contains a section for "Honors and Awards Information". This section has a form with a label "Award Name" and links for "Edit" and "Delete". Below the form is a link for "Add New". A note at the bottom of the section states: "For assistance completing this page, consult the [instructions](#)." At the bottom of the page is a red button labeled "Main". On the left side, there is a vertical menu with links for Direct Deposit, Employee Info, Loan Default, I-9 Form, State UI Prior, W-2 Consent, Withholding, Task List, Change Address, Change Password, Contacts, and Leave NESSIE.

You return to the Honors and Awards page. Your honor or award record now displays.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.
- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the **Add New** link and re-enter the information.
- Click the **Add** link to add another honor or award record to your application.
- Click the **Main** button to return to the EIF Main Menu.

Languages

The screenshot shows the NESSIE New Hire application interface, similar to the previous one, but with the "Languages" section selected. The "Languages" section has a form with the text "There are no Language records." and a link for "Add New". A note at the bottom of the section states: "For assistance completing this page, consult the [instructions](#)." At the bottom of the page is a red button labeled "Main". The left side menu is the same as in the previous screenshot.

Click the **Languages** link on the EIF Main Menu to add any foreign language knowledge you have to your EIF.

- Click the **Add New** link to add your language experience record.
- Click the **Main** button to return to the EIF Main Menu.

The screenshot shows the NESSIE New Hire application interface. At the top, there's a header for the University of Illinois Human Resources with navigation links: Home, Index, and Contacts. Below this is a secondary navigation bar with links: Task List, Benefits, Employment Transactions, Campus Resources, and Policies. The main content area is titled "Employee Information Form" and includes a sub-header "Complete your language information. You must complete items with an ***". The form contains a "Language Information" section with a dropdown menu for "Language:" set to "Amharic". Below the dropdown are four checkboxes: "Read" (checked), "Write" (checked), "Speak" (unchecked), "Translate" (unchecked), "Teach" (unchecked), and "Native" (unchecked). At the bottom of the form are two red buttons: "Submit" and "Back". A left sidebar contains links for Direct Deposit, Employee Info, Loan Default, I-9 Form, State UI Prior, W-2 Consent, Withholding, Task List, Change Address, Change Password, Contacts, and Leave NESSIE.



NOTE: If the language you want to add is not listed, email the HR Help Desk and they can add the language to the list.

- Select the **Language** from the drop-down list.
- Select the appropriate checkboxes to indicate your familiarity with the language chosen.
- Click the **Submit** button.

The screenshot shows the NESSIE New Hire application interface after a successful change. The main content area is titled "Employee Information Form" and includes a sub-header "The following language record was successfully changed:". Below this is a "Language Information" section showing the updated record: "Language: Amharic", "Read: Yes", "Write: Yes", "Speak: No", "Translate: No", "Teach: No", and "Native: No". At the bottom of the form is a red button labeled "Continue". The left sidebar and navigation bars are identical to the previous screenshot.

Review the new language record added and then click the **Continue** button.

The screenshot shows the NESSIE New Hire application interface. At the top, there is a header for the University of Illinois Human Resources with navigation links for Home, Index, and Contacts. Below this is a secondary navigation bar with links for Task List, Benefits, Employment Transactions, Campus Resources, and Policies. The main content area is titled "NESSIE New Hire" and includes a breadcrumb trail "Home > Employment >". On the left, there is a sidebar menu with links for Direct Deposit, Employee Info, Loan Default, I-9 Form, State UI Prior, W-2 Consent, Withholding, Task List, Change Address, Change Password, Contacts, and Leave NESSIE. The main content area displays a "Languages" section with a table containing one row for "Amharic" with links for "Edit" and "Delete". Below the table is an "Add New" link. At the bottom of the section is a red "Main" button. A note at the bottom of the section states: "For assistance completing this page, consult the [instructions](#)."

You return to the Language Information page. Your language experience record now displays.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.
- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the **Add** link and re-enter the information.
- Click the **Add New** link to add another language experience record to your application.
- Click the **Main** button to return to the EIF Main Menu.

Licenses

Click the **Licenses** link on the EIF Main Menu to add your professional license records to your EIF.

The screenshot shows the NESSIE New Hire application interface, similar to the previous one, but with the "Licenses" section displayed. The sidebar menu is the same. The main content area is titled "Employee Information Form" and contains a "Licenses" section. This section shows a message: "There are no License records." Below this message is an "Add New" link. At the bottom of the section is a red "Main" button. A note at the bottom of the section states: "For assistance completing this page, consult the [instructions](#)."

- Click the **Add New** link to add your license record.
- Click the **Main** button to return to the EIF Main Menu.

NESSIE New Hire
[Home](#) > [Employment](#) >

[Direct Deposit](#)
[Employee Info](#)
[Loan Default](#)
[I-9 Form](#)
[State UI Prior](#)
[W-2 Consent](#)
[Withholding](#)

[Task List](#)
[Change Address](#)
[Change Password](#)
[Contacts](#)
[Leave NESSIE](#)

Employee Information Form

Complete your license and certification information. You must complete items with an "*".

License Information

License Name:* Controlled Substance-IL State ▼

License Status:* Active ▼

Acquisition Date:* 10 / 10 / 2005
(MM/DD/YYYY)

The date that the License was issued to you. It must be less than or equal to today's date and the date when the License goes into effect.

Renewal Date: / /
(MM/DD/YYYY)

Expiration Date: 10 / 10 / 2007
(MM/DD/YYYY)

It must be greater than the acquisition date and greater than or equal to the Renewal Date.

Issuing Agency:

License Number:

State of Issue: Illinois ▼

Nation of Issue: United States of America ▼

Submit
Back



NOTE: You must complete all fields marked with a red asterisk (*).

NOTE: If the license you want to add is not listed, email the HR Help Desk and they can add the license name to the list.

- Select the **License Name** from the list.
- Select the status of your certification from the **License Status** list: *Active, Life-long, Revoked, or Suspended*.
- Enter the date you gained the license in the **Acquisition Date** field. You **MUST** enter the date in MM/DD/YYYY format.
- Enter the date you are due to renew your license in the **Renewal Date** field. You **MUST** enter the date in MM/DD/YYYY format.
- Enter the date your license expires, if applicable, in the **Expiration Date** field. You **MUST** enter the date in MM/DD/YYYY format.
- Enter the name of the **Issuing Agency** of the license.
- Enter the **License Number** on your license.
- Select the **State of Issue** and **Nation of Issue** of the license from the lists.
- Click the **Submit** button.

University of Illinois Human Resources

Home Index Contacts

Task List Benefits Employment Transactions Campus Resources Policies

NESSIE New Hire Home > Employment >

Direct Deposit
Employee Info
Loan Default
I-9 Form
State UI Prior
W-2 Consent
Withholding

Task List
Change Address
Change Password
Contacts
Leave NESSIE

Employee Information Form

The following License record was successfully added.

License Information	
License:	Controlled Substance-IL State
License Status:	Active
Date Acquired:	10/10/2005
Renewal Date:	
Expiration Date:	10/10/2007
Issuing Agency:	
License Number:	
State of Issue:	Illinois
Nation of Issue:	United States of America

Continue

Review the new License record added and click the **Continue** button.

University of Illinois Human Resources

Home Index Contacts

Task List Benefits Employment Transactions Campus Resources Policies

NESSIE New Hire Home > Employment >

Direct Deposit
Employee Info
Loan Default
I-9 Form
State UI Prior
W-2 Consent
Withholding

Task List
Change Address
Change Password
Contacts
Leave NESSIE

Employee Information Form

Licenses	
Controlled Substance-IL State	Edit Delete
Add New	

For assistance completing this page, consult the [instructions](#).

Main

You return to the License Information page. Your license record now displays.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.
- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the **Add New** link and re-enter the information.
- Click the **Add New** link to add another license record to your application.
- Click the **Main** button to return to the Employment Application Main Menu.

Publications

Click the **Publications** link on the EIF Main Menu to add records about any information you have published to your EIF.

University of Illinois
Human Resources

Home Index Contacts

Task List Benefits Employment Transactions Campus Resources Policies

Home > Employment >

NESSIE New Hire

Direct Deposit
Employee Info
Loan Default
I-9 Form
State UI Prior
W-2 Consent
Withholding

Task List
Change Address
Change Password
Contacts
Leave NESSIE

Employee Information Form

Publications

There are no Publication records.

[Add New](#)

For assistance completing this page, consult the [instructions](#).

Main

- Click the **Add New** link to add your publication record.
- Click the **Main** button to return to the EIF Main Menu.

Home > Employment >

NESSIE New Hire

Direct Deposit
Employee Info
Loan Default
I-9 Form
State UI Prior
W-2 Consent
Withholding

Task List
Change Address
Change Password
Contacts
Leave NESSIE

Employee Information Form

Update your publication record. When you complete the form, click **Continue**. You must complete items with an "*".

Publications

Publication Title:* My Publication

Publication Type:* Instructional Manual

Publication Date:* 10 / 10 / 2005
(MM/DD/YYYY)

Publisher:

Issue Number:

Volume Number:

Page Range:

Submit **Back**



NOTE: You must complete all fields marked with a red asterisk (*).

- Enter the name of the publication where you were published in the **Publication Title** field.
- Select the **Publication Type** from the list.
- Enter the date your information was published in the **Publication Date** field. You **MUST** enter the date in MM/DD/YYYY format.
- Enter the name of the **Publisher**.

- Enter the **Issue Number** in which your work was published.
- Enter the **Volume Number** in which your work was published.
- Enter the **Page Range** where your work appeared in the publication.
- Click the **Submit** button.

The screenshot shows the 'Employee Information Form' page. A message states: 'The following publication record was successfully added.' Below this, a box titled 'Publication Information' contains the following details:

Publication Information	
Publication Title:	My Publication
Publication Type:	Instructional Manual
Publication Date:	10/10/2005
Publisher:	
Issue Number:	
Volume Number:	
Page Range:	

At the bottom of the form is a red button labeled 'Continue'.

Review the new Publication record added and click the **Continue** button.

The screenshot shows the 'Publications' page. A table lists the added publication:

Publications	
My Publication	Edit Delete

Below the table is an [Add New](#) link. At the bottom of the page is a red button labeled 'Main'.

You return to the Publication Information page. Your publication record now displays.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.
- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the **Add New** link and re-enter the information.

- Click the **Add New** link to add another publication record to your application.
- Click the **Main** button to return to the EIF Main Menu.

Emergency Contacts

Click the **Emergency Contacts** link on the EIF Main Menu to add Emergency Contact records.

University of Illinois Human Resources

Home Index Contacts

Task List Benefits Employment Transactions Campus Resources Policies

NESSIE New Hire Home > Employment >

Direct Deposit
Employee Info
Loan Default
I-9 Form
State UI Prior
W-2 Consent
Withholding

Task List
Change Address
Change Password
Contacts
Leave NESSIE

Emergency Contacts

There are no Emergency Contact records.

[Add New](#)

For assistance completing this page, consult the [instructions](#).

Main

- Click the **Add New** link to add your Emergency Contact record.
- Click the **Main** button to return to the EIF Main Menu.

Employee Information Form

Create or edit an emergency contact record. When you complete the form, click **Submit**. You must complete items with an *

Emergency Contact

Last Name:* Contact
First Name:* Emergency
Middle Name:
Address Type:* Permanent
Address:* Address Goes Here
Address Line 2:
Address Line 3:
City:* Test
State:* Illinois
ZIP Code:* 12345
Relationship:* Other
Phone:* 123 - 123 - 1234 EXT
Priority:* 1

Submit Back



NOTE: You must complete all fields marked with a red asterisk (*).

- Enter the last name of your emergency contact in the **Last Name** field.
- Enter the fast name of your emergency contact in the **First Name** field.
- Enter the middle name of your emergency contact in the **Middle Name** field.
- Select the address type from the **Address Type** drop-down list: *Business Address or Permanent Address*.
- Enter the **Address** of your emergency contact.
- Enter the **City** of your emergency contact.
- Enter the **State** of your emergency contact.
- Enter the **Zip Code** of your emergency contact.
- Select the **Relationship** of your emergency contact from the drop-down list.
- Enter the **Phone Number** of your emergency contact.
- Select the **Priority** of your emergency contact from the drop-down list.
- Click the **Submit** button.

The screenshot shows the 'Employee Information Form' in the NESSIE New Hire application. A message states: 'The following emergency contact record was successfully added.' Below this message is a table titled 'Emergency Contact' with the following details:

Emergency Contact	
Last Name:	Contact
First Name:	Emergency
Middle Name:	
Address Type:	Permanent
Address:	Address Goes Here
Address Line 2:	
Address Line 3:	
City:	Test
State:	Illinois
Zip Code:	12345
Relationship:	Other
Home Phone:	(123) 123-1234 EXT
Priority:	1

Below the table is a red 'Continue' button.

Review the new Emergency Contact record added and click the **Continue** button.


You return to the Emergency Contact Information page. Your emergency contact record now displays.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.
- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the **Add New** link and re-enter the information.
- Click the **Add New** link to add another emergency contact record to your application.
- Click the **Main** button to return to the EIF Main Menu.

University Code of Conduct

Click the **University Code of Conduct** link from the EIF Main Menu to go to the University Code of Conduct website.

Read the University Code of Conduct from the website. Click the **Back** button on your browser to return to the New Hire EIF Main Menu.



NOTE: The University Code of Conduct Form will not be marked as being completed from this screen. When you submit the EIF, you certify that you have read the University Code of Conduct. You may also complete the University Code of Conduct from the New Hire Task List.

Reviewing and Submitting the Employee Information Form

Once you finish entering the information on your EIF, you have the opportunity to review that information before submitting it.

The following images illustrate the information you might see on your online resume/employment application. The information that appears is based on the sections of the EIF you completed.

Demographic Information

NESSIE New Hire		Home > Employment >								
Direct Deposit Employee Info Loan Default I-9 Form State UI Prior W-2 Consent Withholding	<h3>Employee Information Form</h3> <p>Review your Employee Information Form as it appears below. If the form is correct, click Submit.</p> <p>Warning: You must click Submit for the form to be processed.</p> <table border="1"> <thead> <tr> <th colspan="2">Employee Information Form</th> </tr> </thead> <tbody> <tr> <td colspan="2">Demographics</td> </tr> <tr> <td>Name:</td> <td>Tanya Smith Wood</td> </tr> <tr> <td>LIB#:</td> <td>654349200</td> </tr> </tbody> </table>		Employee Information Form		Demographics		Name:	Tanya Smith Wood	LIB#:	654349200
Employee Information Form										
Demographics										
Name:	Tanya Smith Wood									
LIB#:	654349200									
Task List Change Address Change Password										

License, Citizenship, Relatives Information

<p>License Information</p> <p>Have you ever had any license denied, suspended, revoked, etc.?</p> <p style="text-align: center;">N</p>
<p>Citizenship Information</p> <p>Country of Citizenship: US</p> <p>Are you a permanent resident?</p> <p>Visa Type:</p> <p>Visa Expiration Date:</p> <p>Admission Number:</p>
<p>Relatives</p> <p>Are you related by blood or marriage to any member of the Board of Trustees, faculty or staff of the University of Illinois? Y</p> <p>Relative Name: Tanya Test</p> <p>Relationship: Test</p> <p>Department: Test</p>

Education Information

<p>Education</p> <p>Univ of IL Urbana-Champaign</p> <p>Degrees</p> <p>Aviation Cert: Electronics</p> <p>05/05/1995 - 05/05/2000</p> <p>Degree Date: 05/2000</p> <p>GPA: 3.75</p> <p>Hours Earned: 137</p> <p>Majors</p> <p>Accountancy</p> <p>Bachelor of Science</p> <p>08/25/1990 - 05/19/1995</p> <p>Degree Date: 05/1995</p> <p>GPA: 3.75</p> <p>Hours Earned: 137</p> <p>Majors</p> <p>Magnetic Resonance Imaging</p> <p>High School</p> <p>Degrees</p> <p>High School Grad</p> <p>08/17/1991 - 05/05/1995</p> <p>Degree Date: 05/1995</p>
--

Work History, Certifications, Drivers Licenses Information

Work History 10/10/2001 - 12/31/2004 Test Position Example Organization Duties: Enter Duties Here Reason Left: Enter Reason for Leaving Here	
Certifications Certification: CPR Certification Status: Active Issuing Agency: Date Acquired: 05/15/2005 Next Certification Date: Expiration Date: 05/15/2007 Certification Number: State of Issue: Illinois Nation of Issue: United States of America	
Drivers Licenses License Class: Passenger Driver's License License Status: Current License Number: 123456789 Effective Date: 10/10/2005 Expiration Date: 10/10/2010 State of Issue: Illinois	

Honors and Awards, Languages, Licenses Information

Honors and Awards Recognition Name: Award Name Awarding Organization: Awarding Organization Title Date of Recognition: 10/10/2005 Expiration Date: 10/10/2007	
Languages Language: Amharic Skill Level: Read Write	
Licenses License: Controlled Substance-IL State License Status: Active Issuing Agency: Date Acquired: 10/10/2005 Next License Date: Expiration Date: 10/10/2007 License Number: State of Issue: Illinois Nation of Issue: United States of America	

Emergency Contact and Submit

Emergency Contact Address Goes Here Test, Illinois 12345 Relationship: Other Home Phone: (123) 123-1234
--

I am aware I must provide documentation of eligibility to work and identity, as required by immigration laws, within 3 working days of beginning employment.

I understand that as a condition of my employment I may be required to undergo a medical examination and/or fitness to work assessment, including drug testing.

I give the University of Illinois permission to investigate my past educational record, when applicable criminal history background, employment history and related activities releasing persons, companies or agencies supplying such information from liability. Additionally, the University can subject me to review for exclusion from participation in federal or state health care programs because of having engaged in fraud, abuse or misconduct, as well as any other mandated governmental exclusion listing. Furthermore, I understand that when applicable, presence on state or federal exclusion lists can invalidate an offer of employment or require my immediate termination of employment, without any further employment rights including tenure and notice of non-reappointment rights.

I agree the University of Illinois may withhold a sufficient amount from payment for services due me to cover obligations which may be due or become due the University whether by contract, lease, under its rules and regulations or otherwise.

I certify that to the best of my knowledge the information I am providing to the University of Illinois is true and complete. I understand that false answers, statements or material omissions or misrepresentation of any information requested here may be sufficient grounds for immediate termination of employment, without any further employment rights including tenure and notice of non-reappointment rights.

I have read and understand the University Code of Conduct. This information may be accessed from the Policies/Labor section of NESSIE.

[Submit](#) [Back](#) [Exit](#)

Review the information that appears on this page. The information shown here is **EXACTLY** what your department will see your information when they view your EIF. If you want to make any changes to the information, click the link for the section you want to edit and follow the instructions outlined earlier in this document.

Once you finish reviewing your information, your EIF is not complete until you click the **Submit** button at the bottom of this page.

- **YOU MUST CLICK SUBMIT TO COMPLETE YOUR EIF.**

Loan Default

This form will allow you to indicate whether or not you are in default of a student loan. You must report if you are in default for a period of six months or more and in the amount of \$600 or more on the repayment of any educational loan guaranteed by the Illinois State Scholarship Commission or made by any Illinois institutions of higher education or any other loan made from public funds for the purpose of financing higher education.

If you are in default, you will be asked to provide the name(s) and address(es) of the lending institutions with which you are in default.

The screenshot shows the 'Education Loan Default' page within the NESSIE New Hire application. The page header includes the University of Illinois Human Resources logo and navigation links for Home, Index, and Contacts Here. Below the header is a menu bar with links for Task List, Benefits, Employment Transactions, Campus Resources, and Policies. The main content area is titled 'Education Loan Default' and contains instructions for completing the form. It states that Illinois Public Act 85-627 requires new University employees to certify whether or not they are in default on a student loan. The instructions are as follows:

- This must be reported if you are in default for a period of six months or more and in the amount of \$600 or more on the repayment of any educational loan guaranteed by the Illinois State Scholarship Commission or made by any Illinois institutions of higher education or any other loan made from public funds for the purpose of financing higher education.
- If you are in default, you will be asked to provide the name(s) and address(es) of the lending institutions with which you are in default.
- A state agency is required to terminate employment of any employee who has not made a satisfactory repayment arrangement with the maker or guarantor of the loan(s) prior to completion of the sixth month of employment.

At the bottom of the page are two red buttons: 'Continue' and 'Exit'.

Read the information on the **Education Loan Default** page.

- Click the **Continue** button.

NESSIE New Hire
Home > Employment >

[Direct Deposit](#)
[Employee Info](#)
[Loan Default](#)
[I-9 Form](#)
[State UI Prior](#)
[W-2 Consent](#)
[Withholding](#)

[Task List](#)
[Change Address](#)
[Change Password](#)
[Contacts](#)
[Leave NESSIE](#)

Education Loan Default

Complete the Education Loan Default form. You must complete items with an ***.

To exit the Education Loan Default application and return to Employment Transactions click **Exit**.

Education Loan Default

Name:	Tanya Test
SSN:	555444111
Home Address:	123 Test Champaign, Illinois 12345 United States of America

Select the Appropriate Statement Below

☐ I am not in default for a period of six months or more and in the amount of \$600 or more on the repayment of any educational loan guaranteed by the Illinois State Scholarship Commission or made by any Illinois institution of higher education or any other loan made from public funds for the purpose of financing higher education.

☐ I am currently in default on a student loan as described in the preceding statement.

Enter the lender name(s) and address(es) for any loan that is in default.

Lender 1:

Lender 2:

Lender 3:

Lender 4:

Lender 5:

Continue

Exit

Select the appropriate radio button to indicate:

- I am not in default** for a period of six months or more...
- I am currently in default** on a student loan as described in the preceding statement.



NOTE: If you are currently in default of a student loan you must provide the name(s) and address(es) of the lending institutions with which you are in default in the provided **Lender** boxes on the Loan Default Form.

- Click the **Continue** button.

[Direct Deposit](#)
[Employee Info](#)
[Loan Default](#)
[I-9 Form](#)
[State/UI Prior](#)
[W-2 Consent](#)
[Withholding](#)

[Task List](#)
[Change Address](#)
[Change Password](#)
[Contacts](#)
[Leave NESSIE](#)

Education Loan Default

Verify the information you entered. If this information is correct, click **Submit** to send the form to the Human Resources office.

To exit the Loan Default application and return to Employment Transactions, click **Exit**.

Education Loan Default

Name: Tanya Test
SSN: 555444111
Home Address: 123 Test
Champaign, Illinois 12345
United States of America

Select the Appropriate Statement Below

☒ I am not in default for a period of six months or more and in the amount of \$600 or more on the repayment of any educational loan guaranteed by the Illinois State Scholarship Commission or made by any Illinois institution of higher education or any other loan made from public funds for the purpose of financing higher education.

☐ I am currently in default on a student loan as described in the preceding statement.

Verify the information you have entered. The choice you indicated will have an X showing to the left of it.

- Click the **Submit** button to submit the Loan Default Form.
- After submitting the Loan Default Form, you will receive a confirmation page. Click the **Exit** button on the confirmation page to continue with your new hire forms.

Prior Service

This form allows Civil Service employees to report previous University of Illinois or State of Illinois employment. These employees may be eligible for time credit to vacation earnings, credit toward service awards, or sick leave balances transferred or restored.

[Employee Info](#)
[Loan Default](#)
[I-9 Form](#)
[State/UI Prior](#)
[W-2 Consent](#)
[Withholding](#)

[Task List](#)
[Change Address](#)
[Change Password](#)
[Contacts](#)
[Leave NESSIE](#)

State/UI Prior Service

Use the following to help complete the State/UI Prior Service form. You can complete the form online after reading the next two pages.

Employees in Civil Service positions who have previous University of Illinois or State of Illinois employment may be eligible for time credit to vacation earnings, credit toward service awards, or sick leave balances transferred or restored.

Vacation Earnings

If you previously worked for 6 months or more for either the University of Illinois, in a permanent academic or Civil Service position (not as an undergraduate student or extra help), or for the State of Illinois, the time you worked can, in most cases, be added to time earned in your current employment for the purpose of calculating your vacation. It does not affect your seniority.

Service Awards

You may receive credit toward Service Awards for prior service at the University of Illinois of more than 6 months in permanent Civil Service, Academic Professional, and Faculty positions. (Service in extra help or temporary positions, academic hourly positions, academic assistantships or visiting, acting or interim faculty appointments are not recognized.)

Sick Leave

A staff member who, within 120 days, completes a direct transfer to the University of Illinois from another state agency or employer will receive a credit for the balance of unused and uncompensated sick leave accrued at the state agency or employer from which the employee is transferring.

Permanent (Civil Service, Academic Professional, or Faculty) staff members who separate from University of Illinois employment and return to permanent Civil Service employment within two years are eligible to have noncompensable sick leave restored.

Read the information on the **State/UI Prior Service** form.

- Click the Continue button.

NESSIE New Hire Home > Employment >

[Direct Deposit](#)
[Employee Info](#)
[Loan Default](#)
[I-9 Form](#)
[State/UI Prior](#)
[W-2 Consent](#)
[Withholding](#)

State/UI Prior Service

To receive credit for prior service, follow the instructions below according to your previous employment. Your service time and service award date will be calculated on the basis of the information provided and confirmation will be sent to you and your department.

Previous University of Illinois Employment

- Complete and submit the online Prior Service form. Information provided on this form will be used for the computation of your total University service for the Service Award program.


Previous Other State Agency Employment

- Retrieve and complete the [Request for Verification of Employment](#) (Adobe Acrobat Format). Send this form to each former state employer.
- Request that a confirmation letter, from the last employing department or state agency indicating your final sick leave balance, be sent to your Human Resources office.

Note: You should receive a copy of the verification that your former employer sends to Human Resources. If you do not receive a copy from any former employer, follow up with them to be sure the verification is sent.

[Continue](#) [Exit](#)

- If you are previously employed by another State of Illinois agency, click the **Request for Verification of Employment** link to complete and send that form to each former state employer.
 - Request that a confirmation letter, from the last employing department or state agency indicating your final sick leave balance, be sent to your Human Resources office.



NOTE: You should receive a copy of the verification that your former employer sends to Human Resources. If you do not receive a copy from any former employer, follow up with them to be sure the verification is sent.

- Clicking the **Exit** button at any point in the form will exit the State/UI Prior Service form.

NESSIE New Hire Home > Employment >

[Direct Deposit](#)
[Employee Info](#)
[Loan Default](#)
[I-9 Form](#)
[State/UI Prior](#)
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[Withholding](#)

State/UI Prior Service

UI/State Prior Service
 Tanya Test
 123 TEST
 champaign, IL 12345

There are no Prior Service records.

Select the appropriate action and click **Go**.

☐ Add

For assistance completing this page, consult the [instructions](#).

[Exit](#)

- Select the **Add** radio button.
- Click the **Go** button

NESSIE New Hire [Home > Employment >](#)

[Direct Deposit](#)
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State/UI Prior Service

Complete the information below and click **Continue**. You must complete items with an **"*"**.
To exit the State/UI Prior Service form and return to Employment Transactions, click **Exit**.

UI/State Prior Service

Employer: *
☐ University of Illinois ☐ Other State Agency

Department/Agency Name: *

Department/Agency Address: *

Name When Employed:

Dates Employed:
Start Date: * MM DD YYYY



NOTE: You must complete all fields marked with a red asterisk (*).

- Select an **Employer**: University of Illinois or Other State Agency.
- Enter the Department or Agency **Name**.
- Enter the Department or Agency **Address**.
- Enter your **Name When Employed** (optional).
- Enter the **Dates Employed**.
- Place a check in the checkbox for all that apply regarding your previous employment:
 - **Permanent**
 - **Temporary**
 - **Part-time**
 - **Full-time**
- Click the **Continue** button.

NESSIE New Hire Home > Employment >

State/UI Prior Service

The following information was added. Click **Continue** to return to the Prior Service form.

UI/State Prior Service	
Employer:	University of Illinois
Department/Agency Name:	Human Resources
Department/Agency Address:	Test
Name When Employed:	
Start Date:	01/01/1995
End Date:	12/31/1999
Status of Position:	Permanent

Continue

Review the information you have added.

- Click the **Continue** button.

NESSIE New Hire Home > Employment >

State/UI Prior Service

UI/State Prior Service	
Tanya Test 123 TEST champaign, IL 12345	
<input type="radio"/>	University of Illinois Human Resources Test 01/01/95 - 12/31/99 Permanent

Select the appropriate action and click **Go**.

☐ Add ☐ Edit ☐ Delete

Go

For assistance completing this page, consult the [instructions](#).

Continue **Exit**

You will return to the State/UI Prior Service menu. You will see the record you have added.

- To **Add** an additional record, select the **Add** radio button and click the **Go** button.
- To **Edit** a record, select the radio button next to the record you want to edit. Select the **Edit** radio button and click the **Go** button.
- To **Delete** a record, select the radio button next to the record you want to delete. Select the **Delete** radio button and click the **Go** button.
- Click the **Continue** button to go to a review page before submitting your form.

The screenshot shows a web application titled "NESSIE New Hire" with a navigation menu on the left and a breadcrumb trail "Home > Employment >". The main heading is "State/UI Prior Service". Below the heading is a paragraph: "Review your Prior Service information below. If it is correct, click **Submit** to send this form to Human Resources. Click **Back** to return to the previous page." A form box contains the following information: "State/UI Prior Service", "Tanya Test", "123 TEST", "champaign, IL 12345", "University of Illinois", "Human Resources", "Test", "01/01/95 - 12/31/99", and "Permanent". At the bottom are three red buttons: "Back", "Submit", and "Exit".

NESSIE New Hire

Home > Employment >

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[Employee Info](#)
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[I-9 Form](#)
[State/UI Prior](#)
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State/UI Prior Service

Review your Prior Service information below. If it is correct, click **Submit** to send this form to Human Resources. Click **Back** to return to the previous page.

State/UI Prior Service
Tanya Test
123 TEST
champaign, IL 12345
University of Illinois
Human Resources
Test
01/01/95 - 12/31/99
Permanent

Back **Submit** **Exit**

Review the information on the State/UI Prior Service Form

- Click the **Back** button to go back and make any necessary changes.
- Click the **Submit** button to submit the State/UI Prior Service form.

Payroll Forms

This section will allow you to complete the necessary payroll forms.

Direct Deposit

This form allows you to sign up for Direct Deposit. Direct Deposit will enable your earnings to be electronically transferred into an account at the financial institution of your choice.

The screenshot shows the 'Direct Deposit' form in the NESSIE New Hire application. The top navigation bar includes 'Home > Employment >'. A left sidebar contains links: 'Direct Deposit' (highlighted), 'Employee Info', 'Loan Default', 'I-9 Form', 'State UI Prior', 'W-2 Consent', 'Withholding', 'Task List', 'Change Address', 'Change Password', 'Contacts', and 'Leave NESSIE'. The main content area is titled 'Direct Deposit' and contains the following text: 'Signing up for Direct Deposit is a quick, easy, and efficient way to have your paycheck deposited. Earnings are electronically transferred into an account at the financial institution of your choice. You no longer need to take the time to go to the bank and cash your paycheck. To confirm the deposit, view your earnings statement by accessing the Compensation tab in NESSIE. Consider the following when choosing Direct Deposit:'. Below this text are two bullet points: '• Direct Deposits take effect within 4 weeks of the request. Earnings that are distributed before Payroll receives and processes a correctly prepared Direct Deposit form will be issued by either a paper check or a current direct deposit agreement.' and '• You may choose to have your pay directly deposited with up to two institutions; however, the second institution must be an approved credit union.' At the bottom of the form are two red buttons: 'Continue' and 'Exit'.

Read the Direct Deposit information.

- Click the **Continue** button to continue to complete the Direct Deposit form.
- Clicking the **Exit** button at any point in the form will exit the Direct Deposit form.

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NESSIE New Hire

Direct Deposit Institution and Account Details

Complete the necessary information in the fields below. Fields indicated with (*) are required.

Account #1 is your primary financial institution.

Account #2 is optional, and may only be used for a credit union listed in the drop down menu.

To continue with your direct deposit form, click the **Continue** button below. To exit the direct deposit form, click the **Exit** button below.

Employee Information

Name:	Tanya Test
SSN:	555777444
Home Address Line 1:	123 IEST
Home Address Line 2:	
City:	champaign
State:	IL
ZIP Code:	12345

Account #1

Financial Institution

Routing Number: *
(must be 9 digits)

Account Information

Account Type: * ☐ Checking ☐ Savings

Account Number: *
(must be 17 digits or less)

Account #2: Use this account for Credit Union Deductions

Financial Institution

Credit Union and Routing Number: *

Account Information

Account Type: * ☐ Checking ☐ Savings

Amount: *
(Ex. 99999.99)

Account Number: *
(must be 17 digits or less)

☐ Terminate Credit Union deposit.

♦ Changes made will take effect with the next processed payroll, see pay schedule for verification of dates.
 ♦ To terminate your primary financial institution (Account #1) please contact your payroll service center.

Continue

Back

Account 1: Account 1 is a required account for Direct Deposit. You must enter information in Account 1 to complete the Direct Deposit form.

Enter the following Financial Institution and Account Information in the **Account #1** box:

- Enter the **Routing Number** (must be 9 digits).
- Select the radio button next to the **Account Type** of your choice (Checking or Savings).
- Enter your **Account Number** (must be 17 digits or less).

Account 2: Account 2 is an account used for **Credit Union Deductions ONLY**. It is not required to have an Account 2.

Enter the following Financial Institution and Account Information in the **Account #2** box:

- Select the appropriate **Credit Union** and associated **Routing Number** from the drop-down box.
- Select the radio button next to the **Account Type** of your choice (Checking or Savings).
- Enter the **Amount** of your earnings you want to have transferred to this account.
- Enter your **Account Number** (must be 17 digits or less).

- Put a check in the **Terminate Credit Union deposit** checkbox to terminate your credit union deductions at any time.
- Click the **Continue** button.

You will come to a **Direct Deposit Review Screen**

Change Address
[Change Password](#)
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[Leave NESSIE](#)

Direct Deposit Institution and Account Details - Review Screen

Review your direct deposit information below.

If you are satisfied with your changes, click the **Submit** button.

If you need to make additional changes, click the **Back** button to return to the direct deposit form.

Employee Information

Name:	Tanya Test
SSN:	555777444
Home Address Line 1:	123 IEST
Home Address Line 2:	
City:	champaign
State:	IL
ZIP Code:	12345

Account #1

Only one institution may be selected for direct deposit of the remainder of the check.

Financial Institution

Institution Name:	TEST BANK
Routing Number:	123456789

Account Information

Account Type:	Checking
Account Number:	987654321

- Changes made will take effect with the next processed payroll, see pay schedule for verification of dates.
- To Terminate Account #1 contact campus payroll office.

Submit **Back**

Review your Direct Deposit information

- Click the **Submit** button to submit the form.

W2 Consent Form

The W2 Consent Form will allow you to give consent to receive your Original W-2 electronically. This is not a required form.

NESSIE New Hire

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W-2 Wage and Tax Statement Consent Form

The University of Illinois offers employees the option to receive their Original W-2 electronically. To elect this option the Internal Revenue Service (IRS) regulations state employees must consent to receive their Original W-2 form electronically.

When an employee consents, he/she agrees to return to this site (NESSIE) mid to late January, of the appropriate year (e.g., W-2 for 2005 will be available in late January 2006) to access his/her W-2 form on-line. A W-2 form will be sent to your permanent address if you do not give consent to receive it electronically.

To successfully consent, click on the link below, you will be directed to JAT web-site. You will need your UIN (University Identification Number) and your email address.

[JAT web-site](#)

If you would prefer to open up the JAT web-site in a separate window, use [JAT web-site Window](#).

Exit

- Click the **JAT website** link to access the W2 Consent Form. Click the **JAT web-site Window** link to open the W2 Consent form in a separate browser window.

Employee Consent

IRS Regulations state that employees must consent in order to receive their Original W-2 form electronically. By consenting below you agree to return to this site (i.e., www.eprintview.com) in late January, of the appropriate year (e.g., W-2 for 2005 will be available in late January 2006) to print your W-2 form on-line or email the form to yourself by following the below instructions. A W-2 form will be furnished on hard copy if you do not give consent.

System Requirements:

1. Adobe Acrobat Reader 4.0 or higher. Please [click here](#) to download the free software if needed.
2. Supported Internet Browsers: MS Internet Explorer TM (5.0 and higher) or Netscape Navigator TM (4.7.) along with the appropriate PC and operating system specified by the browser application. To obtain a copy of MS Internet Explorer goto: <http://www.microsoft.com/windows/IE/>

How to print or email your W-2 form online:

1. Select the "Click Here to Get Your W-2 Online" option. Login using your SSN or internal employee ID number.
2. Select the 2nd option and click Continue
3. Enter your password click login.
4. Select either print W-2 online or email W-2 then select OK.
5. If you select Print W-2 online follow the instructions on the Printing Page. If you select the email W-2 option you will receive an email with the subject "IMPORTANT TAX RETURN DOCUMENT AVAILABLE" along with instructions in the email.

Your W-2 may be required to be printed and attached to a Federal, State, or Local income tax return.

Scope and Duration of Consent:

Your consent will be valid for all subsequent tax years unless consent is revoked by you, or your company will notify you in the event that this service will not be supported in a future given tax year. This service is not available to terminated employees.

Withdrawal of Consent:

You may revoke your consent and receive your W-2 in a paper format delivered by your employer. To revoke your consent, select the Withdraw Consent button below.

To give or withdraw your consent to retrieve your W-2 online please complete the below 4 steps.

1. **Select Employer:** ☒ My Employer is not listed?
2. **Consent Code:** [Click here for your consent code](#)
If you receive a blank page when selecting the consent code link refresh your browser window.
3. **Login ID:**
4. **Email address:**

If you experience any problems or have questions regarding the consent process please [click here](#) for help.

[Home](#)

Read the Employee Consent information.

To give or withdraw consent to receive your W2 online:

- Select **Employer** from the drop-down list
- Enter your **Consent Code** (click the **click here for your consent code** link to retrieve your consent code).
- Enter your **Logon ID**. This is your **9-digit UIN** (the blue number on your i-Card).
- Enter your **Email address**.
- Click the **Consent** button to give consent. Click the **Withdraw Consent** button to withdraw your consent.

Withholding Allowance (W4)

The Withholding Allowance (W4) form will allow you to complete your State and Federal income tax withholding, or W-4 information. You are required to provide this information so the University can withhold the correct amount of income tax from your earnings.

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Tax Withholding Allowance (W-4)

Use the following pages to complete your State and Federal income tax withholding, or W-4 information. You are required to provide this information so the University can withhold the correct amount of income tax from your earnings. Most employees may use an online form. For policy or legal reasons some employees must complete and return paper tax forms.

You can adjust the amount of State and Federal income tax withheld by the University through the State and Federal Employee's Withholding Allowance Certificates, also known as W-4 tax forms.

The number of withholding allowances you claim determines the amount of your earnings exempt from taxation.

Any pay calculated before your W-4 information is received - and for paper forms, processed - will be taxed at a default rate equal to the "single" marital status/zero exemption allowance rate. This is the highest rate of taxation available.

University Offices cannot give you tax advice. Contact the Federal or State Internal Revenue Service or your tax counselor for advice.

Use the online process if you are a:

- U.S. Citizen
- Permanent Resident

Use a paper form (obtained from the Payroll office) if you are:

- International staff who is not a Permanent Resident.
- Intending to claim you are exempt from State or Federal income tax withholding.
- Intending to claim more than 10 exemption allowances.
- Residing in Wisconsin, Michigan, Iowa or Kentucky, which have reciprocal tax agreements with Illinois, and intend to claim exemption from Illinois income tax withholding.

If any one of the above are true, contact your Payroll office to obtain the paper form or use the Adobe Acrobat version of the [Federal](#) and [State](#) W-4 form.

If you are eligible to complete the online form, click **Continue**.

Continue
Exit

Read the W4 form information.



NOTE: The **Withholding** form is a required form that may only be completed online in NESSIE New Hire if you are a U.S. Citizen or a Permanent Resident.

If you are NOT a U.S. Citizen or Permanent Resident, or if you meet any of the criteria below, you will need to contact your campus Payroll Office to complete a paper form:

- Intending to claim you are exempt from State or Federal income tax withholding.
- Intending to claim more than 10 exemption allowances.
- Residing in Wisconsin, Michigan, Iowa or Kentucky, which have reciprocal tax agreements with Illinois, and intend to claim exemption from Illinois income tax withholding.

- Click the **Continue** button.

NESSIE New Hire

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W-4 Form

Please complete the necessary information in the fields below. Fields indicated with (*) are required.

Click the **Submit** button to submit your changes.

To exit the W-4 form, click the **Exit** button.

Name: Tanya Test

SSN: 555444111

Home Address Line 1: 123 Test

Home Address Line 2:

City: Champaign

State: IL

ZIP Code: 12345

Tax Marital Status:* Single

Citizenship/Visa Status: Citizen

Federal allowances claimed:* 0

Optional Federal Additional Tax Withholding: \$ 0 (whole dollars only)

I claim exemption from withholding for 2005, and I certify that I meet both of the following conditions for exemption.

- Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability **and**
- This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.

If you meet both conditions, select EXEMPT. EXEMPT

State allowances claimed:* 0

State additional allowances:

Optional State Additional Tax Withholding: \$ 0 (whole dollars only)

Tax State of Residence: Illinois *

* You must file under the Tax State of Illinois unless you are a resident of Wisconsin, Michigan, Iowa or Kentucky. If you are a resident of one of these states and wish to claim exemption from Illinois tax, you must complete [IL-W5 Form](#).

Link to IRS web site: [W-4 Worksheet](#).

Click submit if you certify the following statement is true:
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Submit
Exit

- Select your Tax Marital Status.
- Enter the number of Federal allowances you want to claim in the **Federal allowances claimed** drop-down box.
- Enter any **Optional Federal Additional Tax Withholdings** (whole dollars only).
- If you are exempt from withholdings, ready the exemption claim and select **Exempt** from the drop-down box.
- Enter the number of **State** allowances you want to claim in the **State allowances claimed** drop-down box.
- Enter any **State additional allowances**.
- Enter any **Optional State Additional Tax Withholdings** (whole dollars only).
- Click the **Submit** button.

University Code of Conduct Form

All employees are required to read the University of Illinois Code of Ethics, which establishes guidelines for professional conduct.

The screenshot shows the NESSIE New Hire application interface. On the left is a navigation menu with links: Direct Deposit, Employee Info, Loan Default, I-9 Form, State UI Prior, W-2 Consent, Withholding, Task List, Change Address, Change Password, Contacts, and Leave NESSIE. The main content area is titled "University Code of Conduct" and includes a "Reset Code of Conduct" link. The text explains that the University Code of Conduct establishes guidelines for professional conduct and that new hires must complete it. It provides contact information for the University Ethics Office (866-758-2146 or ethics.officer@uillinois.edu). A bold instruction states: "To reflect you have read and understand the University Code of Conduct, **you must click on the 'Submit' button which appears at the bottom of this screen.**" It also mentions that a printed record of completion can be obtained by printing the acknowledgement page after clicking the submit button. At the bottom, there are two red buttons: "Submit" and "Exit".

- Click the **University Code of Conduct** link to review the University Code of Conduct.
- The University Code of Conduct website will open in a separate browser window.
- After reading the Code of Conduct, click the **Submit** button from the NESSIE New Hire Code of Conduct form.

State Life Beneficiary Enrollment Form

The State Life Beneficiary Enrollment Form will allow you to select a beneficiary for your life insurance.

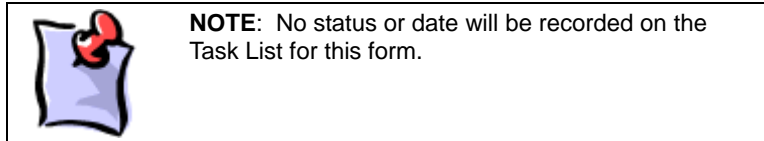
The screenshot shows the NESSIE New Hire application interface for the "State Life Beneficiary Designation" form. The left navigation menu includes: Key Enrollment Factors, Benefits Orientation, Benefits Summary, Health, Dental, Vision, Life, AD&D, LTD, LTC, FSA, Retirement (SIRS & Tax Deferred Plans), and Employee Benefits. The main content area is titled "State Life Beneficiary Designation" and contains text explaining that clicking "Continue" will redirect to the Beneficiary Designation area of the Minnesota Mutual Life Insurance Company. It lists required information for each beneficiary: name, relationship, percent designation, date of birth, and mailing address. At the bottom, there are two red buttons: "Continue" and "Exit".

- Click the **Continue** button. This will take you to the Beneficiary Designation area of the Minnesota Mutual Life Insurance Company.

The screenshot shows the 'life benefits' website for Minnesota Life. The page title is 'Beneficiary designation'. Below the title, it states: 'Your beneficiary designation applies to all of your active life insurance coverages shown in the table below. Select an action button to make changes.'

Coverage	Status	Action
Life	Available Online	View details Make changes

- From the Beneficiary designation form, click the **Make Changes** button to add your beneficiary.



Ethics Orientation Form

The **State Officials and Employees Ethics Act** (Ethics Act) requires all University employees to complete an ethics orientation. The New Hire Orientation - State Officials and Employees Ethics Act Overview (Overview) that follows provides a brief summarization of the Ethics Act, outlining key elements of the legislation for new employees to the University. This review is a requirement of the new hire orientation program in NESSIE and must be completed during the new hire process.

The screenshot shows the 'NESSIE New Hire' application. The page title is 'New Hire Ethics Orientation'. Below the title, it states: 'State Officials and Employees Ethics Act Overview'.

[Reset Ethics](#)

The **State Officials and Employees Ethics Act** (Ethics Act) requires all University employees to complete an ethics orientation. The New Hire Orientation - State Officials and Employees Ethics Act Overview (Overview) that follows provides a brief summarization of the Ethics Act, outlining key elements of the legislation for new employees to the University. This review is a requirement of the new hire orientation program in NESSIE and must be completed during the new hire process.

On an annual basis, all University employees are required to complete mandatory ethics training to comply with the Ethics Act. Please note that you will be notified to complete ethics training on a calendar year basis to ensure full compliance with the legislation, but will only need to complete the review of the Overview during your initial new hire orientation. You will be contacted by the Ethics Office with instructions for completing the annual ethics training program at a later date.

Please direct any questions you may have regarding this summary or ethics training to the University Ethics Office at: 866-758-2146 or via e-mail at: ethicsofficer@uillinois.edu.

To show you have read and understood the summary, **you must click on the "Submit" button which appears at the bottom of this screen.** If you would like a printed record of completion for your files, please print the acknowledgement page after you have pressed the submit button. Thank you for your cooperation and compliance with this legislative requirement.

Choose the version of the Ethics Legislation Summary you wish to view. There are two formats available: Microsoft Word and PDF. After reviewing the document click your browser's **Back** button to return to this page.

[Ethics Legislation Summary \(MS Word\)](#)
[Ethics Legislation Summary \(PDF, Adobe Acrobat Required\)](#)


To acknowledge having read and understood the Ethics Legislative Summary in the above Word or Adobe Acrobat format, click the **Submit** button.




[Submit](#)
[Exit](#)

- Click one of the **Ethics Legislation Summary** links. A Word document or a PDF will open for you to review the Ethics Legislation Summary.
- After reading the Ethics Legislation Summary, go back to the New Hire Ethics Orientation form by clicking the **Back** button on your browser.
- Click the **Submit** button.

Drug-Free Workplace Form – UIC and UIS ONLY

All employees at the UIC and UIS campuses are required to read the Statement of a Drug-Free Workplace. This review is a requirement of the new hire orientation program in NESSIE and must be completed during the new hire process.



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UNIVERSITY OF ILLINOIS

STATEMENT OF A DRUG-FREE WORKPLACE

1. The University of Illinois is committed to maintaining a drug-free workplace in compliance with applicable state and federal laws. The unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on University premises. Violation of this policy may result in the imposition of employment discipline as defined for specific employee categories by existing University policies, statutes, rules, regulation, employment contracts, and labor agreements. Any employee convicted of a drug offense involving the workplace shall be subject to employee discipline or required completing satisfactorily a drug rehabilitation program as a condition of continued employment.
2. The illegal use of controlled substances can seriously injure the health of employees, adversely impair the performance of their responsibilities and endanger the safety and well being of fellow employees, students and members of the general public. Therefore, the University encourages employees who have a problem with the illegal use of controlled substances to seek professional advice and treatment. A list of sources for drug counseling, rehabilitation and assistance programs may be obtained from the Human Resources Department, University Health Service, or the Employee Assistance Service. Employees may obtain this information anonymously either through self-referral or at the direction of their supervisor. Employees who are engaged in work under a federal contract may be required to submit to test for illegal use of controlled substances as provided by the law or regulations of the contracting agency.
3. As a condition of employment, employees are asked to abide by this statement. In addition, those employees working on a federal contract or grant must notify their supervisor if they are convicted of a criminal drug offense occurring in the workplace within five days of the conviction. The University will notify the granting or contracting federal agency within 10 days of receiving notice of a conviction of any employee working on a federal contract or grant when said conviction involves a drug offense occurring in the workplace. A copy of this statement shall be given to all employees assigned to a federal contract or grant.
4. This statement and its requirements are promulgated in accordance with the requirements of the **Drug-Free Workplace Act of 1988** and shall be interpreted and applied in accordance with this law and the rules and regulations promulgated pursuant thereto.

*To acknowledge that you have received, read and understand the above "Statement of a Drug-Free Workplace" for the University of Illinois, click on the **Submit** button below.*

Name: **Jim Thomas**
 UIN: **@01736163**

Submit

- Read the Drug-Free Workplace statement shown on this page.
- Click the **Submit** button to acknowledge your receipt and understanding of this message.

Frequently Asked Questions

The following are some frequently asked questions and solutions for the issues.

Password Information

Question	Answer
The new hire is not able to log into NESSIE New Hire with the ID and password given by their department. How can they get logged in?	<p>For security purposes, new hires are required to change their new hire password after logging into NESSIE New Hire the first time. If they do not remember what they changed the password to, the department can reset the password through DART Search New Hire status or the campus HR Help Desk can reset the password.</p> <p><u>HR Office Contacts:</u> Chicago: (312) 413-4848 or uichruohr@uillinois.edu Springfield: (217) 206-7015 or hric@uis.edu Urbana-Champaign: (217) 265-5620 or (866) 669-4772 or hric-urbana@uillinois.edu</p>

New Hire Forms

Question	Answer
Why doesn't the search find the college the new hire is entering in the education section of the EIF?	<p>The list of colleges is extensive but does not include all possible institutions. In addition, the name of the college might be listed in a different way than how the new hire might have entered it.</p> <p>Institution names are stored in Banner where they are abbreviated to save space. Because of this, it is best to do broad searches to find the institution.</p>
How does a new hire enter their college information if it is not listed in the search results?	<p>On the institution search results page, the new hire can choose Miscellaneous as their institution if they cannot find the one they are looking for. They can also contact the campus HR Help Desk and let them know the exact name of the institution, along with the city and country. The help desk can have the institution added to the institution list in Banner if it is a valid institution.</p> <p><u>HR Office Contacts:</u> Chicago: (312) 413-4848 or uichruohr@uillinois.edu Springfield: (217) 206-7015 or hric@uis.edu Urbana-Champaign: (217) 265-5620 or (866) 669-4772 or hric-urbana@uillinois.edu</p>

Question	Answer
What can a new hire do if they are trying to add a license or certification in the NESSIE New Hire EIF and cannot find the license or certification they are looking for?	<p>Contact the Human Resources Help Desk at one of the numbers below. They will research the license or certification to make sure it is valid. If it is valid, they will add it to Banner so it will appear in NESSIE and NESSIE New Hire. Once it is added to Banner you will be able to search for it and add it to your records.</p> <p><u>HR Office Contacts:</u> Chicago: (312) 413-4848 or uichruohr@uillinois.edu Springfield: (217) 206-7015 or hric@uis.edu Urbana-Champaign: (217) 265-5620 or (866) 669-4772 or hric-urbana@uillinois.edu</p>
How can a new hire make a change to a new hire form after that form has already been submitted?	<p>New hires will not be able to access submitted forms through NESSIE New Hire. If the form has been submitted, the new hire will need to log into regular NESSIE: http://nessie.uihr.uillinois.edu and make the change there. They will be able to access forms in NESSIE by using the NetID and password.</p>

General

Question	Answer
How much time do new hires have to complete the new hire forms?	<p>New Hires have 60 days after their hire date on the logon to access their new hire logon. The logon will remain in the system for 75 days after the hire date. At that point, the logon will be purged and the new hire will no longer be able to access the logon.</p> <p>If the logon has been purged, there is no way to retrieve it. Departments will need to create a new logon for the new hire if the original logon is purged.</p> <p>If you have any questions regarding this, please contact your campus HR Help Desk at one of the following:</p> <p><u>HR Office Contacts:</u> Chicago: (312) 413-4848 or uichruohr@uillinois.edu Springfield: (217) 206-7015 or hric@uis.edu Urbana-Champaign: (217) 265-5620 or (866) 669-4772 or hric-urbana@uillinois.edu</p>

Error Messages

Question	Answer
<p>New hire receives the following error when trying to submit the Employee Information Form:</p> <p>Unexpected Error An error has occurred. We suggest you click on the "Exit" button below to return to the login page. If you continue to receive this message after logging in please contact your Human Resources office at the number listed below or send email to nessie@uillinois.edu <mailto:nessie@uillinois.edu> to report this problem.</p> <p>Message: Unknown exception occurred building object <code>edu.uillinois.aitis.enterprisemessaging.jmsobjects.WorkHistory</code> from an XML String. Exception: Error on line 1: Illegal XML character:</p> <p>Detail:</p> <p>What is causing this error and how can it be resolved?</p>	<p>The XML error message is generated when a special character is entered in the record (usually the Work History Record) that the system doesn't like (such as bullets or tildes). These special characters can also be generated if you copied and pasted into the record. The message will have the words "Invalid XML Character" or "XmlEnterpriseObjectException" in it.</p> <p>If the new hire receives this error, they will need to contact the campus HR Help Desk and email them the error message in order to have the record deleted. Once the record has been deleted by HR, the new hire will be able to go back in and re-add the record without special characters. The new hire will not be able to access the section again until HR has deleted the record.</p> <p><u>HR Office Contacts:</u> Chicago: (312) 413-4848 or uichruohr@uillinois.edu Springfield: (217) 206-7015 or hric@uis.edu Urbana-Champaign: (217) 265-5620 or (866) 669-4772 or hric-urbana@uillinois.edu</p>
<p>What causes the error "Message is array index out of range: 0" or "The request has exceeded the allowable time limit Tag: cfoutput" on the EIF and what can I do about it?</p>	<p>The Error message: "Message is array index out of range: 0" is caused when a college education record is added but no degree information is added. If a new hire encounters this error, they can go back into the education section on the EIF and either add a degree record to the record that is missing it, or remove the entire college record.</p> <p>Then, they should be able to continue and submit without a problem.</p>

Question	Answer
<p>New hire is receiving the following error message when trying to submit an education record in NESSIE:</p> <p>Degree list size before adding degree = 0 Unexpected Error An error has occurred. We suggest you click on the "Exit" button below to return to the login page. If you continue to receive this message after logging in please contact your Human Resources office at the number or email below to report this problem. Chicago: (312) 413-4848 uichrnessie@uillinois.edu Springfield: (217) 206-7015 hric@uis.edu Urbana-Champaign: (217) 265-5620 or (866) 669-4772 hric-urbana@uillinois.edu Message: Error processing the create request for object edu.uillinois.aits.enterprisemessaging.jmsobjects.E ducation Exception: Unknown exception processing Create request. Exception: An error occurred processing the Create request Error [0] Number: -1 Error [0] Description: ORA-00001: unique constraint (SATURN.PK_SORPCOL) violated. The bad field is before educ insert Detail:</p>	<p>This error indicates that the education record the new hire is trying to enter or update has been marked as an official transcript by the Admissions and Records Office.</p> <p>HR is not authorized to "unmark" the record. They will be able to contact the Admissions Office at the campus where the new hire applied for admission to get the education record updated or unmarked. Once the record is unmarked, the new hire can update it.</p> <p>UIC Admissions: Fabiene Whittier brankev@uic.edu</p> <p>UIUC Undergraduate Admissions: Nancy Herpstreith nherpstr@uiuc.edu</p> <p>UIUC Graduate Admissions: Pam Santic psantic@uiuc.edu</p> <p>For UIS, please contact Undergraduate or Graduate Admissions.</p>
<p>New hire received the following error while trying to submit my publication record on the EIF: Unknown Error occurred producing the Query request. Exception Publication Query response document is not valid! Exception: Error on line 1: Character conversion Malformed UTF-8 char -- is an XML encoding declaration missing? Line number below</p>	<p>This error indicates that there are special characters (such as bullets or accent marks) in a publication record on the new hire EIF. To correct this error, contact the campus HR Help Desk at one of the following numbers or by email to have the special characters removed or to have the record removed:</p> <p>HR Office Contacts: Chicago: (312) 413-4848 or uichruohr@uillinois.edu Springfield: (217) 206-7015 or hric@uis.edu Urbana-Champaign: (217) 265-5620 or (866) 669-4772 or hric-urbana@uillinois.edu</p>