

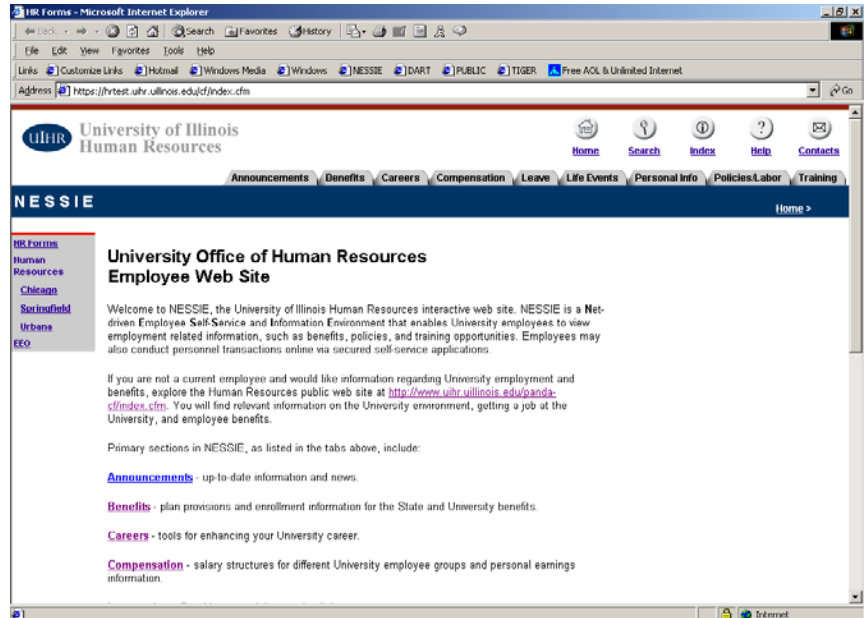
NESSIE: 3 Easy Steps

Step 1: Access NESSIE

Using your web browser, access NESSIE at <http://nessie.uihr.uillinois.edu>

Step 2: Select a Topic

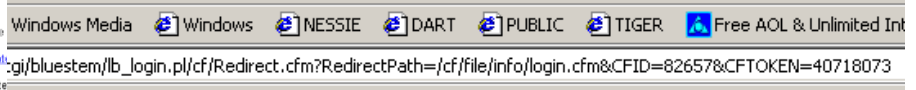
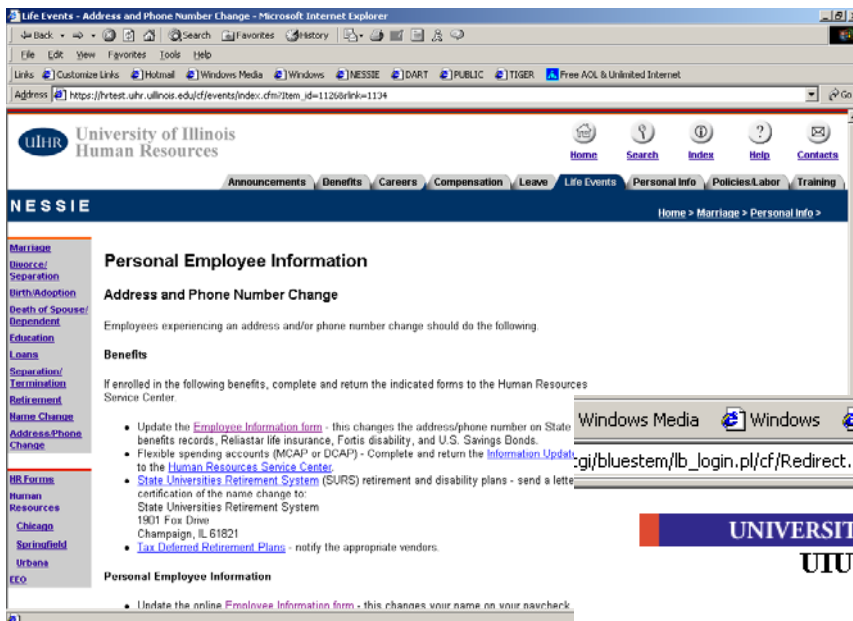
Choose a topic by selecting one of the main section tabs. A description of each section also appears on this page.



Step 3: Validation

When you are ready to perform a transaction, such as changing your address, you must login to validate your status as a University of Illinois employee.

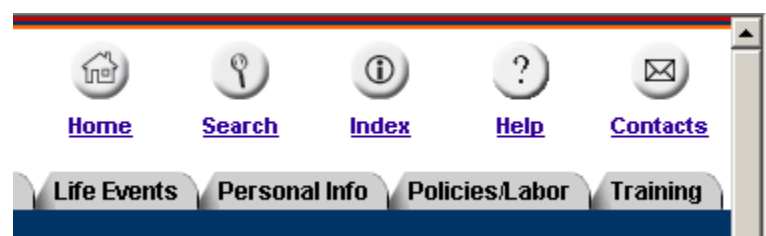
Click the **Login** button. Enter your Net ID and Password. Click the **Return** button to continue.



Assistance with NESSIE

Select the **Help** button for more information, including help desk phone numbers, navigating NESSIE, system requirements, and frequently asked questions.

Search and **Index** buttons are also available to assist you.



Where Can I Find It in NESSIE?

Announcements

Up-to-date information and news of interest to employees.

Benefits

Benefit Summary
Benefit Choice
Qualifying Events
Benefits On Call
Benefits Resource Materials
COBRA
Benefits Plans
HR Offices
Benefit Forms

Careers

Working at the U of I
Apply for a Job/Exam Request
Career Planning

Compensation

Direct Deposit
Earnings Statement
Withholding Allowance (W-4)
Class Specifications
Salary Grade Assignments and Rates
Academic Professional Titles

Time Off and Leave

Administrative
Disability
Family and Medical Leave (FML)
Funeral
Holidays
Jury Duty
Military
Parental
Pregnancy
Sabbatical
Shared Benefits
Sick
Special
Vacation

Life Events

Marriage
Divorce or Separation
Birth or Adoption of a Child
Death of a Spouse or Dependent
Continuing your Education
Getting a Loan
Separation or Termination from the University
Retiring from the University

Personal Information

Employee Information Form
Employment Verification System (EVS)
Earnings Statement
Notification of Appointment
Faculty Tenure Information

Policies and Labor

Labor Relations
Policy Administration

Training and Development

Training Resources Center
Electronic Learning
University Administrative Fellows Program
Campus Human Resources Development
University Training and Education Guidelines
Additional Training Resources
Trainers' Network
University-Wide Training