



New Hire Resources

Campus Information:

[Onboarding](#)

[New Hire Orientations](#)

[My UI Info](#)

[COVID-19 Resources](#)

[Campus holiday schedule](#)

[Worker's Compensation](#)

[Policies](#)

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.
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Benefits

[Employee Benefits Information](#)

[Shared Benefits](#) – donate a vacation or sick day to a pool, then the pool can be used by anyone that has donated, if they run out of vacation or sick time when a disability claim is pending before the State Universities Retirement System (SURS) or when experiencing a catastrophic injury or illness.

[Employee & Child of Employee Tuition Waivers](#) - provides information on college tuition and service fee waivers available to eligible University employees and their children. Select the appropriate link



New Hire Resources

below to review the policy information and eligibility requirements.

[Child Care Resource Center](#)

[Library](#)

[MTD](#)

[Employee Discounts on software, computers, and accessories](#)

Employee Development

[Employee Development and Learning](#)

[Technology Services Training Listserv](#)

[OBFS Training](#)

[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