**EMPLOYMENT QUESTIONS:**

**What is an I9?**

The [I-9 form](https://www.humanresources.illinois.edu/employees/new-hires/I-9.html) is used by a company to verify the potential employee’s eligibility to work. I-9 forms are required by federal law to verify the potential employee’s identity and determine if they are eligible to work within the United States.

**Who is responsible for completing the I9?  How do I complete the I9?**

All employers and student employees must complete the [I-9 forms](https://nessie.uihr.uillinois.edu/pdf/Policy/FormI9Basics.pdf). I-9 forms can be completed online, your employer will send you a link via email.

An I-9 has to be completed for all employees hired to perform labor or services in return for wages or other remuneration, employees rehired after a break in employment, international employees who change from one visa type to another or whose employment eligibility date has been extended and employment is to continue, and employees who transfer from an unpaid to paid appointment.

**Why does an I9 have to be completed and why does it have to be completed by a set time?**

An [I9](https://nessie.uihr.uillinois.edu/pdf/Policy/FormI9Basics.pdf) must be completed to comply with the law. The Immigration Reform and Control Act of 1986 (IRCA) requires all U.S. employers to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986. The I9 also has a deadline to be completed to attest that proper procedures were followed and that the employee is authorized to work in the United States.

**What is an earnings statement and where do I access it?**

The earnings statement provides current information from Banner about your pay. Please note the pay period beginning and ending dates and the pay date of your earnings statement. Web-based earnings statements will be available three days prior to the pay date.

You may access your earnings statement by following the instructions below:

1. Access MY UI Info at <https://www.hr.uillinois.edu/myinfo>.
2. Look in the My Pay box.
3. Click on the “Earning Statement” link.

**I didn’t get paid, who should I contact?**

Employees should submit a [support request ticket](https://forms.office.com/Pages/ResponsePage.aspx?id=b35GRCxGok6CP3gA3lQ042uTNH1bcZ5EhYL3sE8XJlpUQzdZTE1IVjgySVZQQUVZMEJWQU5BRU9JNS4u) and include **URGENT: did not get paid** in question #5, the summary of the issue.

**Where do I find my timesheet and how do I fill out my timesheet?**

You can find your timesheet using this link, <https://apps.uillinois.edu/selfservice/> selecting UIUC, and logging in with your Net ID, select the employee tab, then select timesheet. Use the [Electronic Timesheet job aid](https://slcl.illinois.edu/document/34) for assistance completing and/or approving time electronically.

**Do I have to complete a timesheet to be paid?**

Yes. The Federal Fair Labor and Standards Act (FLSA) requires that hourly, non-exempt employees are required to submit timesheet in order to receive pay for the work.

**What is the maximum hourly rate for a grad hourly employee?**

This number will vary. Faculty should work with your department Office Manager to ensure consistency with other grad hourly appointments within your department. As a general rule, when determining the rate use the current graduate assistant rates and divide the 50% FTE by 80 hours (20 hours per week \*4).

**Is there payroll and benefit information available as a graduate employee?**

Yes,the[Graduate Employees Payroll & Benefits](https://humanresources.illinois.edu/employees/current-employees/graduate-employees/graduate-assistant/payroll%26benefits.html) page provides information on how to access and/or update W-4, earning statement, direct deposit, electronic W-2 form, personal information (name changes, updates to home/office address & phone number, changes to SSN, updates to employee information form, updates to loan default form), and frequently asked questions regarding benefits.

**Do I receive a tuition waiver?**

Graduate Teaching Assistants, Graduate Research Assistants and Graduate Assistants that are appointed between 25 to 67% for 91 or more continuous days for the semester appointed are qualified for a [tuition waiver](https://humanresources.illinois.edu/employees/current-employees/graduate-employees/graduate-assistant/index.html). Graduate Hourly appointments do not receive a tuition waiver.

**HIRING PROCESS:**

Faculty will need to complete the [Undergraduate-Graduate Hourly job form](https://slcl.illinois.edu/resources/slcl-faculty-and-staff-resources/human-resources) on the SLCL HR website and submit this form to your office manager. Additional information on undergraduate student employees is provided in the links below.

* [Guidelines and policies](https://osfa.illinois.edu/types-of-aid/employment/regulations/guidelines-policies/)
* [Types of student employment](https://osfa.illinois.edu/types-of-aid/employment/types-of-employment/)
* [Rights and Responsibilities](https://osfa.illinois.edu/types-of-aid/employment/regulations/rights-responsibilities/)
* [Wages for student employees](https://osfa.illinois.edu/types-of-aid/employment/regulations/wages/)

All University of Illinois student employees are subject to the Classifications and Scale of Biweekly Wages for Student Employees. These classifications and wages are subject to change due to increases in the minimum wage or other conditions affecting classifications or wages.

**What is the process to hire an Academic Hourly employee?**

[Academic Hourly Request Form](https://forms.office.com/Pages/ResponsePage.aspx?id=b35GRCxGok6CP3gA3lQ042uTNH1bcZ5EhYL3sE8XJlpUMUpJUkNTNks4MlZYSFNRUTYyWUNaOUFaWC4u)

Academic Hourly positions offer opportunities to work in administrative, clinical, research, or teaching positions on a temporary or intermittent basis. Academic Hourly employees require a bachelor’s degree or higher. They are appointed on a temporary or intermittent basis and are paid bi-weekly for only the hours actually worked. If more than 40 hours are worked in any given calendar week, the employee is due overtime pay. Academic Hourly employees should not be a registered grad or undergrad at the University of Illinois. Please note that once you have defined the job, drafted the job description, and identified the candidate to be hired if you have one; you will need to provide this to the HR office to submit this request via HireTouch.

**Who is responsible for determining if an appointment is for an RA, TA, GA or hourly appointment?**

If you are not sure, please reach out to HR for guidance. Below is criteria for each type of appointment.

Research Assistant: Examples of typical responsibilities include conducting experiments, organizing or analyzing data, presenting findings in a publication or dissertation, collaborating with faculty in preparing publications, overseeing work of other RAs, and other research activities.

Teaching Assistant: Primarily in support of instruction and include such responsibilities as teaching classes, grading student assignments, leading lab or discussion groups in a course setting, developing academic instructional materials, proctoring exams, overseeing/coordinating the work of other TAs, holding office hours, tutoring students. Teaching assistant positions are covered by a [collective bargaining agreement](https://humanresources.illinois.edu/assets/docs/GEO-2017-22-Contract.pdf) with the Graduate Employee Organization (GEO).

Graduate Assistant:

* Graduate Assistant (Administrative)- Primarily in support of administrative functions and include such general functions and typical duties as providing technical/support services, advising students, etc. Graduate Assistants (Administrative) are covered by a [collective bargaining agreement](https://humanresources.illinois.edu/assets/docs/GEO-2017-22-Contract.pdf) with the Graduate Employees Organization (GEO).
* Pre-Professional Graduate Assistant – Pre-Professional Graduate Assistants are appointed to non-TA/non-RA assistantship positions, in which they primarily gain experience, practice, or guidance that is significantly connected to their fields of study and career preparation.

Graduate Hourly: Graduate students appointed on an hourly basis for temporary special projects. The student must be registered in the Graduate College for the semesters of the appointment. These appointments do not provide a tuition waiver.

[Additional information](https://humanresources.illinois.edu/employees/current-employees/graduate-employees/graduate-assistant/index.html)

[Graduate and GEO Minimum Rates](https://humanresources.illinois.edu/assets/docs/AHR/Grad-Minimum-Salaries-2020-2021.pdf)

**Who is responsible for providing he CFOP listed in the ATLAS system for the appointment?**

Faculty should work with the department to confirm the relevant **C**hart, **F**und, **O**rg Program **C**ode (CFOP) to use.

**How long does it take to process an appointment?**

Generally, it takes 5-7 days for an appointment to process although there are many variables that can delay this process. Processing times during peak hiring seasons (fall, spring, and summer) may delay the appointment processing.

**At what point in the appointment processing is it considered complete and the student can officially start work?**

For returning student employees they can begin work on the start date referenced in their offer letter. New students can begin work on their start date referenced in their offer letter if they have completed their I9 and have met with HR to complete the new hire process.

**Can the student begin work prior to the appointment being processed?**

No, students must start work on the date provided in the offer letter.

**STUDENT EMPLOYMENT:**

**What fees am I being assessed?**

The following links provide a breakdown of student assessment fees, except health insurance that are mandatory for students in campus-based programs, according to enrolled hours.

* [Undergrad Fees](https://registrar.illinois.edu/tuition-fees/tuition-fee-rates/tf-rates-term/ug-fees-cr-2122/)
* [Graduate and Professional](https://registrar.illinois.edu/tuition-fees/tuition-fee-rates/tf-rates-term/g-fees-cr-2122/)

**What is taxed for Tuition Waivers?**

The value of graduate-level tuition waivers exceeding $5,250 per year is subject to [employment taxes](https://humanresources.illinois.edu/assets/docs/AHR/Graduated-Rate-Information.pdf) and must be reported as taxable wages on Form W-2.

* [Graduate Assistantship Resources](https://humanresources.illinois.edu/employees/current-employees/Grad-Asst-Resources.html)
* [Frequently Asked Questions for Academic Professional Searches/Civil service](https://www.hr.uillinois.edu/system_office_employees/workforce_planning/recruiting_frequently_asked_questions)
* [Graduate Hourly Pay](https://cam.illinois.edu/policies/hr-01/)

**FOREIGN NATIONALS:**

**How do I update my visa information when it changes?**

You will complete two important steps to update your visa information. First, review the International Students and Scholars Services [website](https://www.isss.illinois.edu/students/f1j1/nonimmstatus.html) and use the appropriate form in iSTART to update your I-20 or DS-2019. Do not let your immigration documents expire. Request a program extension in iSTART if you need more time to complete your program and make sure it’s at least two weeks before your document end date.

Second, contact HR; you will meet with an SLCL HR department representative to provide your identification documents to be used by the HR representative to complete an I9 reverification.

**I am a Foreign National working outside of the United States, what do I need to do to get paid?**

More information is available at on the OBFS Foreign National [webpage](https://www.obfs.uillinois.edu/payments-foreign-nationals/payments-to-foreign-employees-working-outside-usa/):

**What is a Temporary Control Number (TCN) and how do I request one?**

A Temporary Control Number is assigned and used if you have on-campus employment and you do not have a Social Security Number (SSN). This is a temporary number and will be replaced with your SSN once it is obtained.

* **Students**

For information on how to request a TCN, contact the Urbana ID center at (217)244-0135 or via email idcenter@illinois.edu. The Urbana ID center is located at the Illini Bookstore, First Floor, 809 S. Wright St. Champaign, IL 61820 & business hours are Monday- Friday 9am to 5pm.

Please visit the following website to obtain the full international student checklist (employment tab): <https://www.isss.illinois.edu/students/incoming/checkin/next_steps.html>

* **Faculty/Staff**

To request a TCN follow these [instructions](https://www.obfs.uillinois.edu/payments-foreign-nationals/how-get-temporary-control-number-tcn/) For additional questions email University Payroll & Benefits (UPB) at fninquiry@uillinois.edu to request a TCN

**MISCELLANEOUS:**

**Where do I find the Academic Year Session Dates?** The Office of the Registrar provides a current schedule for each semester on their [website](https://registrar.illinois.edu/academic-calendars/).

**My annual increase is not on my paycheck, who do I contact?**

Please submit a [service desk ticket](https://forms.office.com/Pages/ResponsePage.aspx?id=b35GRCxGok6CP3gA3lQ042uTNH1bcZ5EhYL3sE8XJlpUQzdZTE1IVjgySVZQQUVZMEJWQU5BRU9JNS4u)

**Why did my benefits increase so much?**

The insurance premiums charged to the employer and the employee are calculated by the cost of paying for healthcare for those covered under the plan and for operating costs. Your premium is a portion of the cost of the income that health insurers bring in to cover all of these costs. The State of Illinois Department of Central Management Services (CMS) negotiates insurance rates with the benefits administrators. Each negotiation may result in higher insurance rates, especially if the rates remained the same for several years in a row.

**What is an RNUA?**

The annual Report of Non-University Activities (RNUA) is the university process for managing real or perceived conflicts. The RNUA is a [process](https://www.vpaa.uillinois.edu/rnua) by which academic staff members disclose and obtain prior written approval for non-university income-producing activities or activities that might conflict with an individual’s university responsibilities. The links on the left provide additional information about the RNUA process.

[RNUA Schedule](https://www.vpaa.uillinois.edu/rnua/schedule/)

[Contacts and Resources](https://www.vpaa.uillinois.edu/rnua/contacts_resources/)

**PERFORMANCE REVIEWS:**

**What is the Academic Professional employee performance review process?**

The campus has a policy requiring that all academic professionals be evaluated, in writing, at least once a year. We do this to provide an opportunity for a review of the employee’s goals and accomplishments, and for a discussion of suggestions for improvements in the employee’s current job as well as his or her career aspirations. Goals and objectives for academic professionals should be derived from their department’s mission, which in turn support the mission and goals of the campus.

[Academic Professional Performance Review Resources](https://humanresources.illinois.edu/employees/forms/academic-employees.html)

**What is the Civil Service employee performance review process?**

Performance review should be a continuing, ongoing activity between employees and their supervisors. Regular performance evaluation encourages communication about job expectations and provides the opportunity for supervisors to give important feedback to their employees relative to their meeting performance standards. It also provides a basis for determining job training or development needs for employees. For employees not covered by the collective bargaining process, performance review also supports the process of determining merit salary increases.

The performance review should be conducted on a schedule that accommodates the work cycle of the unit.

In general, the required components of the review are the following:

* A written understanding, between the supervisor and the employee, of the major duties and responsibilities of the job held i.e., a job description.
* A supervisor’s written and signed evaluation of current performance compared to expected performance.
* A meeting between supervisor and employee to review the evaluation, which might include a discussion of plans and goals for the coming year.
* The employee’s signature on the evaluation form to signify that the employee and the supervisor have discussed the contents of the review. By signing, the employee is not signifying agreement with the review, only that the discussion was held. The employee may provide comments on the evaluation either verbally or in writing. A copy of the review is provided to the employee.
* The supervisor’s written and signed evaluation, together with any written employee comments, to be placed in the employee’s unit file.

[Civil Services Performance Review Resources](https://humanresources.illinois.edu/employees/forms/civil-service-employees/index.html)

**SEARCHES:**

**Faculty**

**Who do I go to with questions and for search support?**

Karen McNeely

**Specialized Faculty**

* [Campus Salary Minimums](https://las.illinois.edu/faculty/hiring/offerletters)
* <https://humanresources.illinois.edu/hr-professionals/labor-and-employee-relations/performance-management/specialized-faculty-resources.html>

**Who do I go to with questions and for search support?**

Laura Czys, Dana McCool, and Mariah Redmon

**Staff (Academic Professional and Civil Service)**

**Who do I go to with questions and for search support:**

Laura Czys, Dana McCool and Mariah Redmon