

Things You Can Do With NESSIE

Net Driven Employee Self-Service Information Environment (NESSIE)

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

View your earnings statement online:

1. Access NESSIE at <http://nessie.uihr.uillinois.edu/>
2. Click on the Compensation tab or link
3. Click on the Earnings Statement link
4. Click on the continue button at the bottom of the Compensation-Earnings Statement screen
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 244-7000 if you have not established your login ID or forgotten your password)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
7. You should then see your Current Earnings Statement
8. If you wish to see past earnings statements, click on the View Historical Earnings Statements link at top of the form and select which pay period you wish to see from the drop down provided.

View Benefits Information (including 403b and 457 plans, AD&D, LTD, LTC, access your current Benefits Statement):

1. Access NESSIE at <http://nessie.uihr.uillinois.edu/>
2. Click on the Benefits tab
3. Click on the tab for which you wish to find out more information or access your Personal Benefits Statement

View your Notification of Appointment from the Board of Trustees (academic employees only):

1. Access NESSIE at <http://nessie.uihr.uillinois.edu/>
2. Click on Personal Information tab or link
3. Click on the Notification of Appointment link
4. Click on the View both current and past NOAs link
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 244-7000 if you have not established your login ID or forgotten your password)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
7. Select the NOA you wish to view from the drop down
8. Click Continue to display the NOA

View your Civil Service Appointment Information (civil service employees only)

1. Access NESSIE at <http://nessie.uihr.uillinois.edu/>
2. Click on the Personal Info tab
3. Click on the Civil Service Appointment Information link
4. Click on the Civil Service Employment Information link on the second screen
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 244-7000 if you have not established your login ID or forgotten your password)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
7. View your Civil Service Appointment information

Change address information:

1. Access NESSIE at <http://nessie.uihr.uillinois.edu/>
2. Click on Personal Information tab or link
3. Click on the Employee Information Form link
4. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 244-7000 if you have not established your login ID or forgotten your password)
5. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
6. Click on the Address link
7. Click on the Edit link next to the address information that needs to be changed
8. Make the necessary changes
9. Click Submit

Things You Can Do With NESSIE

10. When finished with NESSIE, click on the Leave NESSIE link on the far left side of the screen or simply close your browser

Change direct deposit bank information:

1. Access NESSIE at <http://nessie.uihr.uillinois.edu/>
2. Click on the Compensation tab or link
3. Click on the Direct Deposit link
4. Read the information provided and click Continue
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 244-7000 if you have not established your login ID or forgotten your password)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
7. Correct the necessary information. When finished making the changes, click Continue

Change your tax withholding information (W-4) (if U.S. Citizen or Permanent Resident and a resident of Illinois):

1. Access NESSIE at <http://nessie.uihr.uillinois.edu/>
2. Click on the Compensation tab or link
3. Click on W-4 Withholding Allowance link
4. Click Continue
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 244-7000 if you have not established your login ID or forgotten your password)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
7. Make the necessary changes
8. Click Submit when finished

Access your W-2 electronically:

1. Access NESSIE at <http://nessie.uihr.uillinois.edu/>
2. Click on the Compensation tab or link
3. Click on W-2 Wage and Tax Statement link
4. Click on the Reissue your W-2 link
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 244-7000 if you have not established your login ID or forgotten your password)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
7. Enter the last four digits of your SSN; click OK
8. Select the year of the W-2 you wish to view/print
9. Click on the W-2 link
10. Print

Update Education Information:

1. Access NESSIE at <http://nessie.uihr.uillinois.edu/>
2. Click on Personal Information tab or link
3. Click on the Employee Information Form link
4. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 244-7000 if you have not established your login ID or forgotten your password)
5. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
6. Click on the Education link
7. Click on the Edit link next to existing education information that needs to be changed, or click on the Add Degree link under an existing institution that you wish to add a degree; or click on the Add College link to add degree information from a new College not currently listed.
8. Enter the education information
9. Click Continue; enter your major and/or minor information if you wish
10. Click Continue to update the information in the system

Complete an Employment Verification for loan purposes:

1. Access NESSIE at <http://nessie.uihr.uillinois.edu/>
2. Click on the Personal Information tab or link
3. Click on the Employment Verification System link

Things You Can Do With NESSIE

4. Click Continue
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 244-7000 if you have not established your login ID or forgotten your password)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
7. Click Continue
8. Select Establish a Vendor Access Number
9. Click Continue
10. Review the two employment verification options by clicking on the links provided
11. Review VAN Requirements and Instructions for Vendor by clicking on the links provided
12. Enter any 4 digit number to be used as a one time access Vendor Access Number; re-enter the VAN number you created for confirmation
13. Select either Employment Verification Only or Employment and Earnings Verification from the drop down
14. Click Continue
15. Note the web address for TIGER on the VAN Created page.
16. Receive email confirmation

Provide the vendor with the TIGER web address: <https://hrnet.uihr.uillinois.edu/tiger>, and VAN, so they can access your information immediately. Please inform the Vendor they have only one opportunity to access your information with the VAN provided. They should view and print the information before exiting the system.

Find job information and the application process:

1. Access NESSIE at <http://nessie.uihr.uillinois.edu/>
2. Click on the Careers tab
3. Search under the appropriate section based on job information you are seeking.

Obtain information about leave (vacation, sick leave, holidays, funeral, etc. as well as leaves of absence:

1. Access NESSIE at <http://nessie.uihr.uillinois.edu/>
2. Click on the Leave tab
3. Click on the link for topic which you want information on

Find information about discounts and other services such as cell phone discounts, Barnes and Noble, Computer hardware/software & accessories, i-Card perks, relocation assistance, travel discounts, tuition waivers, vehicle purchase discounts, and others:

1. Access NESSIE at <http://nessie.uihr.uillinois.edu/>
2. Click on the Benefits tab
3. Scroll down to bottom of page to the Additional Programs and Services section
4. Click on the appropriate link for topic you want information on

Find information about parking, public transportation, child care:

1. Access NESSIE at <http://nessie.uihr.uillinois.edu/>
2. Click on the Personal Info tab
3. Click on the appropriate link for topic which you want information on