



Exiting and Onboarding Notification System

Goal:

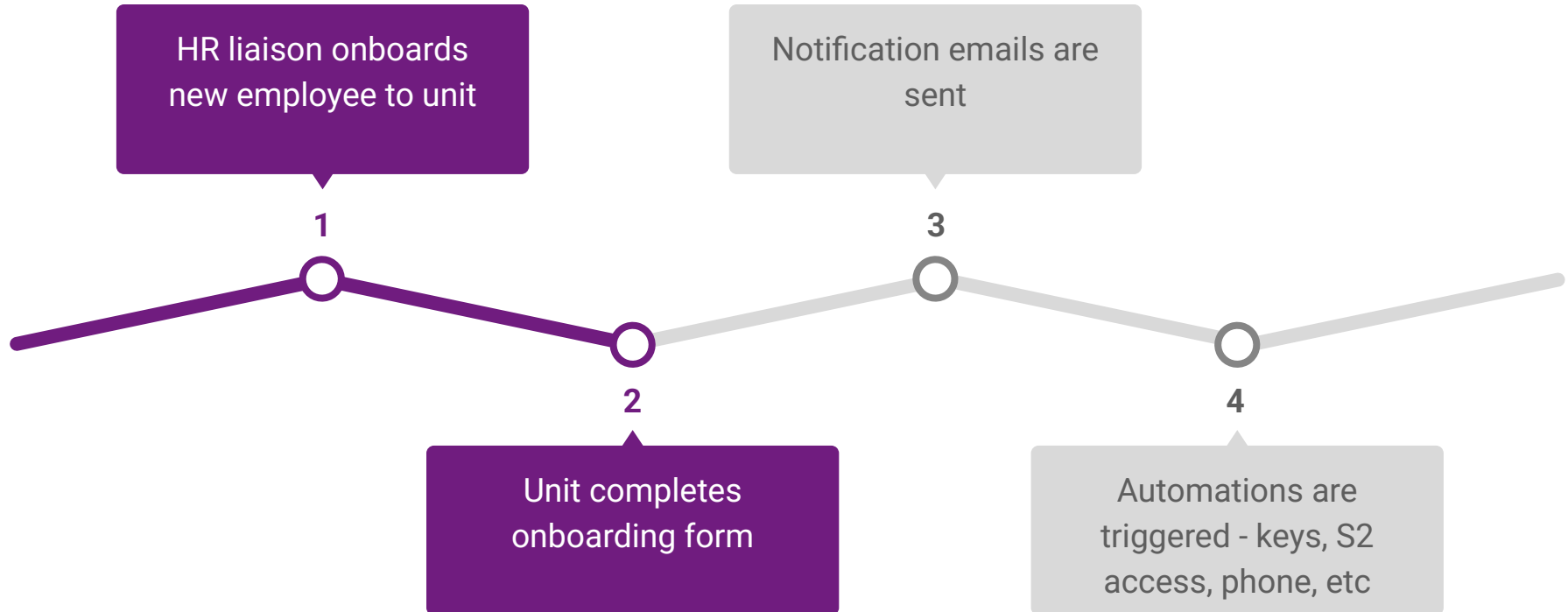
To streamline the entire employee lifecycle by ensuring new hires have day-one access to necessary resources and services, while also guaranteeing a seamless and secure transition for exiting employees.

Employee Classes

- Faculty - AA, AC
- Academic Professionals - BA
- Civil Service - CA, CC, CG

Additional classes may be added in the future

Onboarding Workflow



Onboarding Survey

- Supervisor
- Office location
- Supervise students
- Desktop Refresh Program
- Phone/voicemail
- Door access/keys
- Shared mailboxes/network file shares
- Unit security systems access

Notifications Sent

- ID Center
- USC
- Payroll and Benefits
- Parking
- UPI
- HR processes (New hire orientation, register removal, probationary evaluation tracking)

You are receiving an email as part of the on boarding process of a new employee:

- **EMPLOYEE NAME:**
- **EMPLOYEE TYPE:** Faculty
- **EMPLOYEE TITLE:**
- **EMPLOYEE DEPARTMENT:** Sch Science, Sust, & Pub Hlth
- **EMPLOYEE CLASS DESCRIPTION:** Acad 9/12mth Ben Elig
- **BEGIN DATE:** Saturday August 16, 2025

You play a key role in ensuring a smooth on boarding experience for this new hire, covering areas such as new hire orientation, registry removal, probationary evaluation tracking, payroll and benefits, etc. Your contribution is vital to their successful start!

For more information or assistance please reach out to your HR Liaison
<https://www.uiic.edu/hr/about/staff>

Supervisor Notification

You are receiving this email because you have been identified as the supervisor for a new employee:

- **EMPLOYEE NAME:**
- **EMPLOYEE TYPE:** Academic Professional
- **EMPLOYEE TITLE:** ASST WOMENS SOCCER COACH
- **EMPLOYEE DEPARTMENT:** Athletics
- **EMPLOYEE CLASS DESCRIPTION:** Acad/Pro 12mth Ben Elig
- **BEGIN DATE:** Friday August 8, 2025

You play a key role in ensuring a smooth onboarding experience. Please log into the Onboarding app to review the status of the new employee's account/access/permissions. If unit security access is needed for this employee, please reach out to your USC to request access. If you have any questions, please reach out to Kara McElwrath at kmcel2@uis.edu.

Email to New Hire

Welcome to UIS! To help navigate the onboarding process, we have created a dashboard for new employees. Please log into <https://onboarding.apps.uis.edu/> with your UIS NetID and password to review the status of various onboarding activities.

If you have any questions, please reach out to ITS Client Services at helpdesk@uis.edu

New Employee Dashboard

Onboarding/Offboarding Employees



Welcome to UIS!

Below is the New Employee Onboarding Dashboard where you will find information about your UIS account and status to services/resources. If you have any questions, please reach out to ITS Client Services at techsupport@uis.edu or [217/206-6000](tel:2172066000).

S2 Access Levels

TRAC all Doors

Key request and card reader access

 Download form, print, sign and take to Campus Police

UIS Box

To sign up for your UIS Box account, go to

Civil Service Welcome

Hello Eli,

Welcome to the University of Illinois Springfield!

We are the UIS Civil Service Advisory Council (CSAC). Whether you are new to the University or recently accepted a new position at UIS, we wanted to reach out to you to provide any support we can. We are here to represent civil service employees like yourself. You can find information about our purpose, membership, and how to reach us via our website; <https://www.uis.edu/csac>.

You will undoubtedly receive a lot of information in your first few weeks

Offboarding Notifications Sent

- Locksmith
- ID Center
- USC
- ITS
- Payroll and Benefits
- Library
- Bursar
- Tuition waivers
- UPI

You are receiving an email as part of the off boarding process of an employee:

- **EMPLOYEE NAME:** Andrew Brown
- **EMPLOYEE TYPE:** Civil Service
- **EMPLOYEE TITLE:** IT TECH ASSOC (LS)
- **EMPLOYEE DEPARTMENT:** Information Technology Svcs
- **EMPLOYEE CLASS DESCRIPTION:** CS 75Hr/pay ExA Ben Elig
- **EFFECTIVE DATE:** Friday June 13, 2025

You play a key role in ensuring a smooth off boarding experience for this employee, covering areas such as tuition waiver, library standing loans, Bursars Office holds, payroll and benefits, etc.

For more information or assistance please reach out to your HR Liaison
<https://www.uis.edu/hr/about/staff>

Offboarding Dashboard

Onboarding/Offboarding Employees



Offboarding Information

Below is the Offboarding Dashboard where you will find information regarding tasks to complete on/before your last day. If you have any questions, please reach out to ITS Client Services at techsupport@uis.edu or 217/206-6000.

Icard

Return your i-Card to the ID Center (UHB 1004) before leaving.

Physical keys

Return all physical keys to the UIS Police before your last day of employment. A fine of \$75/key will be charged for any unreturned key.

Questions/Suggestions

uishr@uis.edu

