NESSIE New Hire Guide
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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.uiuillinois.edu.

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

- 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.
After logging in for the first time, you will come to a Change Password page. You 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.

You will receive a confirmation screen after resetting your new hire password.
Creating a University Network ID (NetID) - UIUC ONLY

- 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.

- Read the information on the What is a NetID page.
- Click the 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 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 system will confirm that the NetID has been successfully created.

- Click the **Continue** button.

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

### Creating an Express Email Account

**Express Email Account**

Next, you need to decide if you would like to sign up for a CITES Express Email account.

Many departments have their own computing resources, and do not require employees to have a CITES Express Email account.

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.

**NOTE:** If you already have a CITES Express Email account, attempting to sign up for an Express Email account will have no effect. Please contact CITES Account Services (333-6700, account@uiuc.edu) for information on how to modify your existing account.

- Do you wish to sign up for a CITES Express Email account?
  - Yes, please sign me up.
  - No, not at this time.

**Continue**

**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.
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.ua.edu/password

You can use this step for now if you will not be actively sending or receiving mail from your Express Email account until you have set a password. As with your NetID, it is a good idea to change your Express Email password away from its default value.

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 344-7000 or cits@ttu.edu.

You can connect to express.cites ttu.edu using a mail program such as Qualcomm’s Eudora, Netscape Messenger, 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 (sharker@ttu.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 sharker@ttu.edu to the address sharker@citese.citese.ttu.edu.

- 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 resources forms.

Your NetID is: sharker

The following resources might be useful for future reference:

- The CITES New to Campus Page - http://www.cites ttu.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.cites ttu.edu/cites/
  Help and information from Campus Information Technologies and Educational Services
  (CITES), the central campus computing organization.
- CITES Help Desk - http://www.cites ttu.edu/help/
  A good source to 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 ttu.edu/email/
  A guide to help you understand the basic email services CITES provides to all students,
  faculty, and staff on the Lubbock campus.
Creating a NetID if One Already Exists

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

- 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

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

Enter Home/Permanent Address information.

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

Click the Submit button.

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.
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**.

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.
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.

Welcome to the University of Illinois!

This web site will help you complete all of your post-hire transactions electronically. You can complete your personal information and professional history, complete a withholding statement and benefits enrollment, arrange for direct deposit, and obtain valuable information to assist you with your employment at the University of Illinois.

You have 10 calendar days from your effective date to make State health, dental, and life insurance coverage choices. Your effective date is 07/01/2005. Failure to choose benefits within the time period automatically enrolls you in the Quality Care Health and Dental plans, Classic Life Insurance and provides no dependent coverage. The New Employee Benefits Checklist (Adobe Acrobat) is a guide that outlines your enrollment deadlines and procedures to facilitate the benefits enrollment process.

Your Logon and Password expire 60 days after your first day of employment. Please complete NESSIE New Hire as soon as possible.

To begin the New Hire process select from the following links:

- **Task List**: Activates link to enroll in the State Basic benefits plans and view the status of your New Hire forms. All new hires must complete the required forms in the task list, even if not eligible for Basic benefits.

- **Benefits**: Provides you with an outline of benefits information to help you make informed benefits choices. You may also enroll in benefits through this section. You should attend a Benefits Insurance Orientation before completing.

- **Employment Transactions**: Includes required forms you need to complete relating to your personal information and professional history, W-4, direct deposit enrollment, and other required employment transactions. Failure to complete these forms may delay receipt of your first paycheck.

- **Campus Resources**: Explains parking, transportation, and child care options and provides information about University of Illinois policies.

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

- 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.

- 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.
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.

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.
• Review your **Demographics** information.

• Select your **Medicare Status**. If Medicare Eligible, complete the following questions:
  
  o Are you Enrolled in Part A? If Yes, enter the **Part A Start Date and Part A Free**.
  
  o 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.
  
  o 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.
  
  o 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.
• Click the Health and Dental link from the box to being 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

**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](#) (PDF format) listed by county.

<table>
<thead>
<tr>
<th>State of Illinois Health Plan Enrollment Form</th>
<th>Monthly Cost</th>
<th>Employee Only</th>
<th>Employee + 1 Dependent</th>
<th>Employee + 2 or more Dependents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Plan:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Quality Care</td>
<td>$69.50</td>
<td>$209.50</td>
<td>$209.50</td>
<td></td>
</tr>
<tr>
<td>☐ HMO or POS Plans:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ HMO Illinois</td>
<td>$39.50</td>
<td>$102.50</td>
<td>$135.50</td>
<td></td>
</tr>
<tr>
<td>☐ Health Alliance HMO</td>
<td>$39.50</td>
<td>$113.50</td>
<td>$152.50</td>
<td></td>
</tr>
<tr>
<td>☐ Health Alliance Illinois</td>
<td>$39.50</td>
<td>$122.50</td>
<td>$164.50</td>
<td></td>
</tr>
<tr>
<td>☐ HealthLink Open Access</td>
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<td>$124.50</td>
<td>$188.50</td>
<td></td>
</tr>
<tr>
<td>☐ OSF HealthCare Plan</td>
<td>$39.50</td>
<td>$111.50</td>
<td>$149.50</td>
<td></td>
</tr>
<tr>
<td>☐ OSF Waukegan HMO</td>
<td>$39.50</td>
<td>$126.50</td>
<td>$171.50</td>
<td></td>
</tr>
<tr>
<td>☐ Personal Care HMO</td>
<td>$39.50</td>
<td>$111.50</td>
<td>$149.50</td>
<td></td>
</tr>
<tr>
<td>☐ UnitedCare HMO</td>
<td>$39.50</td>
<td>$101.50</td>
<td>$132.50</td>
<td></td>
</tr>
</tbody>
</table>

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]
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

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

**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.
  o 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.

• 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.
• 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.

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

• Click the **Continue** button.
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.

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

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

Medicare Eligibility

- 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

- 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.

- 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**.

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.
NESSIE New Hire Application

Review your Benefits selections.

New Hire Benefits Review

Personal Information
Name: Tanya Test
SSN: 999444111
Un: 622309086
Home Address: 123 Test
    Champaign, IL 61801
Home County: Union
Home Phone: 0
Work Address: 123 Test
    MC 123
    UUC Campus Mail, IL 60601
Work Phone: 0
Marital Status: Married Remarried
Birth Date: 10/01/1980
FTE: 100
Payroll: Monthly
Annual Salary: 86,500.00
Benefit Eligible Date: 11/09/2006

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

Benefits 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 DeltaCare Dental.
Estimated cost for the new plan will be $6.50 per month.

State of Illinois Health and Dental Dependent Designation effective
Dependents covered by your health and dental insurance are listed below.

- Dependent Name: Test
  - Relationship: Child
  - Date of Birth: 02/01/2001
  - Social Security: 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 - $10,000
Salary: Estimated cost for the upcoming year will be $510.10 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 Employee Group Insurance program for the elections indicated above. I authorize premiums (if any) to be deducted from my pay for the elections 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.

Click the Submit button to submit your Benefits Enrollment Form.

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

**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.
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.

- Verify the Deduction Authorization.

- Read the Certification Statement.

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

• 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.f BMC-benefits.com](http://www.fbmc-benefits.com).

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

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

- 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.

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

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

- Click the Continue button.
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.

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

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.

- 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.

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

• Review the beneficiary information.
• Click the Continue button.

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 or existing dependents. To permanently eliminate all of a dependent’s insurance coverage, click Remove.

Verify that the information is correct and click Continue.

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

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

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.

**University of Illinois TDRP Salary Reduction Agreement**

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

- **Name:** Tanya Test
- **SSN:** 55577444
- **Pay Status:** Bi-Weekly
- **Annual Salary:** $50,000.00
- **Payroll Period Effective Date:** 11/01/2015

**Contribution in Dollar Amount or Percentage of Pay:**

- **Type of Change:**
  - *New or restore contribution*
  - Change allocation between companies
  - Change TOTAL % agreement
  - Terminate agreement

**Designated Contribution Method:**

- **Flat Dollar Amount:** $100
- **Percent of Pay:**

  - **Total:** $0.00
  - **TIAA/CREF:** $50 0.00%
  - **Fidelity:** $50 0.00%

**Worksheet:**

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

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

- **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.

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**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 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 (*).

**Demographic Information**

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

- First Name
- Last Name
Human Resources

NESSIE New Hire Application

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

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.

### 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**
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.

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.

- 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

Add a new High School record. Click **Continue** to view the change.  
**Note**: You cannot provide a graduation date that is in the future. It must be less than or equal to the current month and year.

#### Degree Information

- **High School Status**: High School Grad
- **Start Date**: 09/14/1988
- **End Date**: 05/26/1990
- **Graduation Date**: 05/1990
- **Hours Earned**: 65
- **Grade Point Average**: 3.6

Decimal numbers allowed (ex: 99.9). No text allowed.

Based on a 4 point scale. No text allowed.

- 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.

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**

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.

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

**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.

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.

• 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.
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.

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

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.

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

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

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

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

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

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

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.
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.

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

- Click the **Add New** link to add your license record.
- Click the **Main** button to return to the EIF Main Menu.
**NOTE:** You must complete all fields marked with a red asterisk (*).

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

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

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.

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

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.

• 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 "*".

**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 first 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.

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**

**Employee Information Form**

Review your Employee Information Form as it appears below. If the form is correct, click Submit.

**Warning:** You must click Submit for the form to be processed.

**License, Citizenship, Relatives Information**

**License Information**

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

**Citizenship Information**

- Country of Citizenship: US
- Are you a permanent resident?: Y
- Visa Type: 
- Visa Expiration Date: 
- Admission Number:

**Relatives**

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

- Relative Name: Tanya Test
- Relationship: Text
- Department: Text

**Education Information**

**Education**

- University of Illinois Urbana-Champaign
  - Degree:
  - Avenue: Electronics
  - GPA: 3.71
  - Hours Earned: 137
  - Major: Accountancy

- Bachelor of Science
  - Degree Date: 05/1995
  - GPA: 3.71
  - Hours Earned: 137
  - Major: Magnetic Resonance Imaging

- High School
  - Degree:
  - High School Grad: 06/11/1995
  - Degree Date: 05/1995
## Work History, Certifications, Drivers Licenses Information

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## Honors and Awards, Languages, Licenses Information

<table>
<thead>
<tr>
<th>Honors and Awards</th>
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<tbody>
<tr>
<td>Recognition Name</td>
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<tr>
<td>Awarding Organization</td>
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<tr>
<td>Date of Recognition</td>
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<tr>
<td>Expiration Date</td>
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<tr>
<td>10/10/2005</td>
<td></td>
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<tr>
<td>10/10/2007</td>
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<tr>
<td>Language</td>
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<td>Skill Level</td>
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<td>Reading</td>
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<tr>
<th>Licenses</th>
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<tbody>
<tr>
<td>License</td>
<td>Controlled Substance-Illinois State</td>
</tr>
<tr>
<td>License Status</td>
<td>Active</td>
</tr>
<tr>
<td>Date Acquired</td>
<td>10/10/2005</td>
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<tr>
<td>Expiration Date</td>
<td>10/10/2007</td>
</tr>
<tr>
<td>State of Issue</td>
<td>Illinois</td>
</tr>
<tr>
<td>Nation of Issue</td>
<td>United States of America</td>
</tr>
</tbody>
</table>
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.

Read the information on the Education Loan Default page.

- Click the Continue button.
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.
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.

**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**

You may receive credit toward Service Awards for prior service at the University of Illinois if you have been employed in a permanent, academic, or Civil Service position (not as an undergraduate student or intern help) for at least six months. The time you worked can, in most cases, be added to time earned in your current employment for the purpose of calculating your vacation. This does not affect your seniority.

**Service Awards**

You may receive credit toward Service Awards for prior service at the University of Illinois if you have been employed in a permanent, academic, or Civil Service position (not as an undergraduate student or intern help) for at least six months. The time you worked can, in most cases, be added to time earned in your current employment for the purpose of calculating your vacation. This does not affect your seniority.

**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 credit for the balance of unused and uncompensated sick leave earned 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 uncompensated sick leave restored.

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

- **Click the Continue button.**
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.

- Select the **Add** radio button.

- Click the **Go** button.
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.
Review the information you have added.

- Click the **Continue** button.

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.
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.

**Direct Deposit**

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:

- 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.
- You may choose to have your pay directly deposited with up to two institutions; however, the second institution must be an approved credit union.

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.
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**

![Direct Deposit Review Screen](image)

- 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.

![W2 Consent Form](image)

- 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.
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.

**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.**
• Select your Tax Marital Status.

• Enter the number of Federal allowances you want to claim in the Federal allowances claimed dropdown 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 dropdown box.

• Enter the number of State allowances you want to claim in the State allowances claimed dropdown 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.

- 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.

- Click the **Continue** button. This will take you to the Beneficiary Designation area of the Minnesota Mutual Life Insurance Company.
From the Beneficiary designation form, click the Make Changes button to add your beneficiary.

NOTE: No status or date will be recorded on the Task List for this form.

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.

- 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.

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 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 the 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 understood the above “Statement of a Drug-Free Workplace” for the University of Illinois, click on the Submit button below.

Name: Jim Thomas
UNI: @U173963

- 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

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>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?</td>
<td>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. <strong>HR Office Contacts:</strong> Chicago: (312) 413-4848 or <a href="mailto:uichruohr@uillinois.edu">uichruohr@uillinois.edu</a> Springfield: (217) 206-7015 or <a href="mailto:hric@uis.edu">hric@uis.edu</a> Urbana-Champaign: (217) 265-5620 or (866) 669-4772 or <a href="mailto:hric-urbana@uillinois.edu">hric-urbana@uillinois.edu</a></td>
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#### New Hire Forms

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<th>Question</th>
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<tr>
<td>Why doesn't the search find the college the new hire is entering in the education section of the EIF?</td>
<td>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. 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.</td>
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<tr>
<td>How does a new hire enter their college information if it is not listed in the search results?</td>
<td>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. <strong>HR Office Contacts:</strong> Chicago: (312) 413-4848 or <a href="mailto:uichruohr@uillinois.edu">uichruohr@uillinois.edu</a> Springfield: (217) 206-7015 or <a href="mailto:hric@uis.edu">hric@uis.edu</a> Urbana-Champaign: (217) 265-5620 or (866) 669-4772 or <a href="mailto:hric-urbana@uillinois.edu">hric-urbana@uillinois.edu</a></td>
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<tr>
<td>Question</td>
<td>Answer</td>
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| 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? | 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.  

**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 |

| How can a new hire make a change to a new hire form after that form has already been submitted? | 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. |

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**General**

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<th>Question</th>
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| How much time do new hires have to complete the new hire forms?         | 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.  
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.  
If you have any questions regarding this, please contact your campus HR Help Desk at one of the following:  

**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 |
### Error Messages

<table>
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<tr>
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<tbody>
<tr>
<td>New hire receives the following error when trying to submit the Employee Information Form: Unexpected Error</td>
<td>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 &quot;Invalid XML Character&quot; or &quot;XmlEnterpriseObjectException&quot; in it. 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.</td>
</tr>
<tr>
<td>An error has occurred. We suggest you click on the &quot;Exit&quot; 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 <a href="mailto:nessie@uillinois.edu">nessie@uillinois.edu</a> to report this problem. Message: Unknown exception occurred building object edu.uillinois.aits.enterprisemessaging.jmsobjects.WorkHistory from an XML String. Exception: Error on line 1: Illegal XML character:</td>
<td><strong>Detail:</strong> What is causing this error and how can it be resolved? 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 &quot;Invalid XML Character&quot; or &quot;XmlEnterpriseObjectException&quot; in it. 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.</td>
</tr>
<tr>
<td>What is causing this error and how can it be resolved?</td>
<td><strong>HR Office Contacts:</strong> Chicago: (312) 413-4848 or <a href="mailto:uichruohr@uillinois.edu">uichruohr@uillinois.edu</a> Springfield: (217) 206-7015 or <a href="mailto:hric@uis.edu">hric@uis.edu</a> Urbana-Champaign: (217) 265-5620 or (866) 669-4772 or <a href="mailto:hric-urbana@uillinois.edu">hric-urbana@uillinois.edu</a></td>
</tr>
<tr>
<td>What causes the error &quot;Message is array index out of range: 0&quot; or &quot;The request has exceeded the allowable time limit Tag: cfoutput&quot; on the EIF and what can I do about it?</td>
<td>The Error message: &quot;Message is array index out of range: 0&quot; 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. Then, they should be able to continue and submit without a problem.</td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
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<tr>
<td>New hire is receiving the following error message when trying to submit an education record in NESSIE: Degree list size before adding degree = 0 Unexpected Error An error has occurred. We suggest you click on the &quot;Exit&quot; 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 <a href="mailto:uichnessie@uillinois.edu">uichnessie@uillinois.edu</a> Springfield: (217) 206-7015 <a href="mailto:hric@uis.edu">hric@uis.edu</a> Urbana-Champaign: (217) 265-5620 or (866) 669-4772 <a href="mailto:hric-urbana@uillinois.edu">hric-urbana@uillinois.edu</a> Message: Error processing the create request for object edu.uillinois.ais.enterprisemessaging.jmsobjects.Education 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:</td>
<td>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. 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. UIC Admissions: Fabiene Whittier <a href="mailto:brankev@uic.edu">brankev@uic.edu</a> UIUC Undergraduate Admissions: Nancy Herpstreith <a href="mailto:nherpstr@uiuc.edu">nherpstr@uiuc.edu</a> UIUC Graduate Admissions: Pam Santic <a href="mailto:psantic@uiuc.edu">psantic@uiuc.edu</a> For UIS, please contact Undergraduate or Graduate Admissions.</td>
</tr>
<tr>
<td>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</td>
<td>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: HR Office Contacts: Chicago: (312) 413-4848 or <a href="mailto:uichruohr@uillinois.edu">uichruohr@uillinois.edu</a> Springfield: (217) 206-7015 or <a href="mailto:hric@uis.edu">hric@uis.edu</a> Urbana-Champaign: (217) 265-5620 or (866) 669-4772 or <a href="mailto:hric-urbana@uillinois.edu">hric-urbana@uillinois.edu</a></td>
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