Faculty New Hire Resources

Campus Information:

Onboarding
New Hire Orientations
My UI Info
Information about Benefits, Leaves, Retirement and more
COVID-19 Resources
Campus holiday schedule
Worker’s Compensation
Policies

Reminder: We are a tobacco-free campus

School Information:
Human Resources page

Payroll information:

- Payroll Schedules
- Pay dates for faculty are on the 16th of every month.
- Earning Statement
  - Earning Statement
- If a change is needed for Direct Deposit Accounts
  - Direct Deposit
- NOA
- Tax Information
Faculty New Hire Resources

Appointment Information for Hiring Student Employees:

- **Limitations to Employment** – resources to help you understand how much your students are authorized to work.
- **Add appointments for TA, GA or RA** - To add appointments to assist you in your position
- **Graduate Minimum Salaries** - What to pay student appointments depending on assigned Full Time Equivalency (FTE)
- **Add Hourly Appointments** - Hourly appointments (non-tuition waiver positions)
  - Classification & Scale of BW appts for undergrads
- **Department Cheat Sheet** - Courses and hours for each FTE appointment
- If you have any students with hourly appointments that you supervise you will need to approve time
  - TimeTracker Supervisor Guide - Final

Business Office Information

**Business Office and Business Forms & Information | School of Literatures, Cultures, and Linguistics at Illinois**

**My-UI-Financials (accounts)**
- My-UI-Financials Resource Page - OBFS (uillinois.edu)

**Job Aids & Training Materials - OBFS (uillinois.edu)**

**Travel Resources**

- Business Travel - OBFS (uillinois.edu)
- Hotels - OBFS (uillinois.edu)
- Passenger Vehicles - OBFS (uillinois.edu)
- Air Travel - OBFS (uillinois.edu)
- iTravel Resource Page - OBFS (uillinois.edu)
- Reimbursement Rates - OBFS (uillinois.edu)
- Foreign Travel - OBFS (uillinois.edu)
Faculty New Hire Resources

Reimbursements for Foreign Travel Expenses - OBFS (uillinois.edu)

Sponsored Projects

Home | Sponsored Programs Administration (illinois.edu)

Facilities

Key Information:
• WHAT TO BRING TO RECEIVE YOUR KEYS:
• Current UIUC ID (University I-Card) – A copy of this card will be made and attached to your Facility Use Agreement.
• Any FLB keys you need to return – If you have been assigned a different office for the current academic year than the one you were assigned last year, you will be required to return the key that is already in your possession.

WALK-IN KEY PICK-UP SCHEDULE:
Monday August 15: 1:30 p.m. – 4:30 p.m.
Tuesday August 16: 9:00 a.m. – 11:30 a.m. and 1:15 p.m. – 4:30 p.m.
Wednesday August 17: 9:00 a.m. – 11:30 a.m. and 1:15 p.m. – 4:30 p.m.
Thursday August 18: 9:00 a.m. – 11:30 a.m. and 1:15 p.m. – 4:30 p.m.
Friday August 19: 9:00 a.m. – 11:30 a.m. and 1:15 p.m. – 4:30 p.m.
Monday August 22: 9:00 a.m. – 11:30 a.m. and 1:15 p.m. – 4:30 p.m.
Tuesday August 23: 9:00 a.m. – 11:30 a.m. and 1:15 p.m. – 4:30 p.m.
After August 23: By appointment only. Contact slcl-facilities@illinois.edu

Extras:
• IT support
• Key Websites for New Employees
• Acronyms
• Wellness Programs