

NESSIE

UIUC Employee Requirements

<http://nessie.uihr.uillinois.edu>

Software Requirements

Use a World Wide Web browser that:

- Is secure socket layer (SSL) compliant.
- Supports JavaScript 1.1 and has JavaScript enabled.
- Supports Cookies and has Cookies enabled.

The following Web browsers meet the requirements:

- Netscape Navigator 4.06 or higher for Windows or Macintosh.
- Microsoft Internet Explorer Version 4.01 or higher for Windows.
- Microsoft Internet Explorer Version 4.51 or higher for Macintosh.

NESSIE will perform a preliminary test to see if your browser is compatible. If you use a browser other than those listed, NESSIE displays a warning message encouraging you to install one of the recommended browsers before continuing.

If NESSIE determines that your browser does not support JavaScript or does not have JavaScript enabled, an error message asking you to download a new browser appears.

You can download browsers from NESSIE's **Your Tools** section.

NESSIE Availability:

NESSIE is available from 6:30 AM to 10:00 PM Monday through Saturday, and from 12:00 PM to 10:00 PM on Sunday.

Accessing NESSIE

University of Illinois Employee You must be a University of Illinois employee who is on the payroll of either the Chicago, Springfield, or Urbana-Champaign campus.

Net ID A Net ID and password are required. Your Net ID should be on your University ID card. If you do not have a Net ID, please go to Campus Information Technologies Educational Services (CITES) Account Services at 1420 Digital Computer Lab, 1304 W. Springfield Avenue, or call 333-6760 to have the security form faxed to you. Ensure that you apply for a Kerberos password when establishing your Net ID.

Note: Extra Help employees should contact Extra Help Services at 333-4752 to obtain a Net ID and password.

Password If you have forgotten (or never knew) your Net ID and password, you can have it reset at the Account Services Desk in the CITES Resource Center (1420 DCL) weekdays from 8:30 AM to 5:00 PM. They will need your University ID (or other picture ID) to help you. Contact CITES Account Services at 333-6760 with questions or problems regarding your password.

PIN Establish a Personal Identification Number (PIN) through NESSIE by selecting the "Your PIN" link in the PIN box on any page that asks for the PIN. A PIN can also be created by choosing the link "How Do I?" in the Help section at the top of each page.

Email Address To update or verify your email address, visit the Electronic Directory Editor on CITES's web site. You will need to login using your Net ID and Kerberos password. It will take up to 24 hours to replicate a change to your email address in the HR database.

Note: Extra Help employees do not need an email address to use NESSIE.

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UIUC Access Locations

NESSIE may be accessed from any of the Human Resources Computer Kiosks or Public Access Sites. If you plan to use a Public Access Site, please call ahead to ensure there are no classes scheduled. When you use a Public Access Site, you will be required to log into the terminal using your Net ID and password.

HR Computer Kiosks

Academic Human Resources
M-F 8:30am to 5pm

Benefits Center
M-F 9:30am to 5pm

HR Information Center (PSO)
M-F 8:30am to 5pm

Contact Information:

For questions regarding NESSIE please send email to hric-urbana@uillinois.edu or call (217) 265-5620 or (866) 669-4772.

NESSIE, Net-driven Employee Self-Service and Information Environment, is an electronic environment maintained by the University Office of Human Resources. NESSIE enables employees on all campuses to conduct personnel transactions online and view information related to their work environment.

Public Access Sites

Location

Wohlers Hall Room 70 A&B

Hours Available

M-Th 8am to 12am
F 8am to 8pm
Sa 10am to 5pm
Su 12pm to 12am

Illini Hall Rooms 23&24

M-Th 24 hours
F closes at 10pm
Sa 10am to 12am
Su opens at 12pm

1203 1/2 W. Nevada

M-Th 8am to 12am
F 8am to 8pm
Sa 10am to 8pm
Su 12pm to 12am

English Room 8

M-F 8am to 6pm

Illini Union 1st Floor

M-Th 8am to 12am
F 8am to 10pm
Sa 10am to 10pm
Su 12pm to 12am

901 E. Oregon

M-Th 24 hours
F closes at 8pm
Sa 10am to 10pm
Su opens at 12pm

Everitt Laboratory Room 146

M-Th 8am to 10pm
F 8am to 5pm
Sa 12pm to 5pm
Su 12pm to 10pm

Lincoln Hall Room 200-204

M-Th 8am to 12am
F 8am to 5pm
Sa 12pm to 5pm
Su 12pm to 12am

Undergraduate Library

M-Th 8am to 1am
F 8am to 10pm
Sa 9am to 10pm
Su 1pm to 1am