

# New Hire Information

## to be completed by Supervisor for new hourly employee

### \* Required Information

Please e-mail completed form to [cdthoma2@illinois.edu](mailto:cdthoma2@illinois.edu)

Animal Sciences Business Office  
1207 W. Gregory Drive, Room 110  
Urbana, IL 61801  
Phone: (217) 244-1260  
Fax: (217) 333-5044

**IMPORTANT:** Supervisors **MUST** notify the Business Office of any new hires **PRIOR** to employee starting work. Employee **MUST** complete an **Online I-9 form BEFORE WORKING** at any University facility. *(The I-9 is the Employment Eligibility Verification form that is required by the Department of Homeland Security's U.S. Citizenship and Immigration Services. The I-9 is extremely important in the hiring process and not following the guidelines for completion can delay an employee's start date.)*

*Supervisor's Name:	
Other Designees:	
*Employee's Name:	
Employee's UIN:	
*Employee's Email:	

<b>Office Use Only:</b>
I-9
I-9 Documents
NNH
Training Certificates
Security Compliance
Photo Release
U _____

### \*Type of Employment:

- Student Employee (*undergraduate at University of Illinois*)
- Academic / Grad Hourly (*received Bachelor's degree*)
- Extra Help (*non-UIUC, high school student, etc.*)
- Other \_\_\_\_\_

### Job Detail:

*CFOP Account #:			
*Start Date:		End Date:	
*Hourly Pay Rate:		Est. Hrs/Wk:	

Is this a FWS Position?      Yes      No

### \*Training Required:

(Employee must submit certificates to Business Office before working. See *Instructions for New Hire* for more information.)

- \*Basic Training Program for Animal Users      Lab Safety Training (**check if applicable**)
- \*Occupational Health and Safety Training      *Required if working in labs that store or use biological chemical or radiological materials*
- \*ACES Safety (Hazard Training)
- \*3 Trainings are required for all Animal Sciences hourly employees as employee may be working in direct or indirect contact with live or dead animals**

*Job Duties: (Job description may be emailed as an attachment)
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**Please complete and submit to Business Office in 110 ASL for employment setup**

Date: \_\_\_\_\_ (Rev. 10/7)