New Hire CS- To Do Checklist

NAME:__________________________________  UIN:_____________________________

TITLE:___________________________________

PI/ Supervisor:______________________________________

Start Date:________________  End Date:_____________________

TO Do:

- Complete paperwork and I9 with UIC Human Resources
- Schedule Benefits Orientation Session (online)  Date of Appointment ___________
- Activate Net ID (online)
- Set up Email and Enterprise passwords (online)
- Complete Information Security Compliance Form
- Make I-Card
  [http://www.icardnet.uillinois.edu/appPublicWebsite/idcsChicago.cfm](http://www.icardnet.uillinois.edu/appPublicWebsite/idcsChicago.cfm)
- Set up Parking
  [http://www.uic.edu/depts/avcad/parking/](http://www.uic.edu/depts/avcad/parking/)
- Complete all online forms via NESSIE New Hire

AT PERSONAL APPOINTMENT WITH BIOS HR ASSOCIATE

- Sign Job Description  (Receive a personal copy)
- Receive information on:
  - Time entry
  - Payroll Schedule
  - 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 ______________________

BIOS 062014