

INSTRUCTIONS FOR NEW HIRE FOR STUDENT EMPLOYEES & ACADEMIC HOURS

PRIOR to your first day of work in the Department of Animal Sciences, you **MUST** complete the following steps:

1) **Online I-9 Employment Eligibility Verification**

(YOUR I-9 MUST BE COMPLETED BEFORE YOUR START DATE, NO EXCEPTIONS)

(an email with instructions for the I-9 and will be sent to you; acceptable documents on attached list)

2) **Three Safety Trainings**

a) Occupational Health and Safety (OHS) Training - found at: <http://portal.research.illinois.edu>

b) Basic Training Program for Animal Users - found at: <http://portal.research.illinois.edu>

c) ACES Safety (Hazard Training)

1. Open **GOOGLE CHROME** and paste this link into the browser: <https://compass2g.illinois.edu>

a. This training will **ONLY** function in Google Chrome.

2. Sign into Compass2G and browse the Course Catalog for "ACES Safety".

3. Under Course ID you will see **aces_admin_train_141366**

4. Highlight this course with your cursor and click on the grey arrow for a drop down menu to "enroll" and take the training.

Information on animal care can be found at:

▪ *Institutional Animal Care and Use Committee (IACUC) <http://iacuc.research.illinois.edu>*

▪ *Agricultural Animal Care and Use Program <http://www.aacup.illinois.edu>*

▪ *Division of Animal Resources (laboratory animal care) <http://dar.research.illinois.edu>*

If you are working in research labs that store or use biological, chemical, or radiological materials,

3) General Laboratory Safety Training **MUST** be completed - found at: <http://portal.research.illinois.edu>

Information on use of biological, chemical or radiological materials can be found at:

▪ *Division of Research Safety <http://www.drs.illinois.edu>*

Once you complete the training modules, you may either 1) print the completion certificates and bring them to the Business Office (110 ASL), or 2) you may PDF the certificates and email them to Carolyn Thomas at cdthoma2@illinois.edu.

4) You **MUST** go to the Business Office in 110 ASL to show your **ORIGINAL** identification and employment eligibility documents for I-9 completion (*see attached list of acceptable documents*).

BE PREPARED FOR YOUR VISIT to 110 Animal Sciences Lab!

*Bring your **ORIGINAL** identification, employment eligibility documents and Social Security Card with you.*

Bring or email required training/safety certificates if you have previously completed them.

Know who you are working for (supervisor) or where you were hired.

Advise them if you currently have another job on campus.

Let them know if you are eligible for Federal Work Study.

5) Following your visit to 110 ASL, if you are a NEW employee to the University, you are required to complete UI NewHire. You will receive an email containing a UI NewHire logon ID, password, and instructions.

ALL REQUIRED FORMS MUST BE COMPLETED BEFORE YOU CAN START WORKING & RECEIVE PAYMENT

If you have any questions, please stop by the Business Office in Room 110 ASL or call 217-244-1260.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR	AND	
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
<ol style="list-style-type: none"> 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 	<ol style="list-style-type: none"> 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 	<ol style="list-style-type: none"> 2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
<ol style="list-style-type: none"> 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 	<ol style="list-style-type: none"> 3. School ID card with a photograph 	<ol style="list-style-type: none"> 3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
<ol style="list-style-type: none"> 4. Employment Authorization Document that contains a photograph (Form I-766) 	<ol style="list-style-type: none"> 4. Voter's registration card 	<ol style="list-style-type: none"> 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
<ol style="list-style-type: none"> 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 	<ol style="list-style-type: none"> 5. U.S. Military card or draft record 	<ol style="list-style-type: none"> 5. Native American tribal document
<ol style="list-style-type: none"> 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	<ol style="list-style-type: none"> 6. Military dependent's ID card 	<ol style="list-style-type: none"> 6. U.S. Citizen ID Card (Form I-197)
	<p>For persons under age 18 who are unable to present a document listed above:</p>	<ol style="list-style-type: none"> 7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	<ol style="list-style-type: none"> 7. U.S. Coast Guard Merchant Mariner Card 	<ol style="list-style-type: none"> 8. Employment authorization document issued by the Department of Homeland Security
	<ol style="list-style-type: none"> 8. Native American tribal document 	
	<ol style="list-style-type: none"> 9. Driver's license issued by a Canadian government authority 	
	<ol style="list-style-type: none"> 10. School record or report card 	
	<ol style="list-style-type: none"> 11. Clinic, doctor, or hospital record 	
	<ol style="list-style-type: none"> 12. Day-care or nursery school record 	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.