



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](#)
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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](#)