

New Hire Information

Please e-mail completed form to
cdthoma2@illinois.edu

to be completed by Supervisor for new hourly employee

Animal Sciences Business Office
1207 W. Gregory Drive, Room 110
Urbana, IL 61801

* Required Information

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.)*

*Supervisor's Name:

Other Designees:

*Employee's Name:

Employee's UIN:

*Employee's Email:

Office Use Only:

<input type="radio"/> I-9
<input type="radio"/> I-9 Documents
<input type="radio"/> NNH
<input type="radio"/> Training Certificates
<input type="radio"/> Security Compliance
<input type="radio"/> 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.*)

Job Detail:

*CFOP Account #:

*Start Date:

End Date:

*Hourly Pay Rate:

Est. Hrs/Wk:

Is this a FWS Position? Yes No

*Training Required: *Trainings are required for all Animal Sciences hourly employees as employee may be working in direct or indirect contact with live or dead animals*

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

- i. Animal Care and Use Risk Assessment - <http://portal.research.illinois.edu>
- ii. Animal Allergy Training - <http://portal.research.illinois.edu>
- iii. Basic Training Program for Animal Users - <http://portal.research.illinois.edu>
- iv. Health Screening Questionnaire - <http://portal.research.illinois.edu>
- v. Occupational Health and Safety (OHS) Training - <http://portal.research.illinois.edu>
- vi. ACES Safety (Hazard Training) <https://compass2g.illinois.edu>
- vii. *Laboratory Safety Training - <http://portal.research.illinois.edu>
**Required if working in labs that store or use biological chemical or radiological materials*

*Job Duties:

Please complete and submit to Business Office in 110 ASL for employment setup

Date:

(Rev. 10/2018)