

ANIMAL SCIENCES INSTRUCTIONS FOR NEW HIRE

FOR PART-TIME HOURLY EMPLOYEES

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

1) **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) **Six Safety Trainings**

- a. Animal Care and Use Risk Assessment - <https://ovcrportal.research.illinois.edu>
- b. Animal Allergy Training - <https://ovcrportal.research.illinois.edu>
- c. Basic Training Program for Animal Users - <https://ovcrportal.research.illinois.edu>
- d. Health Screening Questionnaire - <https://ovcrportal.research.illinois.edu>
- e. Occupational Health and Safety (OHS) Training - <https://ovcrportal.research.illinois.edu>
- f. ACES Safety (Hazard Training) <https://compass2g.illinois.edu>
 - i. Open GOOGLE CHROME: This training will **ONLY** function in Google Chrome.
 - ii. Sign into Compass2G and browse the Course Catalog for “ACES Safety”.
 - iii. Under Course ID you will see aces_admin_train_141366
 - iv. Highlight this course with your cursor and click on the grey arrow for a drop down menu to “enroll” and take the training.

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

- 3) Laboratory Safety Training **MUST** be completed - found at: <https://ovcrportal.research.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 Andrea Lile at alile@illinois.edu and 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*

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

Know whom you are working for (supervisor).

Advise if you currently have another job on campus.

Advise if you are eligible for and have accepted 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.