Section IV. New Employee Information

A. Faculty Orientation

UIC welcomes all new faculty to participate in the variety of campus-based and unit-based orientation events. Participation in all events is actively encouraged and although not mandatory for faculty, the New Employee Benefits/Insurance Orientation session coordinated by Campus HR should be attended by new faculty within ten calendar days of the effective date of hire (this 10-day window is particularly critical with regard to timely insurance coverage choices – see below). The new employee orientation program acquaints employees with general campus policies related to their employment, safety and security information, benefits information, and the UIC web-sites as resources for obtaining information and performing employment transactions.

An important element of the orientation program is the completion of initial benefits forms related to the selection of insurance plans. **Please note: New employees who do not complete the initial benefits forms within the first ten calendar days of employment are restricted to the following:**
- Enrollment in the State of Illinois health and dental plans (the Quality plans as opposed to the HMOs).
- Life insurance limited to annual salary.
- Coverage for the employee only. Dependents cannot be insured until the next enrollment period.

Newly hired benefits eligible employees, unable to attend New Employee Orientation within ten calendar days of the effective date of hire, should contact or have their departmental HR representative contact the Benefits Center either on or before the first work day. The Benefits Center general number is 312/996-6471.

The Office of the Vice Provost for Faculty Affairs holds a Campus New Faculty Orientation every fall to welcome new faculty to UIC. Included in the agenda are keynote speakers addressing teaching, service and research at UIC. Other programs available through Faculty Affairs include the Faculty Mentoring Program, which began with the idea of mentoring women junior faculty, but has expanded over the years to include all new tenure-track faculty and faculty at the associate professor rank; and three series of Brown Bag Discussion Groups —one for junior faculty, one for mid-career faculty, and one for department heads. The goal of both the UIC Mentoring Program and the new Brown Bag series is to help faculty learn how to get things done within the university and how to chart a productive research path. These programs are not meant to replace the need for departments to provide assistance and guidance to their probationary faculty members. Instead, they are meant to be a campus-wide supplement to the efforts of individual departments and colleges. As a new faculty member, please consider taking part in the UIC Mentoring Program, the Brown Bag series, and the Campus New Faculty Orientation.

B. NESSIE New Hire/Online Services

The University of Illinois Human Resources interactive web site, NESSIE, is a **N**et-driven **E**mployee **S**elf-**S**ervice and **I**nformation **E**nvironment that enables University employees to view employment related information, such as benefits, policies, and training opportunities. You will find relevant information on the University environment, getting a job at the University, and employee benefits. Accessing NESSIE New Hire enables recently hired University employees to

complete their benefits and new hire paperwork on line via secured self-service applications. Your hiring department/unit will provide a new hire logon ID and Password to access the NESSIE New Hire website. You will be prompted by on-screen instructions to complete your new hire benefits and employment information. Effective in 2003, all new employees will receive their pay through direct deposit to an account with a financial institution. A "grace period" will be available for new employees who do not have an account at the time of hire. Additional information is available from the Office of University Payroll.

Once your appointment information has been entered into the Payroll/Personnel system, as an employee you can access NESSIE to conduct personnel transactions online and change/view information related to your work environment, such as: 1) W-4 Form, 2) address change, 3) direct deposit, 4) earnings statement, 5) Notification of Appointment (NOA), and 6) employment verification.

C. ID Card

To obtain a University Identification Card (i-card), one must present photo identification (e.g., driver's license) and verification of UIC status. The verification of UIC status may be a copy of the annual contract/NOA. If employment status in the form of an NOA is not yet available, a letter on departmental stationary stating employment terms can be provided to the Photo ID Office. ID card offices are located in the Student Center West and the Student Services Building.

D. Getting Around: **Transportation and Parking**

Parking is available to faculty, staff, and students at all times by card access. The parking program is self-supporting and all persons pay a fee when using any university parking facility. For those who drive to campus only occasionally, cash lots are available. At any given time there are 11,000 to 12,000 cars on the UIC campus. Campus Parking Services is responsible for providing safe, convenient, and affordable parking for these vehicles. Accessing the Web Resources link on UIC Parking Services website will provide campus maps, location of parking facilities, ADA accessibility, parking rules and regulations, and driving directions to the campus.

E. Getting Started: Using **Computer Services** at UIC

In order to use the computing services at UIC, new faculty should follow the three steps below:
- pick a netid through your departmental Phonebook Contact Person via your departmental HR representative who will facilitate the set up of the netid and registration in the Online Phonebook,
- activate your netid,
- open an Academic Computing and Communications Center (ACCC) account, and
- set up an e-mail account.

Almost any unique netid is acceptable as long as it is not already in use. The netid must have a minimum of three and a maximum of eight characters. Letters and numbers are permitted, but other characters are not. For example, Ada Byron Lovelace might choose **adabyron** as her netid. Once chosen, **a netid cannot be easily changed**, so please choose it carefully. Remember that the netid is a public identifier, and will probably be **put on your business card**. Netids are registered immediately, so you can proceed to select a password and open your account(s) after your netid is registered.

In order to send and receive email it is necessary to have an email account with a personal email address, as well as access to software to compose, send, and receive email. There is a wide choice of email software available; ACCC provides and supports the following: Webmail, Eudora, and Pine. The departmental HR link above outlines the steps needed to get started with email at UIC.

F. New Faculty Checklist

The *New Faculty Checklist* is a helpful aid meant to assist you in keeping track of important tasks that need to be completed as you begin your career at UIC. In addition to the tasks mentioned above, the checklist provides information and website links related to a variety of activities not limited to human resources issues, and teaching and research related activities. Questions related to completion of the checklist should be directed to your departmental or college human resource representative. Additionally, the Offices of Faculty Affairs and Faculty Affairs Human Resources are available to facilitate a smooth transition to UIC.