**Positions (public-Facing)**

Q - I am going to include our UIS Human Resources Department to see if F1 students are able to apply for our current job openings for CPAE online coordinator or advisor positions.

A - Anyone is welcome to apply for any open position at UIS that they are qualified for. Here is more information on the Application process at UIS: https://www.uis.edu/hr/career-seekers/applicant-information The required minimum qualifications are listed within each posting on our job board.It sounds like you might be asking if a student is legally eligible to work in the United States while they are studying on a Student visa. International Student Services may be best able to answer that question. A quick Google search yielded some helpful information on the US Citizenship andImmigration Services website.If none of those resources answer your question, you can reach out to your HR Division liaison,Carlene Hindert directly: chind2@uis.edu.

**Employees**

Q - New Hires

A - Welcome to UIS! We are delighted you have accepted a position with our campus. If you ever have a question, please do not hesitate to [contact Human Resources](https://www.uis.edu/hr/about/staff) and a member of our staff will be happy to assist you.

Our Mission

The University of Illinois Springfield provides an intellectually rich, collaborative, and intimate learning environment for students, faculty, and staff, while serving local, regional, state, national, and international communities.

Employee Resources

* [UI New Hire Login(link is external)](https://newhire.uihr.uillinois.edu/cf/newlog.cfm) (log in to new hire forms for new employees)
* [Payroll  (link is external)](https://www.hr.uillinois.edu/pay)– Payroll, tax information, Fair Labor Standards Act (FLSA)
* [Benefits & Leave](https://www.uis.edu/hr/benefits-leave)  – Benefit and leave information, programs, change your benefits, and more.
* [State Universities Retirement System (SURS)(link is external)](http://www.surs.org/)  – Read about your retirement options, newsletters, life events, get forms and more.
* [Policy and Web Apps(link is external)](https://apps.uillinois.edu/)  – Make updates online to your employee account, access time sheets, job resources, University policies and procedures and many more useful links.
* [New Employee Orientation The Essentials(link is external)](https://uofi.box.com/s/wwpmwbqcf7o6qqz7c9704um3uxxoxevq)(Box login required)

General Information

* [UIS Website](https://www.uis.edu/)  – News room info., UIS calendar of events, and much more.
* [SSU/UIS History](https://www.uis.edu/about/history-traditions/)  – Learn about the history of our institution.
* [Campus Safety](https://www.uis.edu/police/campus-safety/)  – Stay safe on campus.
* [Dining on Campus](https://www.uis.edu/dining)  – Menus, Nutrition information, Facilities.
* [Cox Children’s Center](https://www.uis.edu/childcarecenter/)  – We offer licensed and accredited childcare.
* [Information Technology Services](https://www.uis.edu/its)
* [UIS Bookstore(link is external)](http://www.bkstr.com/illinoisspringfieldstore/home)  – We have more than books!
* [UIS Library](https://library.uis.edu/)  – Use your I-card to check out books and more.
* [Campus Maps/Parking](https://www.uis.edu/about/visit/maps/)  – Directions, maps and tours.
* [Health and Wellness](https://www.uis.edu/uis-life/health-wellness)  – Professional health care, preventative services and resources for your physical, mental and emotional health.
* [Leadership Lived](https://www.uis.edu/leadership-lived) -Learn about our University Brand.  See videos and more.

Q - I have a question regarding the GPSI - UI New Hire steps. I have completed steps 1-3, the end of step 3 says it is completed, and go to step 4. I can't do steps 4-5, is there a reason for this/do I need to complete these? Also, I am able to view step 6 but when I click continue, an error message pops up.

A -Because you are a student employee, you are not eligible for benefits. Steps 4, 5, and 6 are all benefits related tabs, and therefore would not apply to you. If you have reached the error message, you have completed all necessary forms. All other questions related to your new hire forms can be directed to Je Greer (cc’d on this email) or to your department supervisor

Q - I'm , an ILSIP intern going through the New Hire process. I have completedSteps 1-5 without issue; however, when I click 'Continue' for Step 6, I am greeted with an error message that reads "You cannot enroll in the 403(b) deduction electronically at this time. Please contact University Payroll & Benefits for assistance or to enroll using a paper form."I have already contacted University Payroll & Benefits (via the creation of a help ticket in the portal linked to the error message), but I wanted to reach out to HR as well to see if the department had any insight into this issue.

A - Step 6 (retirement option) doesn’t apply to students, so you don’t need to do anything else. You have reached the end of the forms.

Q - My name is . I am a new graduate assistant. I am trying to complete my UI New Hire paperwork and it has skipped steps 4 and 5. It went straight to step 6 but it said I am unable to complete that step electronically. Are you all able to help me with this?

A - Step 6 does not apply to graduate students. Once you reach this step, you are finished with the NewHire forms.

Q - How do I determine what classification to test for and if I qualify for a position?

A -Visit the job board  to see what classifications the Human Resources office is currently hiring.  Learn what the**required minimum qualifications (**<https://www.sucss.illinois.gov/pages/classspec> **)** are for each posted position found within the job description.

Q - What is a Civil Service Exam? How can I prepare?

A - Each Civil Service classification has its own exam, which come in many different formats.  When you are scheduled for an exam, information such as time limit, exam components, and other related information is given to you.  As for preparing, many of our exams are credential assessments (add hyperlink to HR Credential Assessments Page). There is no preparation for this type of exam but make sure to be detailed when listing your work experience on the application.

Q - How do I apply for a Civil Service job?

A - Determine what Civil Service classifications are currently available for testing on our web site.

1. **Review the minimum qualifications** for the classification in which you are interested by reviewing the position description.
2. Submit your electronic application. (It is the applicant’s responsibility to supply information that clearly and accurately represents his/her qualifications.  Failure to do so may result in being determined ‘**not qualified**‘.)
3. Receive notification of qualification status.
4. Receive a notice regarding your score.

Q - How do I submit an electronic application?

A - Login to the employment website.

New External Applicants:

1. If you are a New External Applicant, click the “External Job Applicants” link found on the link provided above.
2. Create a Profile, type in the personal and contact information requested, and make up a user name and password that you can remember. Click create profile.
3. Once back on the Profile page, follow the instructions on the profile page for first time applicants.
4. Those instructions are: Click on the position you would like to apply for and scroll to the bottom. Click apply now.
5. Begin filling in your application and submit.
6. You will receive an email to confirm your application submission.

Internal Applicants:

1. If you are an Internal Applicant, please select the “Internal Job Applicants” link. You will log in using your UIS NetID and password.  **Please Do Not Create A New Account.**
2. Be sure to fill out your application completely giving **details** on your work experience.
3. Once you have logged on: You may select your desired Civil Service job from the job board.
4. Click Apply Now.

After the job deadline to apply has passed, allow 2-3 weeks for an email regarding the position. If you have any trouble creating an account, please contact HR by emailing [hremployment@uis.edu](mailto:hremployment@uis.edu)or calling (217)206-6652.

Q - How are Civil Service jobs filled?

A - CS jobs are filled through a testing process. Individuals take examinations for specific classifications and their scores are placed on lists called registers.  Scores appear on a register in order, from highest to lowest.  Registers change each time new scores are added or removed. When a vacancy occurs in a department, those already on the register will need to re-apply to be considered for the current vacancy and will be notified by email when one is posted.  Generally, the candidates with the top three scores are contacted for an interview opportunity.

Q - How long does my score stay on the register?

A - Generally speaking, your score is good for up to two years.  You are also removed upon hire, request, or failure to respond to the Human Resources office, among other reasons.

Q - Can I take the test over again?

A - You may request to re-write the exam up to three times within one calendar year.  Each instance of the exam must be taken at least 30 days apart, and this applies to all State University testing centers.

Q - Can I appeal my test score?

A - Yes, your initial step in appealing the exam score is to contact Human Resources immediately following receipt of the Notice of Examination Score. Human Resources will explain how that particular score was reached. If you require further explanation regarding your examination score, you may contact the University System Office by email (info@sucss.illinois.gov) or by U.S. mail. You may find the Exam Request Challenge form here https://www.sucss.illinois.gov  
. The total time limit for contacting the employer and the University System is within 30 days after receiving the Notice of Examination Score. For more information, please visit the State Universities Civil Service Systems website at https://www.sucss.illinois.gov  
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Q - Can I transfer my score?

A - Yes, you may request to transfer your test scores to other State University institutions.  For more information, please [contact Human Resources.](https://www.uis.edu/hr/contact/)

Q - How do I upload my transcripts and other documents?

A - Transcript must be uploaded during the application process. Follow the directions given while applying and upload all forms under the documents tab when prompted. You must upload your transcripts with every application, as they do not upload automatically from your profile when you apply. Human Resources does not have access to UIS transcripts. To obtain these, please contact the Office of Records and Registration by emailing [registrar@uis.edu](mailto:registrar@uis.edu)

Assistive Technology Users

Assistive technology users may apply through our [accessible application form](https://www.uis.edu/sites/default/files/2022-07/Application%20Template%20UIS.pdf).  Please refer to job postings for all requirements.

Q - Out-of-State Applicants

A - For classes requiring technical qualifications; i.e., a high degree of specialized experience, training or education, for which there is an inadequate supply of qualified applicants who are citizens of, or residents in, the State of Illinois, the DER (Designated Employer Representative) may waive the residency requirement and admit out-of-state residents to the examination only in accordance with the following criteria:

**Preference for employment** in the universities and agencies under the System **shall be granted to residents of Illinois**. Such preference shall be extended when the qualifications of residents and non-residents applying for admission to examinations are substantially equal. The responsibility for the implementation and enforcement of this policy shall rest with the DERs of the universities and agencies, subject to periodic review by the Director or his/her designee.

While the residency requirement provides a significant preference in the original employment of Illinois residents to fill vacant positions within the University System, current status employees may be admitted to any examination based on their current status appointment and seniority within their class, irrespective of their current residence.

Q - Fair Labor Standards Act (FLSA)

A - The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, record keeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments.

In September 2019, the Department of Labor (DOL) issued revised regulations for exemption from FLSA. The **revised rule** is effective January 1, 2020.  **Additional Resources** are available on the University of Illinois System Human Resources website.

If you have questions, please contact [UIS HR](https://www.uis.edu/node/33427088).

Q - [University of Illinois Springfield Annual Security and Fire Safety Report](https://www.uis.edu/police/jeanne-clery-act/annual-security-report)

A - The University of Illinois Springfield Annual Security and Fire Safety Report is available by contacting the Division of Public Safety. This report includes statistics from the previous three years concerning reported crime that occurred on campus, in certain off-campus buildings or property owned or controlled by the University of Illinois Springfield campus and statistics for fires in on-campus student housing. The report also includes institutional policies concerning campus security and other safety information along with fire safety policies and procedures.

Q - University of Illinois System Statement on Sex Discrimination, Sexual Harassment and Other Sexual Misconduct

A - The University of Illinois System Statement on Sex Discrimination, Sexual Harassment and Other Sexual Misconduct reiterates that the University of Illinois prohibits and will not tolerate sex discrimination, sexual harassment and other sexual misconduct in its education programs and activities. Should you have any questions regarding the Statement or any related system or university policies and procedures, please contact your Title IX Coordinator at the number or email address included in the Statement.

Terms and Definitions

**Classification**: Assignment of a job to a class.  Jobs similar in duties, responsibilities, and worth are grouped together and given the same standard title.

**Job**: A specific group of duties and responsibilities served by one employee.

**Register**: A list of candidates who have taken and passed the Civil Service examination, per classification. Registers are listed in order of highest score.

**Veterans Preference**: Veterans who were discharged under honorable conditions and certain other individuals may be eligible for additional points on an original entry Civil Service exam.

The University of Illinois Springfield is an Affirmative Action/Equal Opportunity Employer ensuring equal opportunities in programs, activities, and employment regardless of race, religion, national origin, age, sex, sexual orientation, disability, or veteran status.

Q - Student Appointments – Undergraduate and Grad Hourly

A - All students must be registered for a minimum of **six (6) credit hours** to be eligible for student employment during the Fall and Spring semesters and **three (3) credit hours** in the summer. Lacking such enrollment during the Summer semester, an applicant may be considered student staff if they were enrolled for **six (6) or more credit hours** during the spring semester immediately preceding the Summer semester, or if they are registered for the fall semester immediately following the summer. Domestic students that graduate in the spring semester are eligible to work during the summer as long as they met all the requirements for student employment during the spring semester.  These students are permitted to work until the Friday before the start date of the Fall semester. International students are not permitted to work beyond their graduating date.

Citizens and permanent residents are permitted to work up to **25 hours per week** during the fall and spring semesters while classes are in session, including finals week. International students are permitted to work a maximum of **20 hours per week** during the fall and spring semesters while classes are in session, including finals week. All students may work up to 37.5 hours per week during any week there are no classes or exams.

To work as a student employee, your first step is to visit [CareerConnect](https://www.uis.edu/career/careerconnect) (powered by Handshake). Current UIS students have been automatically registered for UIS [CareerConnect](https://www.uis.edu/career/careerconnect).

**UIS Students Registered for Classes** – To login to UIS [CareerConnect](https://www.uis.edu/career/careerconnect) (powered by Handshake), enter your netID (your UIS email without the @uis.edu portion) as your username. If this is **the first time you have logged in to UIS CareerConnect,** use the 'Need Password' button to have your password generated and sent to your UIS email address.

**\***Any student who has submitted a “Request to Prevent Disclosure of Directory Information” form with Records and Registration has **not** been registered for UIS CareerConnect (powered by Handshake). These students will need to manually register for UIS CareerConnect (powered by Handshake) using the form on the CareerConnect homepage.

For help with writing a resume, please contact UIS Career Development Center at 217-206-6508.

All student employees are required to electronically complete an I-9 form in-person at the Office of Human Resources before they can begin working.  In order to complete the I-9, you will need original, unaltered documents from this list of [Acceptable I-9 documents](https://www.uis.edu/sites/default/files/2023-05/Acceptable%20I9%20Documents.pdf).  We are unable to accept photocopies.

Once your I-9 has been completed, your approved employment checklist or grad hourly application will be sent back to your hiring department.  Your department will initiate a New Hire and you will receive an email to your UIS email from noreply@uillinois.edu

that contains specific instructions on how to log into the UI New Hire system. Please complete these within 3 days so that your position can be activated in Banner.

Q - Undergraduate Hourly

Q - FEDERAL WORK STUDY PROGRAM

A - The Federal Work-Study (FWS) program is a form of financial aid that allows you to earn money to pay for a portion of your educational expenses. FWS is awarded to undergraduates with the highest financial need after their eligibility for grants and need-based scholarships has been considered. The program encourages both community service work and work related to your course of study. FWS is one of the few types of financial aid awarded by the Office of Financial Assistance that does not credit directly to your university account. Rather, you must work to earn the amount of FWS for which you may be eligible and the wages are paid directly to you in the form of a pay check. The salary for FWS positions is the prevailing federal/state minimum wage, which is currently $13 and will increase to $14 per hour January 1, 2024.

If your Financial Aid Offer Notification includes a FWS award, you are eligible to apply to positions that require FWS as well as any positions that do not require FWS. You can search open positions on [CareerConnect](https://www.uis.edu/career/careerconnect). If you wish to decline your FWS award or reduce your award, (the minimum FWS award is $1,000) and request additional Federal Stafford Loan monies please call or visit the Office of Financial Assistance in UHB 1015. A Financial Aid Advisor will be able to determine if you have additional loan eligibility.

If your Financial Aid Offer Notification did not include a FWS award but you would like to work in a FWS position, please call or visit the Office of Financial Assistance. An advisor will be able to determine your eligibility to receive FWS. If you have been awarded a student loan, your student loan eligibility may be reduced.

Q - Hiring Procedures / How to Post a Student Employment Job

A - All departments wishing to hire student employees will need to register with CareerConnect powered by Handshake to post your position.

Positions must be posted for a minimum of 3 days and a minimum of 3 candidates should be interviewed before the position can be filled. This allows everyone an equal opportunity to apply for positions. CareerConnect will collect all resumes for student positions.

Q - Steps for Hiring Undergraduate Student Employees

A - [Student Employment Checklist](https://www.uis.edu/sites/default/files/2023-06/23_24%20STUDENT%20EMPLOYMENT%20CHECKLIST.pdf)

1. Register as an employer in [CareerConnect](https://www.uis.edu/career/careerconnect) (Requests reviewed by Student Employment)
2. After you have received your CareerConnect Logon ID and password, **log in to CareerConnect**and post your position.
3. Sort through the collected résumés and contact the students whom you have selected to interview.
4. After you have selected your student(s) to hire, complete an Employment Checklist with the student(s) and send it via [PEAR(link is external)](https://www.aits.uillinois.edu/services/application_services/PEAR/) to [jgree6@uis.edu(link sends email)](mailto:jgree6@uis.edu). Once the Checklist is approved, the departmental HR Front End processor will be notified to Initiate a New Hire or Add a Job (for students that have previously completed the new hire process) in HR Front End.
5. During their first week, please assist your new hires with the completion of their New Hire forms. Payroll cannot be processed until all required forms are completed and the position has been applied (activated) in Banner.
6. If you are hiring a student who is currently employed on campus, please contact the other employer(s) and coordinate with them to ensure the student does not exceed weekly hour limit.
7. Federal regulations state that **students cannot work** until their I-9 process is completed. This includes volunteering or observing/training.

Q - Steps for Hiring Graduate Hourly Student Employees

A - [Graduate Hourly Application](https://www.uis.edu/sites/default/files/2023-05/Grad%20hourly%20app.pdf)

1. Register as an employer in [CareerConnect](https://www.uis.edu/career/careerconnect) (Requests reviewed by Student Employment)
2. After you have received your CareerConnect Logon ID and password, **log in to CareerConnect**and post your position.
3. Sort through the collected résumés and contact the students whom you have selected to interview.
4. After you have selected your student(s) to hire, complete a Graduate Hourly Application with the student(s) and send it via [PEAR(link is external)](https://www.aits.uillinois.edu/services/application_services/PEAR/) to [jgree6@uis.edu](mailto:jgree6@uis.edu). Once the Checklist is approved, the departmental HR Front End processor will be notified to Initiate a New Hire or Add a Job (for students currently employed) in HR Front End.
5. During their first week, please assist your new hires with the completion of their forms. Payroll cannot be processed until all new hire forms are completed and their position is applied (activated) in Banner.
6. If you are hiring a student who is currently employed on campus, please contact the other employer(s) and coordinate with them to ensure student does not exceed weekly hour limit.
7. Federal regulations state that **students cannot work** until their I-9 process is completed. This includes volunteering or observing/training.

Q - Additional Steps for Hiring International Student Employees

A -

* Must have a physical social security card in order to complete an I-9
* Instructions on obtaining a social security card and the requirements can be found on the International Student Services website: <https://www.uis.edu/iss/employment-training/social-security-number>
* Once you have received your original social security card in the mail, email [studentemployment@uis.edu](mailto:studentemployment@uis.edu)to request an I-9 appointment. Make sure to include times you are available to meet in-person.
* Once your I-9 is completed, your approved checklist or grad hourly application is returned to the departmental HR Front End processor to Initiate a New Hire or Add a Job (for students currently employed) in HR Front End.
* You will need to take your social security card to Records & Registration in UHB and request that your record be updated so that all of your information matches at the end of the year.
* International students are required to complete a Foreign National Tax Review in the Payroll Office (BSB85), using the [Foreign National Tax Information form](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=94585) . To schedule an appointment with the Payroll Office, you should call (217) 206-7144. Be sure to have your passport and visa information with you as well as your Social Security Card when you go there.
* International students are permitted to work a **maximum of 20 hours** while school is in session.
* If taking courses during the summer, the **maximum remains at 20 hours/week.**
* If the student was registered for at least 6 credit hours in the spring, they can work up to 37.5 hours during the summer.
* International Students are only permitted to work until the last day of the semester or the date on their I-20, whichever comes first.

Contact Information

Student Employment is located in the Human Resources Building, Room 30.

For questions regarding Student Employment, please email StudentEmployment@uis.edu, [jgree6@uis.edu](mailto:jgree6@uis.edu)  or call 217-206-6652.

Q - Pre-employment screening Policies and Procedures and onboarding forms

A -

* [UIS Security Sensitive and or Critical Positions](https://www.uis.edu/sites/default/files/inline-images/UIS-Security-Sensitive-and-or-Critical-Positions.pdf) (pdf)
* [UI Background Check Policy (updated January 12, 2016)(link is external)](https://nessie.uihr.uillinois.edu/pdf/Policy/UniversityBackgroundCheckPolicy.pdf)
* [UIS Background Check Procedures, Jan 2016](https://www.uis.edu/sites/default/files/inline-images/UIS-Background-Check-Procedures-Jan-2016.pdf)
* [UIS Background Check Procedures Supplement (Rev 1-May-20)](https://www.uis.edu/sites/default/files/inline-images/UIS-Background-Check-Procedures-Supplement-Rev-1-May-20-accessible.pdf) (pdf)
* [Pre Employment Drug Screening](https://www.uis.edu/sites/default/files/inline-images/Pre-Employment-Drug-Screening.pdf) (pdf)  **UPDATED** **07/19**
  + [Titles Subject to Pre-Employment Screening](https://www.uis.edu/sites/default/files/inline-images/Titles-Subject-to-Pre-Employment-Screening-2.pdf) (pdf)
* [Pre employment Physical Agility and Lifting](https://www.uis.edu/sites/default/files/inline-images/Pre-employment-Physical-Agility-and-Lifting.pdf) (pdf) **UPDATED 07/19**
  + [Titles Subject to Pre-Employment Screening](https://www.uis.edu/sites/default/files/inline-images/Titles-Subject-to-Pre-Employment-Screening-2%20%281%29.pdf) (pdf)

Q - E-Verify

What is E-verify?

A - In June 2008, President Bush signed an amendment to Executive Order 12989, instructing federal agencies to required contractor participation in E-Verify.  E-Verify is an internet-based system operated by the U.S. Citizenship and Immigration Services (USCIS) that allows employers to electronically verify the employment eligibility of employees, regardless of citizenship.

As a recipient of federal contracts, the University of Illinois is required to comply with the Executive Order as amended and the final rule.  Originally, this final rule was to go into effect on January 15, 2009, but was delayed pending the outcome of a lawsuit challenging the new rule.  On August 26, 2009, a federal judge granted a summary judgment that the federal contractor rule has been upheld.  This ruling makes it possible for the Department of Homeland Security (DHS) to implement the federal contractor requirements as early as September 8, 2009.  This increases the likelihood that the University will be subject to E-Verify shortly after September 8.

A University workgroup has been meeting regularly to determine the best implementation strategy for the University.  The work group includes representation from a number of different campus and University-wide entities, including Human Resources, Access and Equal Opportunity, International Offices, Student Employment, University Counsel, OBFS – Grants and Contracts, OBFS – Purchasing, OBFS – Business and Finance, and the Office of Sponsored Programs and Research Administration.

Further information on the E-Verify requirement will be communicated once the implementation strategy has been finalized; however, we are continuing to require I-9 completion in the Office of Human Resources or in Student Employment.  In addition, E-Verify submissions, confirmations, and any occurrences of non-confirmations will also be handled by Human Resources and Student Employment.  E-Verify and I-9 training will be scheduled for the campus later this fall.  Please watch our campus announcements for more information.

Q - Prepare for E-Verify

A - The University will soon begin using E-Verify, an online system, to verify employees’ authorization to work in the United States.  As part of this process, **each employee hired after November 6, 1986** will need to complete a new Form I-9, which will require presentation of official identification documents.

Q - What should I do now?

A -

* [View the Form I-9 Lists of Acceptable Documents(link is external)](https://nessie.uihr.uillinois.edu/pdf/I9_Documents.pdf).  You will be required to present any List A document **OR** a combination of a List B **AND** a List C document. (If you choose to present a List B document, it must contain a photo.)
* **Locate the original document(s)**, as outlined above.  Copies are not acceptable.
* **Confirm that the documents are unexpired.**  (If they are expired, now is the time to renew these documents.)
* **Verify that the information listed on the documents is current**(For example, if you have been married, divorced, or have otherwise changed your name, and have not yet changed your name through the Social Security Administration (SSA) or the Department of Motor Vehicles (DMV), you should take the necessary steps to ensure that your name appears correctly on these documents.

View further information on the [E-Verify requirement and the Form I-9 process](https://nessie.uihr.uillinois.edu/cf/policies/index.cfm?Item_id=4334)

Q - State Universities Civil Service System

A - [The State Universities Civil Service System](http://www.sucss.illinois.gov/default.aspx?osm=c1) was created in January, 1952. The Statute states “The purpose of the University System is to establish a sound program of personnel administration for the Illinois Community College Board, Southern Illinois University, Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, Western Illinois University, University of Illinois, State Universities Civil Service System, State Universities Retirement System, the Illinois Student Assistance Commission, and the Board of Higher Education. All certificates, appointments and promotions to positions in these agencies and universities/institutions shall be made solely on the basis of merit and fitness, to be ascertained by examination, except as specified in Section 36e”.

In addition, this Statute states that all examinations given under the University System shall be open to all applicants who are citizens of or residents in the State of Illinois and who can qualify by training and experience (Minimum Acceptable Qualifications as listed in our class specifications) for employment.

A civil service examination in our System may consist of a written examination, oral test, physical test, aptitude test, or other appropriate tests and/or a rating of experience and training or a combination of any of these examination aspects. The civil service examinations are used to determine the rank of all applicants seeking a civil service position.

All State Universities Civil Service System employers use civil service examinations to help determine if applicants possess the basic knowledge, skills and ability to perform the functions of the position. Written (Knowledge and Understanding and Following Directions) and oral tests (Oral Boards) present questions and problems that test candidates for the critical knowledge, skills, and abilities needed in the position. Training and Experience (or Credential Assessments) examinations are used to evaluate the candidate’s work experience and education background for determining requisite knowledge, skills, and abilities to perform in a position. Performance tests (Physical Fitness, Typing, Transcription) measure candidates’ ability to perform job-related tasks, such as being physically fit for police work, typing or entering computer data.

Examinations provide a system that is fair and objective for all applicants. For a particular examination, applicants answer similar questions or are asked to submit information. Applicants receive a score or scores based on the same examination components. This gives all candidates an equal opportunity to be placed on an employment register, the possibility for an interview and the potential to be selected.

After you have completed an examination, you will receive a score. Veteran’s Preference points for those who qualify may be added to your final score. (For more information on Veteran’s Preference, visit our website link [Examination Procedures Manual Section 3, Veterans Preference](http://www.sucss.illinois.gov/ProcMan/manuals.aspx?osm=c40)).

Finally upon examination, a “Register” is composed of one or more names of candidates who can potentially be referred for a job interview. Each employer (university/agency) uses a register for their specific employment location to certify (refer) candidates for position interviews. Scores are ranked on the register in numerical order. So a rank of “1” is better than “40”. The employer shall certify the three names of the candidates standing (ranked) highest on the register(s) at the time a vacancy is declared. Please note all applicants receiving the same score will be given the same ranking. From these employment registers you may be referred for an interview.

Q - More About Civil Service at UIS:

A - Civil Service employees support many activities at UIS with jobs in clerical, crafts and trades, managerial, paraprofessional, professional, service, and technical areas.  A few of the many Civil Service titles are:

* Building Service Worker
* Culinary Worker
* Office Support Specialist
* Admissions and Records Officer
* Child Development Associate
* Police Telecommunicator

Q - Police Officer Testing

A - This position requires a supplemental form to be filled out and submitted along with the application. Please click here to access the form: [Police Officer Supplement](https://www.uis.edu/sites/default/files/inline-images/Police-Officer-Supplement-updated-101821.docx). Successful completion of the Police Officer examination is dependent upon passing a three‐stage examination.

The content of these stage are outlined below:

* PHYSICAL FITNESS TEST (PFT) Pass-Fail. Must pass all 4 components.
* COGNITIVE TEST
  + (60% of total examination score)
* STRUCTURED ORAL INTERVIEW (SOI)
  + (40% of total examination score)

All three stages (PFT, Cognitive Test, and Structured Oral Interview) must be passed. Failure to pass any stage will disqualify you from moving on through the examination process and will result in failure of the exam. Once you have successfully completed the PFT and the Cognitive Test, you will be scheduled for the Structured Oral Interview. The total exam score will range from 0 to 100, with a minimum score of 70 required to pass the exam. Veterans Preference points will be added to a passing score of 70, if applicable. For more information on the Police Series, please visit the SUCSS website at <https://www.sucss.illinois.gov/pages/testprep/police.aspx>.

For a complete list of civil service classifications please visit the [State University Civil Service System](http://www.sucss.state.il.us/) website.  On their website, you will also find the following helpful information:

* Exam tips and study guides
* Practice typing tests and practice exam questions
* **Minimum qualifications** for each of the civil service classifications: [https://www.sucss.illinois.gov/pages/classspec(link is external)](https://www.sucss.illinois.gov/pages/classspec/default.aspx)
* Exam Request Challenge form: [https://www.sucss.illinois.gov/documents(link is external)](https://www.sucss.illinois.gov/documents/pm/Examination/5.13a.pdf)
* Request for Civil Service Pre-Employment Examination Accommodation: [https://www.sucss.illinois.gov/documents](https://www.sucss.illinois.gov/documents/pm/Examination/5.17.pdf)

**Benefits**

Q - The University of Illinois Springfield offers a wide variety of benefits for faculty and staff.

A - Employees can choose from a number of competitive health insurance plans, a dental plan, flexible spending plans, several types of term life insurance, long term disability insurance, supplemental investment programs and additional optional offerings. Employees and their children may also be eligible for tuition waivers.

In addition to the benefits mentioned above, UIS provides sick time, shared benefits leave, vacation time, floating holidays, several paid holidays and other opportunities to take time away from work when necessary. Employees are also eligible to receive local merchant discounts with their I-card at participating retailers.

Benefits contact

University Payroll and Benefits (UPB)  
One University Plaza, BSB 85  
Springfield, IL 62703  
(217) 206-7144  
[benefits@uillinois.edu](mailto:benefits@uillinois.edu)

Q - UIS Benefit Programs

A - University employees may be eligible for one of two [benefit programs](https://www.hr.uillinois.edu/benefits/):

[State Employees Group Insurance Program (SEGIP)](https://www.hr.uillinois.edu/benefits/segip) - Health insurance and other benefit plans offered by the State of Illinois Department of Central Management Services (CMS) to employees meeting certain [eligibility criteria](https://www.hr.uillinois.edu/benefits/segip/health).

[RSL BasicCare](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=634810) - A separate limited plan offered to employees who are not eligible for SEGIP, but who average 30 or more work hours each week on a regular basis. [See the ACA page](https://www.hr.uillinois.edu/benefits/acainfo) for additional eligibility details.

The University also offers certain optional benefit plans, which may be available to additional groups of employees.

* [Life & Disability Insurance](https://www.hr.uillinois.edu/benefits/lifedisability)
* [Flexible Spending Accounts](https://www.hr.uillinois.edu/benefits/fsa)
* [Retirement & Investment Plans](https://www.hr.uillinois.edu/benefits/retirement)
* [Supplemental Long Term Disability Insurance](https://www.hr.uillinois.edu/benefits/ltd#UniversityLTD)

Q - Work-Life Balance Benefits and Programs

A - University employees may be eligible to take part in a variety of other programs which can help to improve work-life balance. Services include wellness and health programs, and discount opportunities.

[Be Well Illinois](https://www2.illinois.gov/cms/benefits/StateEmployee/BeWell/Pages/default.aspx) - supports your total wellbeing through information and educational resources such as wellness webinars, monthly health awareness causes, financial wellness, healthy eating, and exercise tips.

[Recreation and Wellness Programs(link is external)](https://www.hr.uillinois.edu/benefits/worklife/wellness) – each campus is dedicated to providing awareness, education, and support for healthy lifestyle habits.

[SEGIP Adoption Benefit Program (link is external)](https://www.hr.uillinois.edu/benefits/worklife/adoption)- employees who adopt children are eligible for reimbursement of eligible expenses through the Adoption Benefit Program.

[SEGIP Smoking Cessation Program(link is external)](https://cms.illinois.gov/benefits/stateemployee/smokingcessation.html) - members and their enrolled dependents are eligible to receive a maximum $200.00 rebate upon completion of an approved Smoking Cessation Program.

[SEGIP Weight-Loss Benefit(link is external)](https://cms.illinois.gov/benefits/stateemployee/weight-lossbenefit.html) – employees are eligible to receive a maximum $200.00 rebate toward the cost of an approved weight-loss program once every three plan years.

[State Employee Assistance Programs(link is external)](https://www.hr.uillinois.edu/benefits/worklife/eap) are available to employees who are eligible for SEGIP. If the employee participates in a State health plan, EAP services are also available to their eligible dependents. The State EAP is a free, voluntary, and confidential program that provides problem identification, counseling, and referral services. Employees will be directed to a Guidance Consultant to assist them with a variety of concerns. All calls and counseling sessions are confidential, except as required by law.

To view and access all services available to you, create an account and login using the steps below:

Visit [ComPsych(link is external)](https://www.guidanceresources.com/groWeb/login/login.xhtml)

* If you have not registered on the ComPsych website:
  + Select the **Register** tab
  + Enter **Organization Web ID**: Stateofillinois and select the **Register** button
  + Choose a User Name and Password
  + Enter your preferred email address and choose security questions and answers
  + Select the **Submit** button
* Once registered, log in using your user name and password.

Getting help is easy, convenient, and available 24 hours a day, seven days a week at 833-955-3400 or 800-697-0353 (TDD/TTY). A Guidance Consultant will answer your questions and, if needed, refer you to a counselor or other resources.

Q - Employee Tuition Waivers

A - This section provides information on college tuition and service fee waivers available to eligible University employees and their children. Select the appropriate link below to review the policy information and eligibility requirements.

Q - Civil Service Employees

A - [Civil Service Employees and Retirees Tuition Waiver Policy Information and Eligibility Requirements](https://www.hr.uillinois.edu/benefits/tuitionwaivers/civilservice)

Civil Service employees and retirees may be eligible for an employee tuition waiver.

Retirees can receive tuition and fee waivers for courses at one of the University of Illinois campuses only. (UIC, UIS, or UIUC).

In addition to attending one of the University of Illinois campuses, active Civil Service employees can attend other State Universities Civil Service System (SUCSS) institutions. These include:

* Chicago State University
* Eastern Illinois University
* Governors State University
* Illinois State University
* Northeastern Illinois University
* Northern Illinois University
* Southern Illinois University
* Western Illinois University

Q - Academic Professional and Faculty Employees

A - [Academic Professional and Faculty Employees and Retirees Tuition Waiver Policy Information and Eligibility Requirements](https://www.hr.uillinois.edu/benefits/tuitionwaivers/academic)

[(link is external)](https://www.hr.uillinois.edu/benefits/tuitionwaivers/academic)

Academic Professional or Faculty employees and retirees may be eligible for an employee tuition waiver from any of the three University of Illinois campuses (UIC, UIS, or UIUC).

Application Procedures are based on the campus where you are employed.

University of Illinois Springfield (UIS) employees who are attending classes at UIS are NOT required to fill out a form to receive the tuition waiver. Once enrolled in the desired courses, the Financial Aid Office credits the employee for the value of the tuition waiver based on appointment criteria in the payroll system.

University of Illinois Springfield (UIS) employees who are attending classes at **UIC or UIUC**, OR UIS Civil Service Employees attending another SUCSS institution:

* Enroll in the course(s).
* Complete and submit the [online Tuition Waiver application(link is external)](https://nessie.uihr.uillinois.edu/apps/waivers/emplogin.cfm). The Human Resources office will notify the Financial Aid office of the University you plan to attend.

Q - Child of Employee

A - An employee's child who attends the University of Illinois **OR** an eligible Illinois Senior Public University may be eligible for the Child of Employee 50 Percent Tuition Waiver as provided under state statute 110 ILCS 305/7f. Each link below provides the Policy Information and Eligibility Requirements for the applicable situation:

* [Child of Employee Attending University of Illinois(link is external)](https://www.hr.uillinois.edu/benefits/tuitionwaivers/child-uofi)
* [Child of Employee Attending other Illinois Senior Public University(link is external)](https://www.hr.uillinois.edu/benefits/tuitionwaivers/child-other)

UIS Employee questions related to tuition waivers should be directed to [uishr@uis.edu](mailto:uishr@uis.edu)

[(link sends email)](mailto:uishr@uis.edu)

Q - Tuition Waiver Forms

A - University of Illinois Springfield (UIS) employees who are attending classes at UIS are NOT required to fill out a form to receive the tuition waiver. Once enrolled in the desired courses, the Financial Aid Office credits the employee for the value of the tuition waiver based on appointment criteria in the payroll system.

For more information on which forms to complete and assistance with the forms, please contact [uishr@uis.edu](mailto:uishr@uis.edu)

[(link sends email)](mailto:uishr@uis.edu)

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Employee Forms:

* [Employee Tuition Waiver Application(link is external)](https://nessie.uihr.uillinois.edu/apps/waivers/emplogin.cfm) (Online Application)

Child of Employee Forms:

* [Benefit Utilization Record(link is external)](http://nessie.uihr.uillinois.edu/pdf/benefits/utilization.pdf)
* [Application for Child Attending the University of Illinois(link is external)](https://nessie.uihr.uillinois.edu/apps/waivers/ctwLogin.cfm) (Online Application)
* [Inter-institutional Tuition Waiver Application for Child of Employee(link is external)](http://nessie.uihr.uillinois.edu/pdf/benefits/twaiverapp.pdf)

Q - Self-Supporting and Cost Recovery Programs

A - These programs have unique tuition and fee waiver requirements and tuition schedules, and so are an addendum to the [Tuition Waiver Policy](https://www.hr.uillinois.edu/benefits/tuitionwaivers)

[(link is external)](https://www.hr.uillinois.edu/benefits/tuitionwaivers)

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**Cost Recovery Programs** are not allocated state funds and must generate all of the program’s funding through tuition and fees. Cost Recovery Programs are approved by the Board of Trustees, and are **excluded from all tuition and fee waiver programs,** but must honor [statutory waivers](https://www.pb.uillinois.edu/what-we-do/budget-planning-and-analysis/tuition/policy-on-tuition-and-fee-waivers.cfm)

[(link is external)](https://www.pb.uillinois.edu/what-we-do/budget-planning-and-analysis/tuition/policy-on-tuition-and-fee-waivers.cfm)

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Q - Approved Cost Recovery Programs:

A - [Graduate Academic Partners Online Graduate Degree Programs](https://onlinecbm.uis.edu/) (Excluded from employee tuition waiver.)

* Online MBA - 40PE9875MBAU
* Online MS Finance - 40PE5624MSU
* Online MS Human Resource Management - 40PE5715MSU
* Online MS Healthcare Informatics - 40PE6029MSU
* Online Masters in Cybersecurity Management - 40PE6027MSU
* Masters in Management Information Systems - 40PE9890MSU

[Graduate Academic Partners Online Graduate Certificate Programs](https://www.uis.edu/online/online-degrees-programs/graduate-certificates-licensure-programs) (Excluded from employee tuition waiver.)

* Online Graduate Certificate Human Resource Management (if primary curriculum) - 40PE5325NDEU
* Online Graduate Certificate in Applied Finance (if primary curriculum) - 40PE5592NDEU
* Online Graduate Certificate in Operations & Supply Chain (if primary curriculum) - 40PE5530NDEU
* Graduate Certificate in Cybersecurity Administration- 40PE5968NDEU
* Graduate Certificate in Cybersecurity Management - 40PE5969NDEU
* Graduate Certificate in Business Analytics - 40PE5640NDEU
* Graduate Certificate in Business Process Management - 40PE5159NDEU
* Graduate Certificate in IT Project Management- 40PE5157NDEU

**Self-Supporting Programs** do not receive direct state subsidy (general revenue funds) and are usually aimed at non-traditional audiences (e.g. professional, off-campus, online). Self-Supporting Programs may depend on a special Board of Trustees approved tuition rate to cover additional costs of developing and offering the program and are **excluded from all tuition and fee waiver programs**, but must honor [statutory waivers](https://www.pb.uillinois.edu/what-we-do/budget-planning-and-analysis/tuition/policy-on-tuition-and-fee-waivers.cfm)

[(link is external)](https://www.pb.uillinois.edu/what-we-do/budget-planning-and-analysis/tuition/policy-on-tuition-and-fee-waivers.cfm)

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Q - Approved Self-Supporting Programs:

A - [ION Professional eLearning Programs](https://www.uis.edu/ion/registration/ui-employee-fees/) (Excluded from employee tuition waiver.)

Q - Employee Discounts and I-card Perks

A - Get discounts with your I-card! [I-card Perks](https://www.icardperks.uillinois.edu/) organizes discounts on dinners out, ice cream, lawn care, and more from local participating merchants. This free service is for all i-card holders. Please be aware that discounts and packages offered to University employees may change or be discontinued at any time. Please contact the company or carrier with questions about available discounts.

Q - Computer Hardware, Software, & Accessories

A -

* [Illini Union Tech Zone (UIUC)(link is external)](https://techzone.illinois.edu/) - University employees can make purchases through Illini Union Tech Zone to receive discounted pricing on desktop and laptop computers, iPods, and more. Apple, Hewlett Packard, Lenovo, Microsoft, and Dell products are available.
* [UIC Bookstore(link is external)](https://www.bkstr.com/uicbookstore/home) - Students and staff are eligible to receive discounts on computers, software and other accessories at the UIC Bookstore.
* [WebStore(link is external)](https://webstore.illinois.edu/home/) - Students, faculty, and staff at all three U of I locations - in Urbana-Champaign, Chicago, and Springfield - are eligible to receive significant discounts on over 150 software applications offered by the University of Illinois WebStore.

Q - Relocation Assistance

A - Information on [relocation assistance](https://www.obfs.uillinois.edu/purchases/purchases-types/transportation/household-goods/) can be found on the Purchasing web site. The contracts described have been awarded to moving companies to help employees and new hires move their belongings.

Q - Travel Discounts

A - Information on [travel discounts](https://www.obfs.uillinois.edu/travel/) can be found on the OBFS web site. Discounts are available through preferred vendors for travel transportation and lodging.

Q - AAA (Roadside Assistance) Membership

A - AAA offers a group rate (15% off Basic) membership fee and waiver of $10 enrollment fee. Contact Julie at 217-398-0495, or mail the [membership application](https://www.hr.uillinois.edu/UserFiles/Servers/Server_4208/File/Benefits/Discounts/Discounts_ApplicationAAA.pdf) to AAA, c/o Julie Woller, 1610 S. Neil St., Champaign. While the discount is available through the Champaign AAA office, it is open to employees at any of the University of Illinois campus locations.

Q - Vehicle Discounts

A -

* [Ford X Plan(link is external)](https://www.hr.uillinois.edu/benefits/worklife/discounts/fordx)
* [General Motors Supplier Discount(link is external)](https://www.hr.uillinois.edu/benefits/worklife/discounts/gm)

Q - Mobile Phone Discounts

A - These discounts refer to phone service for personal use only. For details on purchasing service for official University use, please contact the [OBFS Purchasing Division](http://www.obfs.uillinois.edu/purchases/purchases-types/telecommunications/).

* **AT&T** - 18% service discount.
  + Foundation Account Number 2601169 is for [UIC Staff(link is external)](http://www.att.com/wireless/uicemp).
  + Foundation Account Number 2596528 is for [Champaign and Springfield Staff(link is external)](http://www.att.com/wireless/uillinoissystem)
* **Sprint** - Visit [Sprint Discount(link is external)](http://www.sprint.com/verify).
* **T-Mobile** - T-Mobile Switch and Save discount program with ComPsych. Discounts vary depending on the carrier you currently use and the number of lines you are switching. Call T-Mobile at 866-471-1276 to see if you qualify for a ComPsych discount.
* **Verizon Wireless** - 18% service discount (applies to certain plans and services) & 25% accessories discount. To obtain this discount, fax (888-457-1731) or email [wfmbforyl@verizonwireless.com(link sends email)](mailto:wfmbforyl@verizonwireless.com)

Q - Students:

A -

* [Pay Rates, Meal Breaks, and Rest Break Information](https://www.uis.edu/sites/default/files/2022-02/Pay%20Rates%2C%20Meal%20Breaks%2C%20and%20Rest%20Breaks%20Information.pdf) (pdf)
* [2023-2024 University Payroll Schedule](https://www.uis.edu/sites/default/files/2023-06/2023%20-%202024%20University%20Payroll%20Schedule.pdf)
* [Timesheet](https://www.uis.edu/sites/default/files/2020-11/StudentWorkerTimeSheet.pdf) (pdf)
* [Earnings Statement](https://www.hr.uillinois.edu/pay/earnstmt)

Q - Timesheets

A - Once you obtain a job, you need to complete a timesheet for each pay period that you work. If your department handles timesheets using the department entry method, you will complete a hard copy timesheet. Be sure to fill in the dates and hours you work for each twoweek pay period and total your hours at the bottom. Sign the timesheet and have your supervisor sign it (electronic signatures are not acceptable). Submit this timesheet to whomever enters your hours into the payroll system (Check with your supervisor). If you do web entry of your time, your supervisor will explain the web entry procedure. A timesheet is due on the final day you work for that pay period. Be aware timesheets could be due earlier near breaks and holidays notably Thanksgiving and Christmas. Timesheets cannot be submitted online.

Once your appointment is in the payroll system, you will be paid every other Wednesday. This is the same week that your timesheet is due for the next pay period.

Supervisors:

* [Post a Student Employment/Work Study job in UIS CareerConnect](https://www.uis.edu/career/careerconnect)
* [IP Phone Quick User Guide](https://www.uis.edu/sites/default/files/inline-images/IPPhoneQuickUserGuide-staff_0.pdf) (pdf)
* [Student Employment Checklist](https://www.uis.edu/sites/default/files/2023-06/23_24%20STUDENT%20EMPLOYMENT%20CHECKLIST.pdf)
* [Student Employee Performance Assessment](https://uofi.box.com/s/xpfp0wpvgikfna056ymlc2nad22ilgcz) (pdf)
* [Student Employment Supervisor Resources](https://uofi.box.com/s/l9san1n1pa6fvuzrheh4dba7x9vfnkwy)(Box Folder)

Q - Employee Leave

A - Paid Leaves

* [Paid Leave Overview(link is external)](https://www.hr.uillinois.edu/leave/)
* [Administrative Leave(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5619)
* [Blood/Blood Platelet Donor Leave(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5620)
* [Disability Leave(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5621)
* [Disaster Service Volunteer Leave(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5622)
* [Funeral/Bereavement Leave(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5623)
* [Holidays(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5624)
* [FY24 Holiday Schedule](https://www.uis.edu/sites/default/files/2023-05/FY24HolidayScheduleUIS.pdf)
* [Approved Holidays FY23](https://www.uis.edu/sites/default/files/2022-05/Approved%20Holidays%20FY23.pdf)
* [Jury Duty(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5625)
* [Military Leave(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5626)
* [Organ/Bone Marrow Donor Leave(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5627)
* [Parental Leave(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5628)
* [Sabbatical(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5629)
* [Shared Benefits(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5633)
* [Sick Leave(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5634)
* [Vacation(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5636)

Unpaid Leaves

If supervisory approval has been granted, an employee may substitute accrued vacation or personal leave for these [unpaid leave](https://www.hr.uillinois.edu/leave/)s. If your State benefits coverage was terminated for non-payment of premiums, view [Returning from Leave](https://www.hr.uillinois.edu/userfiles/Servers/Server_4208/file/Leave/EmployeesReturningFromUnpaidLeave_Notice_Aug2021.pdf) for information on restoring employee coverage and the steps you must take to reactivate any dependent coverage.

* [Civil Air Patrol Leave(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5637)
* [Election Judge Leave(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5638)
* [Family and Medical Leave (FMLA)(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5639)
* [Family Medical Leave (UFML) for Civil Union Partners(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5642)
* [Family Military Leave(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5645)
* [Military Leave(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5626)
* [Pregnancy Leave(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=%204292&pageId=5646)
* [School Conference and Activity Leave(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5647)
* [Special Leave for Civil Service Employees(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5648)
* [Victims Economic Security and Safety Leave (VESSA)(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5649)

Other Types of Leave

* [Nursing Mothers in the Workplace(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5650)
* [Volunteer Emergency Worker Job Protection(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5651)
* [Voting - General or Special Election(link is external)](https://www.hr.uillinois.edu/cms/one.aspx?pageId=5664&portalId=4292)
* [Voting - Primary Election(link is external)](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5652)

UIS Leave contact

Heather Moore  
Email: [hkimb2@uis.edu](mailto:hkimb2@uis.edu)

[(link sends email)](mailto:hkimb2@uis.edu)

(217) 206-6652

Q - Employee Recognition

A - UIS Employee of the Month/ Employee of the Year

The Employee of the Month/Employee of the Year (EOM/EOY) Program recognizes employees who have served UIS in an exceptional manner. Read about the most recent[Employee of the Month](https://www.uis.edu/eom)or to make a nomination.

Chancellor’s Academic Professional Excellence (CAPE) Award and Chancellor’s Award to Recognize Excellence in Civil Service (CARE)

* [2020 CARE and CAPE Award Recipients](http://spotlight.uis.edu/2020/02/uis-employees-honored-with-chancellors.html)
* [2019 CAPE Award](https://www.uis.edu/apac/about/cape/)

Q - Online Employment Verification System

A - Are you applying for a mortgage or looking to rent a new apartment? Your lender or housing manager may access your University of Illinois employment verification information using the University of Illinois online Employment Verification System.

By using the Employment Verification System, vendors such as banks, mortgage lenders, rental agencies, and government-approved housing management firms can have access to your employment verification information almost immediately, which means they can process your loan application or housing request much faster!

Follow these simple steps:

1. [System Human Resource Services(link is external)](https://www.hr.uillinois.edu/myinfo) and select the “My Employment” box.
2. Click the “Employment Verification System (EVS)” link located in the middle.
3. Click the CONTINUE button to login using your University NetID or Enterprise ID and Password. You will also be asked to provide your NESSIE PIN for security purposes.
4. Select “Establish a Vendor Access Number” and follow the on-screen instructions. You may create up to five Vendor Access Numbers (VANs).
5. Determine a level of authorization for each VAN. You decide how much information the vender may access – “Employment Verification Only” or “Employment and Earnings Verification”.
6. Provide your bank, lender, or housing manager with the Vendor Instructions, the VAN you created (must be used within 30 days), and your Social Security Number.
7. The lender can then [access your Employment Verification online(link is external)](https://hrnet.uihr.uillinois.edu/evs/index.cfm?act=EntryForm).

All current status University employees (Faculty, Academic Professional, Civil Service, and Graduate Assistants) are encouraged to use the online Employment Verification System. Using the online system eliminates the longer processing time that may be associated with paper or phone requests, resulting in better service to you.

The University of Illinois Springfield is an Affirmative Action/Equal Opportunity Employer ensuring equal opportunities in programs, activities, and employment regardless of race, religion, national origin, age, sex, sexual orientation, disability, or veteran status.

Q - Holiday Schedule

A - A gift day is a paid day (use of benefit time is not required) provided to leave benefit eligible employees. Essential employees who must work on a designated gift day may use their gift day at a later time in the current fiscal year, with supervisor approval. Unused gift days are not paid out at the time of termination and do not roll over into the next fiscal year.

If you have any questions about the use of holidays or gift days, please contact UIS HR at uishr@uis.edu or (217) 206-6652.

Q - Human Resources Forms and Links

A - Name Change Form

* [Name and SSN Change Form](https://www.uis.edu/sites/default/files/inline-images/Name-and-SSN-Change-Form.pdf) (pdf)

Remote Work Forms

* [Off-Campus Use of University Equipment](https://www.uis.edu/sites/default/files/inline-images/Off-Campus-Use-of-University-Equipment-Form.pdf)
* [Remote and Hybrid Work Authorization form](https://www.uis.edu/sites/default/files/inline-images/Remote-and-Hybrid-Work-Authorization-Form.pdf)
* [Remote and Hybrid Work Agreement Feasibility Assessments](https://www.uis.edu/sites/default/files/inline-images/Helpful-Tips-on-Remote-Work-and-Remote-Supervision-1.pdf)
* [Helpful Tips for Remote Work](https://www.uis.edu/sites/default/files/inline-images/Helpful-Tips-on-Remote-Work-and-Remote-Supervision-1.pdf)

New Hire Forms

* [Accessible Application Form](https://www.uis.edu/sites/default/files/2022-07/Application%20Template%20UIS.pdf)
* [Prior Service Verification](https://www.uis.edu/sites/default/files/inline-images/Prior-Service-Verification.pdf) (pdf)
* [Employment-Checklist Form](https://www.uis.edu/sites/default/files/inline-images/Employment-Checklist-1.pdf) (pdf)
* [UI New Hire Login(link is external)](https://newhire.uihr.uillinois.edu/cf/newlog.cfm) (log in to new hire forms for new employees)

Waiver Forms

* [Workers’ Compensation Waiver – Employee Voluntary Participation(link is external)](https://www.treasury.uillinois.edu/UserFiles/Servers/Server_338/File/riskWorkersComp/WaiverEmployeeParticipation_PhysicalProgram.pdf)
* [Tuition Waiver Application Forms(link is external)](https://www.hr.uillinois.edu/benefits/tuitionwaivers)

Request Forms

* [Alternate Work Schedule Request Form](https://www.uis.edu/sites/default/files/inline-images/RequestforAlternateWorkSchedule0411.pdf) (pdf)
* [Flexible Work Hours Schedule](https://www.uis.edu/sites/default/files/inline-images/Request-for-Flexible-Work-Hours-Schedule-2013.pdf) Request Form (pdf)

Reporting Forms

* [Employee of Concern Reporting Form](http://go.uis.edu/employeeconcern)
* [Non-union Civil Service Grievance Form  pdf](https://www.uis.edu/sites/default/files/inline-images/GRIEVANCE-FORM_1.pdf)
* [Title IX Reporting](https://www.uis.edu/aeo/title-ix/report-incident)

Separation

* [Separation Checklist](https://www.uis.edu/sites/default/files/2023-08/ExitChecklist.pdf)

Important Applications

* [University of Illinois Web Application Directory(link is external)](https://apps.uillinois.edu/) (Staff Applications)
* [JDXpert Login(link is external)](https://go.uillinois.edu/JDXpert_UIS)
* [UIS Job Board](https://jobs.uis.edu/) (careers and employment)
* Background Check Request
* [UI New Hire Login(link is external)](https://newhire.uihr.uillinois.edu/cf/newlog.cfm) (log in to new hire forms for new employees)
* [My UI Info(link is external)](https://www.hr.uillinois.edu/myinfo) (initial employment and benefits paperwork for new employees)
* [System Human Resource Services(link is external)](https://www.hr.uillinois.edu/myinfo) (self-service employment information and transactions for existing employees)

Q- Labor & Employee Relations

A - EMPLOYEE RELATIONS

* [Employee of Concern Reporting Form](http://go.uis.edu/employeeconcern)
* [Performance Partnership Program (PPP) May 2022 Summary](https://www.uis.edu/sites/default/files/inline-images/PPP_Summary_May22.docx)
  + Information regarding discipline for employees not covered by the PPP may be found in their respective collective bargaining agreement.
* [PPP Quick Reference Guide](https://www.uis.edu/sites/default/files/inline-images/PPP_QuickReferenceSheet_May22.docx)
* [Non-union Civil Service Grievance Form](https://www.uis.edu/sites/default/files/inline-images/GRIEVANCE-FORM_1.pdf) (pdf)

LABOR RELATIONS

How Long Will it Take to Receive My Union Negotiated Pay Increase?

This article is intended to provide UIS employees with a [general understanding of the processes](https://www.uis.edu/sites/default/files/2023-11/Negotiated_Increase_Process%20FINAL.pdf) and timeline involved in the implementation of union negotiated pay increases.

Collective Bargaining Agreements

The University of Illinois Springfield recognizes the unions below as the exclusive bargaining agent for the employees covered under their respective Agreements.

* [AFSCME](https://www.uis.edu/sites/default/files/2022-08/AFSCME_2021to2024.pdf) 2021 to 2025 (pdf) – Grounds Crew
* [FOP](https://www.uis.edu/sites/default/files/2023-11/FOP%202022%20to%202026%20%28pdf%29%20%E2%80%93%20Police%20Officers%20Sergeants.pdf)2022 to 2026 (pdf) – Police Officers/Sergeants
* [IATSE](https://www.uis.edu/sites/default/files/2022-09/IATSE_2021to2024_signed.pdf)2021 to 2024 (pdf) – Stagehands
* [IUOE](https://www.uis.edu/sites/default/files/2022-08/IUOE_2021to2025_0.pdf)2021 to 2025 (pdf) – Steam and Power Plant
* [UPI Association of Graduate Employees](https://www.uis.edu/sites/default/files/2022-08/AGE_2021to2024_0.pdf) 2021 to 2024 (pdf) – Graduate and Teaching Assistants
  + [UPI AGE Supplemental Wage Agreement eff. August 2019](https://www.uis.edu/sites/default/files/inline-images/AGE_SWA-2019.pdf)
* [UPI Clerical](https://www.uis.edu/sites/default/files/2022-08/UPIClerical_2021to2025_0.pdf) 2021 to 2025 (pdf) – Office Support personnel
  + [Clerical Supplemental Wage Agreement\_Aug19](https://www.uis.edu/sites/default/files/inline-images/SWA_Clerical_Aug19.pdf)
* [UPI Service](https://www.uis.edu/sites/default/files/2022-08/UPIService_2021to2025_0.pdf) 2021 to 2025 (pdf) – Food Service and Building Service
  + [Service Supplemental Wage Agreement Aug19](https://www.uis.edu/sites/default/files/inline-images/SWA_Service_Aug19.pdf)
* [UPI Technical](https://www.uis.edu/sites/default/files/2022-08/UPITechnical_2021to2025_0.pdf) 2021 to 2025 (pdf) – Television and Radio personnel
  + [Technical Supplemental Wage Agreement Aug19\_](https://www.uis.edu/sites/default/files/inline-images/SWA_Technical_Aug19_201909231019.pdf)
* [UPI United Faculty](https://www.uis.edu/sites/default/files/2022-08/UPIFacultyAgreement_2021to2025_0.pdf) 2021 to 2025 (pdf) – Faculty
* [MOU Summer Courses](https://www.uis.edu/sites/default/files/2023-06/MOU%20Summer%20Courses.pdf)
* [MOU Workload](https://www.uis.edu/sites/default/files/2023-06/MOU%20Workload.pdf)
* [MOU Mod Duties](https://www.uis.edu/sites/default/files/2023-06/MOU_ModDuties.pdf)
* [MOU Release Time Union Pres](https://www.uis.edu/sites/default/files/2023-06/MOU%20Release%20Time%20Union%20Pres.pdf)

[Memorandum of Understanding for Performance Partnership Program (PPP), UPI Clerical, Technical, and Service](https://www.uis.edu/sites/default/files/2022-11/MOU_PPP%20signed.pdf)

The University of Illinois Springfield believes in promoting a positive work environment for all employees.  As such, when an employee alleges that the University has violated the terms and conditions of employment contained in their respective bargaining agreement (i.e., committed a grievance), we encourage our supervisors and employees to attempt to resolve the matter between them. The University also understands that not all grievances can be resolved between the employee and supervisor.  Therefore, each of the collective bargaining agreements contains a grievance procedure that must be followed when an employee files a grievance.  Please reference the respective collective bargaining agreement for specific provisions of the grievance procedure.

Contacts

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(217) 206-7096  
[mowen1@uis.edu](mailto:mowen1@uis.edu)

[(link sends email)](mailto:mowen1@uis.edu)

Melissa Mlynski  
Associate Vice Chancellor for Human Resources  
(217) 206-7148  
[mmlyn2@uis.edu](mailto:mmlyn2@uis.edu)

Q - Training & Professional Development

A - The University of Illinois Springfield encourages every employee to intentionally engage in professional learning and career development opportunities. Training opportunities are available from a number of departments on campus, through the University system, from third-party partners, and from external providers. These opportunities encompass a variety of media, including instructor-led courses, workshops, conferences, webinars, videos, and articles. The UIS Human Resources website provides an easy-to-use point of access to these resources, allowing employees to identify opportunities that best suit individual professional development needs.

Q - Mandated Training

A - The University of Illinois is committed to ensuring a welcoming, safe, and healthy working environment for all. Our [mandated training courses](https://answers.uillinois.edu/training/118552)are designed to both support the university's compliance with institutional legal responsibilities, and to equip our staff with the knowledge to keep themselves, each other, our institution, and the greater community safe.

Q - HR Training Sessions and Resources

A - The UIS Office of Human Resources offers ongoing training and professional development opportunities for employees.  Recent training modules and resources can be found below:

* [Overview of System-wide policies on Sexual Misconduct in Prior Employment and Workplace-related Intimate Relationships](https://www.uis.edu/sites/default/files/inline-images/Open-Forums-AP-Position-Review-2019-accessible-1.pptx)
* [October 16th, 2020 Open Forum on Sexual Misconduct in Prior Employment and Workplace-related Intimate Relationships policies(link is external)](https://uis.mediaspace.kaltura.com/media/Open+Forum+for+Faculty+and+Staff+New+System+Policies/1_n0pw0fr6)
* [5-Minute video for Workplace-related Intimate Relationships policy(link is external)](https://www.youtube.com/embed/7x4JgDgbjnU?rel=0)
* [Open Forums AP Position Review](https://www.uis.edu/sites/default/files/inline-images/New-Policies-Open-Forum-102020-accessible%20%282%29.pptx)
* [Dealing with Difficult Employees(link is external)](https://uofi.box.com/s/vt9mysd4tylmn1vns79xk7xwq03fiu8x)
* [Classification(link is external)](https://uofi.box.com/s/965p27n1khoxr9ytku30dnpf8vfarzj2)
* [How to Hire Happy Help(link is external)](https://uofi.box.com/s/n9ctx8q3c482n8vkrzay56fppn48mchp)
* [Navigating AP and CS HR Policies(link is external)](https://uofi.app.box.com/folder/70431260414)
* [Your Role in Civil Service Hiring(link is external)](https://uofi.box.com/s/aykv1na9gqawzykq6pqatqtiv0sboywc)
* [CS and AP Timeline](https://uofi.box.com/s/3w75x0dei2i9yoemxebihyvxj0ru3ht0)
* [Employee Engagement(link is external)](https://uofi.box.com/s/auelo61ci1sdsjg9lc8ys598qyqe6ze1)

Q - Supervisor Development Series Resources

A - Resources and PowerPoint presentations from the Supervisor Development Series can be found below:

* [Supervisor Development Series- HR and AEO Updates (9/27/23)](https://www.uis.edu/sites/default/files/2023-09/Supervisor%20Training%20Sept%202023_0.pdf)
* [New Policies and Procedures and Those that Bear Repeating(link is external)](https://uofi.box.com/s/ouqd1ew1ytynzp653tyloe98je2kb0wm)(Supervisor Training 10/28/22)
* [A Supervisor's Role in Access and Equity(link is external)](https://uofi.box.com/s/qgzxilsr64wn5crjwhz4kv9rckwpwkja)(Supervisor Training 10/28/22)
* [Freedom of Information Act (FOIA) What Every Illinois Public University Employee Needs to Know(link is external)](https://uofi.box.com/s/2p0js08do0xg6g5g5ycn2ue2bufeilu7)(Supervisor Training 10/28/22)
* [Addressing Employee Conflict, Poor Performance and Disciplinary Issues(link is external)](https://uofi.box.com/s/7uzq8ajhadjxa3fz0gh46mlnv2mzeph5)(Supervisor Training 10/28/22)
* [Did You Know? Employee Development and Engagement Ideas for You and Your Team(link is external)](https://uofi.box.com/s/jbid8bmmblf8l3a0lw5qyqy9561u9z46)(Supervisor Training 10/28/22)
* [2019 Supervisor Training(link is external)](https://uofi.box.com/s/znyonkgzb7ztqxj34ix5p6ub5rox2n0v)
* [2021 Annual Performance Evaluation Training for Supervisors (presented April 19, 2021)(link is external)](https://uis.mediaspace.kaltura.com/media/Annual+Performance+Evaluation+Training+for+Supervisors/1_i06yujv0)

Q - UI System Training and Professional Development Opportunities

A - The University of Illinois System is committed to supporting employee growth and education by providing a variety of [professional development opportunities](https://answers.uillinois.edu/training/118516). Exploring resources for continual learning can help you develop the knowledge and skills necessary to be successful in your current positions and to increase your potential for the future.  A diverse range of resources to support professional development needs are also available on the [University of Illinois System Training and Development Resources](https://answers.uillinois.edu/training/home) website.

Q - Academic Impressions

A - UIS has partnered with [Academic Impressions](https://www.academicimpressions.com/)for online professional development. Browse the great resources offered, online including virtual trainings and conferences, live webcasts, blogs, research and reports.

UIS Department Training Resources

* Human Resources hosts a monthly New Employee Orientation for Academic Professional and Civil Service staff.  Email [uishr@uis.edu(link sends email)](mailto:uishr@uis.edu)to register.
* Registrar’s Office- [Records and Registration](https://www.uis.edu/registrar/registrar-faculty-resources/registrar-training) staff are available to assist faculty/staff with training needs related to the various student systems and FERPA
* Office of Research and Sponsored Programs staff are available for [classroom visits and workshops.](https://www.uis.edu/research/resources-training)
* Office of Web Services offers [Tutorials and Resources](https://www.uis.edu/web-services/website-resources) for employees.

More information about Training Opportunities at UIS can be found on [Orbit](https://www.uis.edu/orbit/services/training).

Upcoming Events & Professional Development Opportunities

[Supervisor Development Training](https://www.uis.edu/event/supervisor-development-training)

Nov 15 2023 | 8:30am - 5:00pm

Save the Date! Join us for the next Supervisor Development Training from 8:30 a.m.-5 p.m. on Wednesday, Nov. 15 in PAC 160.

Q - Remote Work

A - The University of Illinois Springfield (UIS) considers remote work to be a viable alternative work arrangement for Academic Professional and Civil Service employees in cases where individual, job, and supervisor characteristics are suited to such an arrangement. Remote work allows an employee to work at home, or other approved remote location, for a part of their regular workweek. In rare occasions, full remote work may be considered appropriate. Remote work is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement; it is not a University-wide benefit; and it does not change the terms and conditions of employment with the UIS.

[UIS Remote Work Policy](https://www.uis.edu/policy/remote-work-policy)

[Faculty Requests for Out-of-State Remote Work](https://www.uis.edu/sites/default/files/2023-08/Faculty_Requests_for_Out-of-State_Remote_Work_Procedures_FINAL.pdf)

[Staff Requests for Out-of-State Remote Work](https://www.uis.edu/sites/default/files/2023-08/Staff_Requests_for_Out-of-State_Remote_Work_Procedures_FINAL.pdf)

Remote Work Forms

* [Off-Campus Use of University Equipment](https://www.uis.edu/sites/default/files/inline-images/Off-Campus-Use-of-University-Equipment-Form.pdf)
* [Remote and Hybrid Work Authorization Form](https://www.uis.edu/sites/default/files/inline-images/Remote-and-Hybrid-Work-Authorization-Form.pdf)
* [Remote and Hybrid Work Agreement Feasibility Assessments](https://www.uis.edu/sites/default/files/inline-images/Helpful-Tips-on-Remote-Work-and-Remote-Supervision-1.pdf)
* [Helpful Tips for Remote Work](https://www.uis.edu/sites/default/files/inline-images/Helpful-Tips-on-Remote-Work-and-Remote-Supervision-1.pdf)
* [COVID-19 Flexible Work Arrangements](https://www.uis.edu/sites/default/files/inline-images/COVID19-FlexibleWorkArrangementRequests_RevisedAugust2021.pdf)
* [Certification of Working Outside the State of Illinois Form(link is external)](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=94539)

Q - Workers’ Compensation

A - Procedures & Responsibilities

The Workers’ Compensation Program is administered by **University Risk Management**. Please refer to the links below for more detailed guidance, i.e., procedures, workplace notices, reporting.  Please remember that **in order to return to work, you must submit a release from your health care practitioner** confirming you are cleared for duty.

* Regarding student workers who are injured on the job: A student worker who is injured during work should seek medical attention off-campus at a facility of their choosing. Even though they are students, they should NOT be directed to Campus Health first.
* Regarding emergency transport after an injury: If picked up on-campus by ambulance, the medical personnel on board should not be attempting to determine where to take someone based on their insurance. The injured employee should be sent directly to the nearest emergency facility.

For more information regarding worker’s compensation, please refer to the website [Reporting Procedures](https://www.treasury.uillinois.edu/risk_management/workers_compensation/reporting_procedures_responsibilities/) site.

Injury Reports and all accompanying medical bills need to be filed with:

Office of Workers’ Compensation and Claims Management-449 Henry Administration Building – M/C 300  
506 S. Wright St.  
Urbana, IL  61801

Phone: (217) 333-1080  
Fax: (217) 244-5152

Email: [WorkComp@uillinois.edu](mailto:WorkComp@uillinois.edu)

[(link sends email)](mailto:WorkComp@uillinois.edu)

HR contact – Kenzie Westlake

Email: [mwest22@uis.edu](mailto:mwest22@uis.edu)

[(link sends email)](mailto:mwest22@uis.edu)

A copy of all injury reports must be submitted by the supervisor involved to:

Ravneet Chhokar  
Safety Officer  
[rchho2@uis.edu](mailto:rchho2@uis.edu) Please work with UIS Human Resources contact to ensure all appropriate documentation is delivered.

Q - I need a signature for a PSLF form that I am completing for student loans. Who do I need to direct that to?

A - You can send it to this email address or to Je Greer directly: [jgree6@uis.edu](mailto:jgree6@uis.edu)

Q - My name is Shi He, my UIN is . I have a question about GPSI payroll. I search payroll office it navigates to your office. There is a deduction from my payroll for FICA, and theInternational office told me that F-1 student is exempt from FICA. They let me to tell you I amF-1 status student and nonimmigrant status.

A - University Payroll & Benefits (UPB) Customer Service can be contacted via the University Payroll &Benefits Service Portal: Login to the UIS Customer Service PortalYou can also contact the Springfield Office directly:University Payroll and Benefits (UPB)One University Plaza, BSB 85Springfield, IL 62703(217) 206-7144benefits@uillinois.eduThank you

Q - I am hoping for some direction on how I can obtain a "pay stub." I obviously do not receive actual paper pay stubs but was wondering if there is any way to be provided a pay stub for a specific pay period. Any direction would be appreciated. Thank you.

A - Employees can log in with their NetID and Password to access their Earnings Statement (what we calla paystub at UIS) from the System HR website. If you click the link, it will take you to the login page with a big, green Sign in button.Additional payroll information (including Direct Deposit and Tax forms) can be found here:https://www.hr.uillinois.edu/payIf you have a specific payroll question, The Office of Payroll and Benefits can help.University Payroll & Benefits Customer ServiceBSB 85One University PlazaSpringfield, IL 62703Phone: 217-206-7144payrollinq@uis.eduPlease let us know if you need anything else.

Q - I'm hoping you can help me understand what my options are for (and how best to proceed with) making changes to my paycheck withholding.If possible, I would like to:1

. Change W-4 withholding at Univ of IL from Married to Single Status. Can I change that online?

2. Change withholding for State of IL by $30

3. Add City of St. Louis withholding at 1%, if possible.Thank you for your help,

A - You will want to reach out to our Payroll and Benefits office for this request. You can reach them at217-206-7144 or at benefits@uillinois.edu.Thank you.

Q - I am an adjunct at U of Illinois and I was eligible for SURS this year. I received the email about contributing to the 403 B and I would like to do so. Can you help me with next steps?

A - Information about Retirement and Investment Plans can be found here:https://www.hr.uillinois.edu/benefits/retirementYou may make traditional or Roth contributions to the 403(b) Plan if you are receiving compensation from the University and you elect to contribute a minimum of $200 annually.Participation is voluntary and may be started or stopped at any time (subject to payroll schedules). For more information, see University 403(b) Plan.Enroll, Make Changes, or Stop my 403(b) PlanSURS is the best resource for questions about SURS participation, plan elections, retirement benefits, and all other provisions of SURS plans. Visit the SURS website or contact SURS.Thank you!

Q - Pay

A - This section focuses on Pay, Taxes, Salaries, and Wages, including self-service applications. Visit [Leave](https://www.hr.uillinois.edu/leave) and [Benefits](https://www.hr.uillinois.edu/benefits#state) for more information.

Pay and Taxes

* [Payroll](https://www.obfs.uillinois.edu/payroll/) - processing, deductions, and schedules.
* [Tax Information](https://www.obfs.uillinois.edu/payroll/tax-information/)
* [Fair Labor Standards Act (FLSA)](https://www.hr.uillinois.edu/cms/one.aspx?portalId=4292&pageId=5698)

Will you be working outside of Illinois while employed with the University?

1. Your unit must follow [OBFS Policy Section 18.16](https://www.obfs.uillinois.edu/bfpp/section-18-taxes) prior to hiring or allowing work in a state other than Illinois or in a foreign country.
2. You must review [Out of State Tax Withholding](https://www.obfs.uillinois.edu/payroll/tax-information/withholding-allowance/) to determine which tax forms you need to complete.
3. Submit your tax forms to [UPB](https://www.hr.uillinois.edu/contacts#upb). UPB makes tax deposits and reports withholdings and earnings based on your state’s requirements.

Self-Service Applications (login with 2FA required)

You must access your Direct Deposit, Earnings Statement, and Tax Statement using 2 Factor Authentication (2FA). **Go to** <https://identity.uillinois.edu/>**to set up 2FA.** If you have not done so yet, we encourage you to set up 2FA immediately.

* [Direct Deposit](https://www.hr.uillinois.edu/pay/DirectDeposit) - Set up Direct Deposit, which enables electronic transfer of your earnings to an account you specify. Employees without an active Direct Deposit account prior to receipt of first pay will receive funds on a university provided [pay card](https://www.hr.uillinois.edu/pay/directdeposit/paycard).
* [Earnings Statement](https://www.hr.uillinois.edu/pay/earnstmt) - View current and historical earning statements.
* [W-2/1042-S/1095-C Tax Statement](https://go.uillinois.edu/W2Access) - Sign up to receive an electronic version of your W-2,1042-S, and/or 1095-C, plus view current and historical information.
* [W-4 Withholding Allowance](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=848423) - Complete or change your State and Federal income tax withholding (W-4) information. If you elect an additional flat amount to be deducted on Form W-4, the flat amount will be deducted on all pay events: original, retro-active, and adjusted.
* [Employment Verification System (EVS)](https://www.hr.uillinois.edu/pay/evs) – allows employees to establish a vendor access number for commercial vendors to verify employment and salary information.
* [Notification of Appointment](https://go.uillinois.edu/noa) – allows Faculty and Academic Professional employees to view appointment information, including salaries/pay, as authorized by the Board of Trustees of the University of Illinois.
* [Civil Service Appointment Information](http://go.uillinois.edu/csapptinfo) - allows Civil Service employees or employees with a Civil Service appointment to view their information online, including salaries/pay. See also the additional terms of employment for the Division of Intercollegiate Athletics (DIA): Urbana | Chicago | Springfield
* [Pay Calculator](https://www.obfs.uillinois.edu/payroll/) – Excel spreadsheets that assist with calculating Bi-Weekly and Monthly pay.

Foreign National Employees

* Visit the [OBFS website](https://www.obfs.uillinois.edu/payments-foreign-nationals/) to complete and print the Form I-9, schedule a mandatory tax status review appointment with the University Payroll Service Center, view required documentation for tax status appointments, or to get a Temporary Control Number.

Salary/Pay Ranges

Academic positions do not have defined salary ranges.  Salaries are based on many factors such as the duties and responsibilities, educational and experience requirements, field of discipline, university locations, etc.

Civil service pay grades and ranges are established by each university and collective bargaining agreement.

* [Urbana/Champaign](https://humanresources.illinois.edu/employees/current-employees/civil-service/Permanent/salaryplan.html)
* [Chicago](https://hr.uic.edu/hr-staff-managers/compensation/determining-pay-increases/)
* [Chicago - Hospital](https://hr.uic.edu/hr-staff-managers/compensation/determining-pay-increases/)
* [Springfield](https://www.uis.edu/hr/employment/classification-compensation)

Time Reporting

* [State Officials and Employees Ethics Act (SOEEA) Reporting - FLSA Exempt Employees](https://www.hr.uillinois.edu/policy/state_federal_mandates/SOEEA)
* [Salaried Non-Exempt Academic Time Sheets](https://www.hr.uillinois.edu/cms/one.aspx?portalId=4292&pageId=5698)
* [Exempt Leave Reporting Resources](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5613)
* [Web Time Entry Videos and Job Aids](https://www.hr.uillinois.edu/human_resource_systems/h_r_systems_training_and_documentation)

Q - Resources and Information

A - Insurance & Other Benefits in Retirement

Employees retiring from the University of Illinois System (System) will be notified of specific benefits termination information once their home department completes the separation paperwork.

* [Separation Checklist](https://www.uis.edu/sites/default/files/2023-08/ExitChecklist.pdf)

If you do not annuitize and instead take a lump sum payment from SURS, then your coverage will terminate at midnight on the last day of active employment. If you annuitize, you **must follow the guidelines below**, or your coverage will terminate at midnight on the last day of active employment, and **retiree benefits will not be effective until the beginning of the following month**. In order to prevent a gap in benefits coverage, it is important that you follow the guidelines listed below.

* **Civil Service employees** - You must work through the 16th day of the month prior to your retirement date in order to transition with no break in coverage.
* **Academic Professional employees** - You must work through the 15th day of the month prior to your retirement date in order to transition with no break in coverage.

Note: Employees may not extend the date of separation/retirement by using accrued vacation leave benefits.

Health, Dental, and Vision Insurance

Coverage continues and premiums may be paid by the State and/or member. If you are age 65 or older at retirement, contact the Social Security office 60 days prior to retirement to ensure proper coverage.  For further information, please see [Medicare Information](https://www.hr.uillinois.edu/benefits/medicare).

Basic Life Insurance

If retiring before age 60, life insurance continues at 100% of salary until age 60. If retiring at age 60 or later, life coverage immediately decreases to $5,000. Premiums are paid by the State. Amount of coverage lost in excess of $5,000 can be converted to an individual plan directly with the insurer.

Supplemental 403(b) Retirement Plan

Employee contributions stop at retirement. Withdrawals of pre-tax and Roth (after-tax) funds can be delayed until as late as age 72 when the IRS required minimum distribution must begin.

Leave Payout (Terminal Benefit Payout)

If you will receive a vacation or compensable sick leave payout, you may direct a portion of your payout into either the 403(b) or 457 plan. You may use the [Terminal Benefits Net Pay Calculator](https://www.obfs.uillinois.edu/payroll/) to calculate an estimate of the net pay you will receive upon termination of employment with the System.

You must contact [University Payroll and Benefits (UPB)](https://www.hr.uillinois.edu/contacts#upb) at least 60 days prior to separating from the System in order to arrange this deferral. An estimate of your payout must be completed by your HR representative or business manager using the [Benefits Payout Deferral Worksheet](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=1054309) and emailed to UPB.

You cannot extend the date of your separation using accrued leave time. Any applicable benefits coverage will end at 12:01 a.m. following your last day of work.

19.5

The University of Illinois System permits employees to defer a portion of their vacation and compensable sick leave payouts after separation from the University to a University 403(b) or State 457 plan. To make a deferral, you must contact University Payroll & Benefits (UPB) on or before 60 days prior to your last day of employment at 217-206-7144 or [benefits@uillinois.edu](mailto:benefits@uillinois.edu).

Retiring Faculty Salary Considerations

If you are a 9/12 or 10/12 faculty and you are retiring earlier than August 15, your Dean’s Office will make pay adjustments based on contract length to ensure full contractual salary is paid.

Technology Access

Retiree’s UIS email account will remain active without any additional action.

Retirees do not have access to software licensing such as Office or Adobe.

Library Access

Retirees may access library services by filling out [our request form](https://uis.libwizard.com/f/requestforcard).

Q - State Universities Retirement System

A - SURS Contacts

SURS is the best resource for questions about SURS participation, plan elections, retirement benefits, and all other provisions of SURS plans. [Visit the SURS website](https://surs.org/)

[(link is external)](https://surs.org/)

 or [contact SURS](https://surs.org/contact-us).

If you participate in the SURS Retirement Savings Plan (RSP), you may call the Defined Contribution Contact Center at 800-613-9543 or TDD 800-579-5708 or visit the [SURS RSP website](https://surs.org/welcome-surs-retirement-savings-plan).

Additional Retirement Resources

[Supplemental Retirement Resources](https://www.hr.uillinois.edu/userfiles/Servers/Server_4208/file/Benefits/Retirement/Supp_Retirement_Resources.pdf)

[SURS Retirement Preparation Checklist](https://surs.org/facts-retirement-checklist/)

[Retirement & Investment Plan Contacts](https://www.hr.uillinois.edu/benefits/retirement)

**Complex questions and processes**

Q - Hello! I recently had a legal name change. How do I go about getting all of my info changed for school?

A - The answer depends on whether or not you have been employed at UIS.If you are a student and have not worked at UIS, you can take your new legal documentation to: Office of Records and Registration in UHB 1076Hours of Operation: 8:30 a.m. – 5:00 p.m.,Monday through Friday \*The Records office can update your student information.If you have been employed at UIS you can change some of your info on your UI Profile by logging in with your Net ID and Password.Employees should also fill out this form:

Q - I was formerly employed at the Cox Center with my maiden name (Morris) and have recently applied to be a student. I revived an email that I need to update to my married name. Please let me know how to go about doing that!

Q - I wanted to follow up with my previous email about changing my name. Please let me know how to go about doing so.

A - How long has it been since you were an employee at UIS? Students and Employees are assisted by separate offices:· If you are a student and have not been employed by the University within the last18 months, present legal documentation (such as a marriage license, passport, court order, and/or social security card) and photo ID reflecting your new name to Records (UHB SouthLobby) to change your name.· If you are a student and your employment with the University has ended within the last 18 months, please let me know and I’ll have one of our HR Associates contact you to make a Name Change Appointment. You will need to present your updated Social SecurityCard as legal documentation reflecting the change at the appointment.Thank you!