

# NESSIE *Facts*

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

## What Is NESSIE?

NESSIE is the University of Illinois Human Resources interactive web site. NESSIE is a **Net-driven Employee Self-Service and Information Environment** that enables University employees to view employment related information, such as benefits, policies, and training opportunities. Employees may also conduct personnel transactions online via secured self-service applications. NESSIE provides individual access for verification and modification of information in many areas of employment including:

- W-4 form
- Address Change
- Direct Deposit
- Earnings and Benefits Stmt
- Notification of Appt.
- Employment Verification

NESSIE allows you, a University of Illinois employee, to access and change your own personal data. NESSIE also provides valuable information regarding employment including policies, forms, and links to outside sites.

## Why Use NESSIE?

NESSIE provides access to many aspects of your personnel file information without having to go to HR, Benefits, or Payroll offices. This reduces transaction time and allows direct input regarding your personal data. Additionally, online policies and forms provide immediate access to information you need, when you need it.

## Who can use NESSIE?

NESSIE is available to University of Illinois employees on the payroll of the either the Chicago, Springfield, or Urbana-Champaign campus. A Net-ID and password are required. After logging in to NESSIE, you will be asked to set up a PIN number, which will serve as your electronic signature on all NESSIE transactions.

## When is NESSIE available?

NESSIE is available 24 hours a day, seven days a week, except between 6:00 a.m. and noon on Sunday.

## How do I access NESSIE?

In order to access NESSIE, you must use an Internet browser that is secure socket layer (SSL) compliant, supports JavaScript 1.1 and has JavaScript enabled, and supports cookies and has cookies enabled. Recommended web browsers are:

- Netscape Navigator 4.06 or higher for Windows and Macintosh
- Microsoft Internet Explorer Version 4.01 or higher (Windows); Version 4.51 or higher (Mac)

For your convenience, NESSIE's **Help** section provides links for downloading these browsers.

## How Do I Use NESSIE?

Using your web browser, access NESSIE at <http://nessie.uihr.uillinois.edu/>. Moving around in NESSIE is as easy as clicking on one of the section tabs at the top of the page or one of the links along the left side of the page.

**For more information call one of the following numbers:**

**UIC: (312) 413-4848, UIS: (217) 206-7015, UIUC: (217) 265-5620 or (866) 669-4772**



Human Resources *University of Illinois*