UI NEW HIRE USER GUIDE

What is UI New Hire?

UI New Hire is a system for new hires and rehires to the university to complete their onboarding activities. Employees only receive access to the apps ("new hire forms") that are relevant for their campus and employee type. Non-student employees will also complete NetID claiming (or reactivation). You receive a UI New Hire Login ID and password by email when your HR person enters you into the U of I system as a new- or rehire.

Logging into UI New Hire

1. **Please make sure you have received your UI New Hire Login ID (this is different from your NetID) and UI New Hire Password from your HR person or by email.**
2. If you have NOT received a UI New Hire Login ID or Password, you must talk to your HR person to get them.
3. Log in using the UI New Hire Login ID and Password sent to you. If this is your first attempt at logging in and these don't work, please contact your HR person for assistance.
4. **If you've logged in before and are having trouble logging back in because you lost your UI New Hire Password or you've been locked out, please use the <u>Forgot Your Password?</u> link on the main page.**

I UIC ☖ | UNIVERSITY OF ILLINOIS SYSTEM

UI NEW HIRE

UI New Hire Login

To access UI New Hire, please enter your Login ID and Password created by your hiring unit.
The Login ID and password are case-sensitive.

Login ID: [____]

Password: [____]   Forgot your password?

Log In

5. If you've logged in before, but have forgotten your UI New Hire Login ID, please refer to the email that was originally sent to you or contact your HR person for more assistance. They can resend your UI New Hire Login ID to you.

Claiming a NetID

All employees who are not undergraduate or graduate student employees go through the NetID Claim Process for their campus. ***Student-type employees do NOT claim a NetID during onboarding and should have received theirs when they enrolled as a student.***

The NetID claim connects to different services on the campuses to help you generate or select a NetID. If you have issues when claiming a NetID, please pay attention to the the contact information on the screen, as the UI New Hire team usually cannot help with these.

- Chicago NetID Claim (Chicago campus employees) – Connects with UIC Tech Solutions NetID Claim web service to claim or reactivate a NetID.
- Springfield NetID Claim (Springfield campus employees) – Connects with AITS IAM technology to generate a NetID.
- Urbana NetID Claim (Urbana campus employees) - Connects with Urbana Tech Services NetID Claim web service to claim or reactivate a NetID.

Navigating UI New Hire

There are six (6) UI New Hire Steps, each containing one or more UI New Hire Forms, but not every employee will receive access to all of them. You are only shown the steps and forms that your job classification is supposed to receive

All employee new hires or rehires receive access to Step 1, which must be completed before the other steps open to you. Once you complete Step 1, other steps along the top will open and become clickable to you. **If you do not have access to a step after completing Step 1, you don't have forms to complete in it.**

If you have access to a step after completing step 1, please continue through that step to complete any required forms or optional benefits forms you'd like to enroll in. **Forms marked as *Optional* do not need to be completed.**

UI New Hire Forms

Not all of the UI New Hire Forms will be required of each employee. **If you don't receive a form, it is NOT required for you.** If you have a question about whether a form is required after reviewing the following or need help filling out a form, please talk to your HR person.

Below is a full list of all the forms in UI New Hire and who will receive them, for reference. The form name is bolded, the group in parentheses is who will receive it, and a description of the form is provided, in this format:

Form Name (Employees who will see the form) – Description of the form

Note: The forms marked "(REQUIRED)" are only required for new hires in the groups/campuses that see the form in UI New Hire.

Step One
- **My Profile** (All employees) – Employee updates demographic, address, education, and emergency contact info stored in Banner (REQUIRED)
- **Benefits Orientation** (Benefit-eligible employees) – Provides a link to an OBFS-hosted page where the employee can sign up for orientation. Any issues with the Benefits Orientation sign-up will require OBFS assistance.
- **Loan Status** (All employees) – Employee asserts whether they are in default on a student loan and information about the loan(s) (REQUIRED)
- **ANCRA Training** (All employees) – Employee completes the ANCRA mandated reporting training (REQUIRED); this must be completed before your HR rep can add your job to your employee record
- **I-Card Terms** (All employees) – Employee certifies their understanding of the I-Card Terms and Conditions (REQUIRED)
- **Insurance Marketplace Notice** (All employees) – Employee certifies their understanding of Health Insurance Marketplace Coverage Options and State of Illinois Employee Health Coverage (REQUIRED)
- **SSA Form 1945** (SURS-eligible employees) - Employee certifies their understanding of the Social Security Administration: Statement Concerning Your Employment in a Job Not Covered by Social Security (REQUIRED)
- **PLFAW Notification** (All employees) – Employee receives information about the Illinois Paid Leave for All Workers (PLFAW) Act (REQUIRED)

Step Two
- **Code of Conduct** (Paid, non-undergrad employees) - Employee certifies their understanding of University Code of Conduct (REQUIRED)
- **Ethics Act Orientation** (Paid, non-undergrad employees) – Employee completes the Ethics Act Orientation training, consisting of 1) an ethics training and 2) a harassment and discrimination prevention training. (REQUIRED)
- **Drug-Free Workplace** (Chicago and Springfield campus employees) - Employee certifies their understanding of the Drug-Free Workplace policy (REQUIRED)
- **RNUA Notification** (Academic employees in at UIUC, UIS, or in UI System Office) - Employee is told to watch for a START myDisclosures email on their start date and certifies their understanding of the RNUA policy/process
- **OGR Notice** (All employees) - Employee receives information about the Guidelines for Faculty and Staff on Advocacy and Interaction with Government Officials

- **Outside Activities Disclosure** (Academic employees at UIC) - Employee certifies their understanding of the UIC Outside Activities Disclosure process
- **Identity Verification** (All employees) – Employee registers or updates their DUO 2FA information
- **InfoSec Compliance** (All employees) – Employee is shown a link to the University Information Security Compliance Form. This link is hosted by another group; if you run into errors logging into the external form or completing it, follow the contact info on the form for assistance.

Step Three
- **Withholding Allowance (W4)** (Paid employees) – Employees complete their federal and Illinois W4 tax withholding forms; employees who do not fill out a W4 will have the maximum withholding taken out of their paycheck; questions should be directed to UPB
- **Direct Deposit** (Paid employees) – Employees set up their direct deposit information; employees who do not sign up will get paid via paycard; questions should be directed to UPB
- **W2/1042S/1095C Consent Form** (Paid employees) – Employees are presented a link (external vendor: Greatland/e-printview) where they can opt into electronic W2 delivery; issues with this form or questions about the W2 should be directed to UPB
- **Prior Service** (Status civil service employees) –Civil Service employees (except for extra help) can provide prior civil service employment history to be included in their record
- **Technology Services** (Urbana employees who are not undergrads, grads, or extra help) – Provides a link to a tech services-hosted page for the new employee to review

Step Four
- **Supp 403b Universal Notice** (Benefit-eligible employees) - Employee receives information about the University of Illinois Supplemental 403(b) Retirement Plan Universal Availability and certifies their understanding
- **Fed Hlth Care Notification** (Benefit-eligible employees) - Employee receives information the Early Retiree Reinsurance Program established under the Affordable Care Act and certifies their understanding
- **SURS Retirement Choice** (SURS-eligible employees) - Employee receives information their SURS Retirement Choice Election process and timeline and certifies their understanding

Step Five
- **Benefit Enrollment Information** (Benefit-eligible employees) - Employee receives information about the Benefit Enrollment process and timeline; actual benefit enrollment takes place at an external site (MyBenefits: mybenefits.illinois.gov) and not within UI New Hire

Step Six
- **403b Retirement Plan** (Benefit-eligible employees) – Employee can optionally enroll in the University of Illinois 403b Retirement plan (OPTIONAL)
- **UI AD&D** (Benefit-eligible employees) – Employee can optionally enroll in the University of Illinois Accidental Death and Dismemberment plan (OPTIONAL)

- **UI LTD** (Benefit-eligible employees) – Employee can optionally enroll in the University of Illinois Long-Term Disability plan (OPTIONAL)
- **Transfer of Sick Leave** (Benefit-eligible employees) – Employee can provide information about any sick leave they would like to have transferred from another Illinois state agency/institution to the University of Illinois

Need Help?

Forgot your password? Use this link to reset it yourself: https://newhire.uihr.uillinois.edu/cf/ForgotPWID.cfm

Many other errors can be resolved by reading the error messages and adjusting the information you're trying to enter.

If an issue occurs that you can't resolve on your own, you'll need to contact someone to help. Getting a screenshot that includes the error message and the URL at the top of the screen is an important first step. Just make sure sensitive info, like your SSN, aren't included in the screenshot.

Many errors will list specific contacts to use. If you see a specific contact listed, please use to ensure you get the quickest help. If you don't, it will have to be routed there, which can be frustrating if you're looking to get moving again quickly!

Unless a different group/contact is listed on the screen or error message where you're having issues, your Hiring Contact is the best place to start! You can email them by clicking the "Email your hiring contact" link in the "Need Help?" box on the right side of the page. This is shown in the screenshot below.

UNIVERSITY OF ILLINOIS SYSTEM

UI NEW HIRE

Steps to starting at the University

① 2 3 4 5 6

Login ID: ███████
UIN: ███████

STEP 1 : ✓ My Profile   ✓ Benefits Orientation   ✓ Loan Status   ✓ ANCRA   ✓ I-Card Terms   ✓ Insurance Marketplace Notice
         ✓ SSA Form 1945   ✓ PLFAW Notification

Introduction

Need Help?

Email your hiring contact

You will now complete Step One. This includes My Profile, registration for Benefits Orientation (only Benefits-eligible employees will receive this form), the Education Loan Status form, ANCRA Acknowledgement, the i-card Terms and Conditions form and the Insurance Marketplace Notice form.

Step One is complete. Click Continue to go to Step Two.

Continue
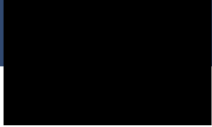
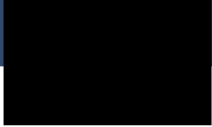System Human Resource Services

University Payroll & Benefits

If you have trouble reaching your hiring contact for a general issue (or if the error message says to do so), you can contact your main/central HR office using the contact info on the lower left part of the screen. This different by employment group and division, so please use the information on your screen, which is unique to you. The place to look for your central HR group is shown in the screenshot below.

If the form or screen you need help with says to contact UPB for assistance (like for help with Direct Deposit or your W-4), you can find their contact info on the lower right side of the page, as shown in the screenshot below. This differs by campus, so please use the info that appears on your screen.

Completing UI New Hire

Done with all the forms you see/access in Steps 1-6? Then you're all set! Remember that any form marked as "Optional" does not need to be completed.