**C:\Users\mtclemen\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\C2VMMRAX\MC900078622[1].wmf**

**What to Expect Next**

Two different emails will be sent to you for your completion

**Email #1: (I-9 Tracker) will be sent**:

What this is: *these forms verify that you are a U.S. Citizen and that you are authorized to work in the U.S.*

* I will set this document up electronically which will prompt an email to your Inbox.  The email will read **I9 Tracker** the Subject line.
* The email contains a Logon ID and password for you to log on. Once in you will be prompted to sign SECTION 1 the Employment Verification segment. You will be asked for your first/middle/last name.  Please enter your name **EXACTLY** as it appears on your social security card. If this isn’t complete correctly; it will delay your pay. Additionally it will ask for your address and an electronic signature.

***That completes the first email…..***

**Email #2: (NESSIE New Hire forms) :**

What this is: **NESSIE New Hire Forms**– are the University’s employment forms through a secured Human Resources website.

* Follow the instructions in the email for logging on to NESSIE. Once logged in there is a task list showing you the forms will need to be completed.
* ANCRA
* Employee Information Form
* Loan Default
* W4
* Direct Deposit
* Ethics Orientation
* I-Card Terms and Conditions

You may contact Urbana-Champaign Student Employment: (217)333-6747

[hric-urbana@uillinois.edu](mailto:hric-urbana@uillinois.edu) if you have any questions concerning how to complete any of these forms.

**\*\*\*\*\* Again failure to complete either of these forms (I-9 and/or NESSIE New Hire) will delay your pay. \*\*\*\***