



Student New Hire Resources

Campus Information:

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[New Hire Orientations](#)

[My UI Info](#)

[Information about Benefits, Leaves, Retirement and more](#)

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[Campus holiday schedule](#)

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Reminder: We are a [tobacco-free campus](#)

Payroll information:

- [Payroll Schedules](#)
- Pay dates for assistantships are on the 16th of every month.
 - Undergraduate and Grad hourly employees submit timesheets every two weeks. Timesheets are submitted electronically at the following link:
<https://apps.uillinois.edu/selfservice>
- This Federal Labor Standards Act (FLSA) determines whether a position/employee is eligible to be paid overtime.
- TA's, RA's, and PGA's are FLSA exempt and therefore **not** eligible to receive overtime compensation.
- Administrative GA positions are non-exempt and **eligible** for overtime if more than 40 hours are worked in a single week.
- You are required to keep record of actual hours worked.

Appointment Information:

- [Limitations to Employment](#) – resources to help you understand how much you are authorized to work.



Student New Hire Resources

- Coordinate with [Graduate College](#) and [Fellowship Office](#)
- Appointment dates are **Aug. 16 - May 15** for the academic year.
 - Fall: **Aug. 16 – Dec. 31**
 - Spring: **Jan. – May 15**
- Assistantships are professional level appointments; percent time is not rigidly equivalent to hours/week.

For example: 50% FTE assistant expected to provide an average of 20 hours/week *over the course of the full appointment period.*

Tuition Waivers

Tuition Bills

Why am I receiving a tuition bill when I have an appointment? Why isn't the Financial Aid office able to see my appointment in the system?

Unfortunately, the system starts showing students their expected bill as soon as they register, long before the waivers are applied, and the bill is due. Tuition and fees are typically billed in September for Fall and February for Spring according to the University Bursar:

<https://paymybill.uillinois.edu/payments/PaymentDueDates>.

Mid-September: If you are still seeing issues in mid-September then reach out to our office.

[Tuition Waiver Processing Schedule](#)

Tuition

- Waiver type set by academic unit, not assistantship type.
- Certain curricula provide base-rate tuition only, student responsible for balance.
- Additional waiver information can be found at: <https://grad.illinois.edu/handbook/program-tuition-waiver-designations>

[Fees](#)



Student New Hire Resources

Graduate Employees' Organization (GEO)

[GEO Information](#)

- Employees are not required to join the union.
 - Employees are required to pay fair share fees when holding a covered position and electing not to join the union (this may be changing with the new Supreme Court ruling).
 - Fair share and dues are paid via payroll deduction.
 - Fair share and dues fees determined by the GEO.
 - More information can be obtained at the "all campus orientation" at the Illini Union. AHR/Graduate College will send Information.
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Health Care

[McKinley Health Center](#)

[Student Health Insurance](#) *McKinley Health Center, 1109 South Lincoln Ave., Urbana*

[Dental & Vision](#)

- Assistantships automatically enrolled.
 - May enroll dependents.
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[Leaves](#)

The link above provides an overview of the leave benefits available to you. The list includes the leaves mentioned below.

Paid Sick leave - *Example: 33% appointment of 13.2 hrs/wk = sick day of 2.64 hours*

Bereavement Leave

Parental Leave

Jury Duty