New Hire AP- To Do Checklist

NAME:__________________________________  UIN:_____________________________

TITLE:___________________________________

PI/ Supervisor:______________________________________

Start Date:________________  End Date:_____________________

TO Do:

- Complete all new hire online forms via “NESSIE New Hire”
- Complete Section 1 of I9 form (online)
- Schedule Benefits Orientation Session (online)  Date of Appointment _____________
- Activate Net ID (online)
- Set up Email and Enterprise passwords (online)
- Make I-Card
  http://www.icardnet.uillinois.edu/appPublicWebsite/idcsChicago.cfm
- Set up Parking
  http://www.uic.edu/depts/avcad/parking/

AT PERSONAL APPOINTMENT WITH BIOS HR ASSOCIATE

- Complete Section 2 of I9 forms  (Bring original documents for verification)
- Sign Job Description  (Receive a personal copy)
- Receive information on:
  - Time entry
  - Payroll Schedule
  - Academic Vacation & Sick Leave Reporting
  - Positive Time Reporting
  - University Holidays

FOR INTERNATIONAL EMPLOYEE

- Check in at Office of International Services (OIS)
- Attend Foreign National Tax Review Appointment at UPB on _________________________