



UNIVERSITY OF
ILLINOIS
SPRINGFIELD

New Employee Orientation

“The Essentials”

Orientation Agenda

Staff

**Employment
Information**

Leaves

**Time
Reporting**

Policies

**Other Useful
Information**

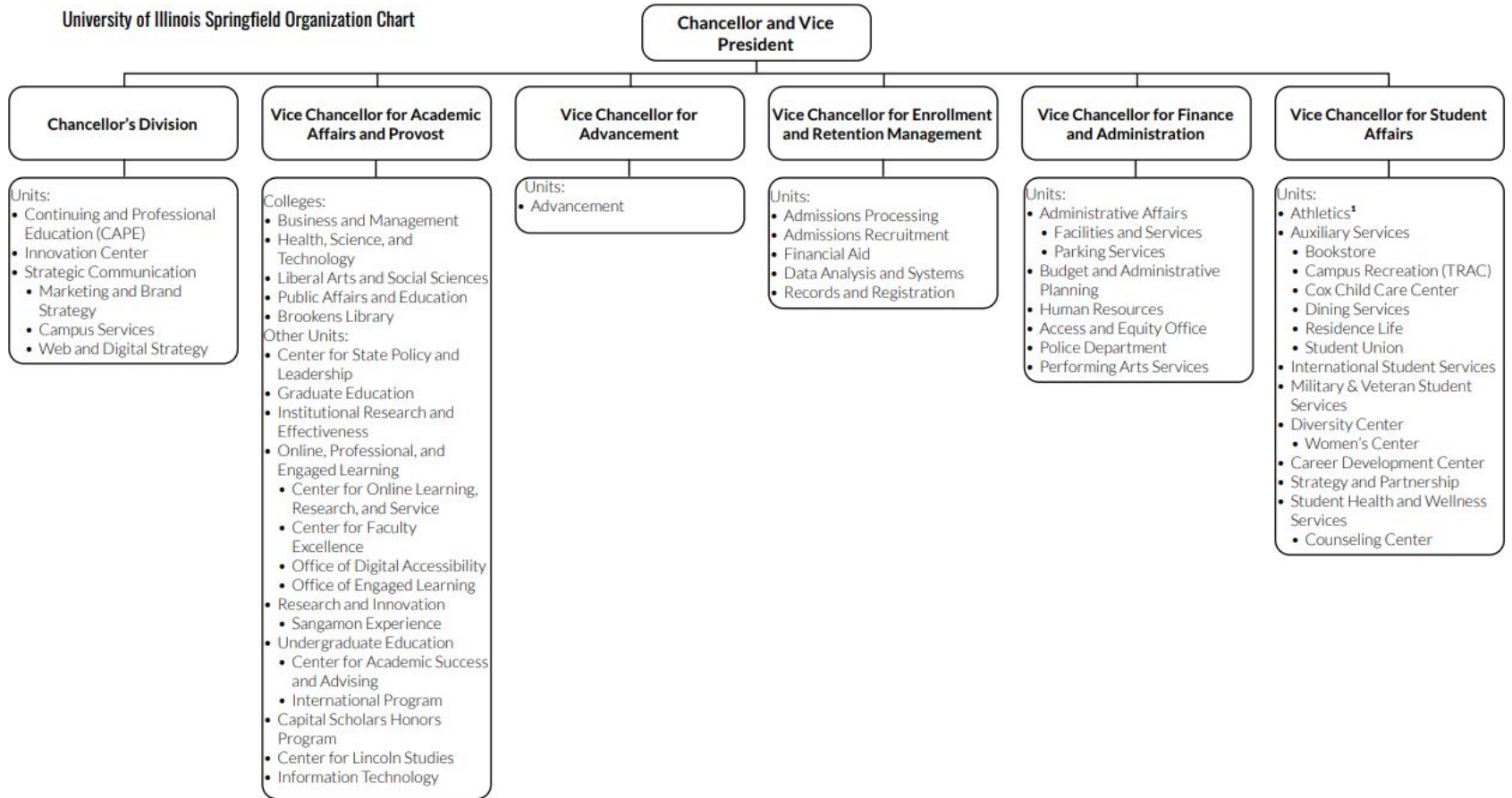
UIS Human Resources
One University Plaza, HRB30
Springfield, IL 62703
217-206-6652
uishr@uis.edu

Office Hours:
Monday – Friday
8:30am - 12:30pm
1:30 - 5:00pm

UIS Divisions

- **Chancellors' Division:** Oversees and maintains external contacts, as well as institutional health.
- **Academic Affairs :** Focuses on the academic operations. It is the largest division on campus overseeing colleges and academic operations.
- **Finance and Administration:** A new division that was added in 2022 to provide solid financial health and administration of the campus.
- **Advancement:** Leads Development and Alumni Relations.
- **Enrollment & Retention Management:** The newest division formed in 2023 provides leadership for Admissions (Recruitment and Processing) Financial Aid, and Registration and office of the Registrar for all student populations.
- **Student Affairs:** Maintains student life and well-being

University of Illinois Springfield Organization Chart



¹Maintains dotted line reporting to the Chancellor's Division
Note: Organization Chart updated October 2024

UIS STRATEGIC **Compass** **2028**

Mission

The University of Illinois Springfield provides a uniquely student-centered educational experience both in and out of the classroom through active learning, meaningful research and impactful civic engagement that prepares graduates to contribute fully to society.

Vision

The University of Illinois Springfield will be a pathway to opportunity, a catalyst for change and a space of possibility where learners become ethical and passionate scholars, leaders and citizens capable of transforming their local and global communities.



Values

Student-focused Teaching and Learning
Safety
Integrity
Inquiry
Civic Engagement
Diversity
Strategic Thinking
Accountability

Visit the Strategic Compass [Website](#)

UNIVERSITY OF
ILLINOIS
SPRINGFIELD

UIS Statistics

- Undergraduate students: 2,337 (54%)
- Graduate students: 2,027 (46%)
- Online: 44%,
On-ground/blended: 56%
- Full-time: 60%, Part-time: 40%
- **Total enrollment:** 4,364 (Fall 2025)
- Illinois: 71.6%
- Out of state: 12%
- Foreign countries: 16.4%
- **Demographics:**
- White: 49.9%
- U.S. Non-Resident (International): 16.4%
- Black or African American: 14.2%
- Hispanic or Latino: 9.1%

UIS Colleges

Health,
Science and
Technology

Business and
Management

Public Affairs
and
Education

Liberal Arts
and Social
Sciences

Overview of Essential Employment Information

- ★ System Human Resource Services
- ★ Year Definitions
- ★ Employee Groups and Appointment Information
- ★ Employee Bargaining Units
- ★ FLSA – Exempt vs. Non-Exempt
- ★ Payment Information

System HR Services

What is System HR?

The University of Illinois System includes the University of Illinois Urbana-Champaign, the University of Illinois Chicago and the University of Illinois Springfield.

The System HR office coordinates activities throughout the U of IL System.

System HR has an interactive website for employees called My UI Info.



My UI Info page functions

- Change your personal information
- Earnings Statement
- Benefits
- Life Events
- Compensation
- Leave Information
- Policies
- Discounts and Other Services

<https://www.hr.uillinois.edu/>



System HR Services

 UNIVERSITY OF ILLINOIS SYSTEM

About Us | Employment | Contacts



SYSTEM HUMAN RESOURCE SERVICES

My UI Info

Benefits

Diversity, Equity, Inclusion & Belonging

Employee Development & Engagement

HR Systems

Leave

Pay

Policy

System Office Employees

Welcome

System Human Resource Services is dedicated to supporting the U of I System's mission of teaching, research, public service, and economic development through a variety of strategic programs and partnerships to recruit, develop, and retain a diverse workforce of the highest caliber.

We are: the University of Illinois Urbana-Champaign; the University of Illinois Chicago; the University of Illinois Springfield--the University of Illinois System: Altogether Extraordinary.

Top Links

- [Earnings Statement](#)
- [My UI Info](#)
- [Positive Time Reporting \(PTR\)](#)
- [W-2 Tax Forms](#)
- [UI New Hire](#)
- [Benefits](#)
- [Notification of Appointment \(NOA\)](#)
- [Required Notices and Posters](#)
- [Holiday Schedules](#)

<https://www.hr.uillinois.edu/>



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SYSTEM HUMAN RESOURCE SERVICES

My UI Info

Benefits

Diversity, Equity, Inclusion & Belonging

Employee Development & Engagement

HR Systems

Leave

Pay

Policy

System Office Employees

» My UI Info

My UI Info

My UI Info enables University employees to securely view and update their personal and employment information.

For additional paper forms necessary to make certain changes, see [HR Forms](#).

Not sure where to start? See [Life Events](#) to update your mailing address or for changes you may need to make due to major events like moving, marriage/divorce, or having a baby.

System HR News

Urbana: Faculty/Staff Emergency Fund Drive Spring 2024
Tuesday, April 9, 2024, 9:30 a.m.
[Health Plan Reminder: Out-of-Network](#)

My Profile

Manage your contact addresses and personal profile information through "My Profile".

> [My Profile](#)

My Pay

> [Direct Deposit & Pay Card](#)

> [Earnings Statement](#)

> [W-2/1042-S/1095-C Tax Statements](#)

My Benefits

> [MyBenefits \(CMS\)](#)

> [Accidental Death & Dismemberment Insurance](#)

> [Long Term Disability Insurance](#)

> [Shared Benefits](#)

> [University 403\(b\) Supplemental Retirement Plan](#)

> [State Deferred Comp 457 Plan](#)

> [SURS Deferred Compensation 457 Plan](#)

My Compliance

> [Education Loan Default](#)

> [Positive Time Reporting](#)

> [Temporary Employee Ethics Training](#)

My Education

> [Education & Certification History](#)

> [Tuition Waivers](#)

<https://www.hr.uillinois.edu/myinfo>

Direct Deposit and the W-2

Questions may be directed to Payroll and Benefits at (217) 206-7144

• Direct Deposit •

- ☐ All new employees are required to use direct deposit for payroll earnings.
- ☐ If direct deposit is not established, the employee is issued a pay-card and funds are deposited into an account and can only be accessed with the pay-card.
- ☐ May view or edit direct deposit information in System HR

• Electronic W-2 •

- Register in System HR to receive W-2 electronically.
- Once you consent to receive your Form W-2 online, you will be able to retrieve every year without consenting again.
- Can withdraw enrollment at any time.
- Reminder email is sent each year in November.
- May view Form W-2 information online

Earnings Statements

Earning Statements provide a statement of your earnings, deductions, and leave accruals for the specific pay period.

- They are available online via My UI Info prior to payday.
- Current Payroll Schedules
- History of 15 months kept in My UI Info for viewing purposes.
- University employees that contribute to SURS are exempt from OASDI (social security) withholding.

■ Employment Verification

- You can also find the employment verification under the same tab.



SYSTEM HUMAN RESOURCE SERVICES



My UI Info

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My Pay

My Benefits

- > [MyBenefits \(CMS\)](#)
- > [Accidental Death & Dismemberment Insurance](#)
- > [Long Term Disability Insurance](#)
- > [Shared Benefits](#)
- > [University 403\(b\)](#)

Earnings Statement

W-2/1042-S/1095-C Tax Statement

Notification of Appointment

Civil Service Appointment Information

Employment Verification System

W-4 Withholding Allowance

Direct Deposit

> [Temporary Employee Ethics Training](#)

My Education

SURS Deferred Compensation Plan (DCP)

- ★ Per state law, beginning July 1, 2023, all newly hired SURS members will be automatically enrolled in the DCP. They will have the ability to opt out within the 30-day opt-out period: myillinoisdcplan.com
- ★ If you are automatically enrolled in the SURS DCP, your contribution rate will be 3% of your salary on a pre-tax basis. Your money will be invested in the SURS Lifetime Income Strategy (LIS).

Year Definitions

Academic year

August 16th –
August 15th

Calendar year

January 1st –
December 31st

Fiscal year

July 1st – June
30th

2024

January						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

<https://www.vertex42.com/calendars/printable-calendars.html>

Printable Yearly Calendar © 2022 by Vertex42.com. Free to Print.

Academic Professionals

- Receive a contract for a specified appointment period (typically one Academic year)
- Positions that are salaried and meet specialized needs; requiring experience relevant to the job.
- Perform high-level duties and have specialized responsibilities in academic, research, or administrative areas
- Bachelor's or advanced degrees are required
- Some AP positions are of visiting status

Academic Professionals Appointment Information

Notification of Appointment (NOA)

- Employee's contract with the University
- Contains the terms of employment
- Review anytime you have a change in position or salary for accuracy
- Yearly reappointment

Notification Rights

- Full-time APs (non-visiting) may receive notification rights based on:
 - Years of Service
 - Salary Funding Source
- Employees continue to provide service and receive their contractual salary during the notice period.

Visiting Academic Professionals Appointment Information

Notification of Appointment (NOA)

- Employee's contract with the University
- Contains the terms of employment
- Review anytime you have a change in position or salary for accuracy

Notification Rights

- Not entitled to formal notice rights
- Typically renewed every year for up to three (3) years

Academic Professionals Cont.

- Academic Staff Handbook
- Intended for use by academic staff, including Faculty
- Policies are not intended to replace policies set forth by the General Rules Concerning University Organization and Procedure or University Statutes
- Each University has an advisory committee comprised of elected colleagues to help facilitate communication between units and administration.
 - At UIS: Academic Professional Advisory Committee APAC
 - At the system level: University Professional Personnel Advisory Committee UPPAC

Civil Service

- Governed by State Universities Civil Service System.
- Positions are continuous.
- Positions are categorized into classifications. Some classifications have defined promotional lines.
- Candidates must have an online application, meet minimum qualifications and pass a Civil Service Examination/Credential Assessment.
- Each Civil Service position has a probationary period of 6 months or 12 months depending on classification.

Civil Service Employment Information

Probationary Period

- Probationary period based on classification.
- Periodic performance review dates within probationary period.

Employment Rights

- 30 Day Notification in the event of a layoff.
- Seniority/ Bumping rights based on length of service in classification.

Civil Service Cont.

- The purpose of SUCSS is to provide uniform guidelines for the management of Civil Service employees in support of University objectives.
- Some fall under one of the labor contracts, which incorporate references to the Civil Service Statutes and Rules as necessary.
- Policy/Labor Resources for Civil Service
- Each University has an Advisory Committee comprised of elected colleagues to help facilitate communication between civil service employees and administration.
- At UIS: Civil Service Advisory Committee CSAC.
 - At the System level: University of Illinois Employee Advisory Committee UIEAC



Performance Evaluations

- UIS employee performance evaluations are conducted annually.
- Annual review is based on the review period April 1st – March 31st
- Standard forms are used across UIS
- Conducted by the direct supervisor
- Training is available annually for supervisors conducting performance evaluations



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Annual Increases



Academic Professionals

- Salary increases may be available if the University has a salary program for that year.
- Increase is typically based on the State budget, campus allocations, unit budget, and employee performance.

Civil Service Open Range

- Salary increases may be available if the University has a salary program for that year.
- Increase is typically based on the State budget, campus allocations, unit budget, and employee performance.

Civil Service Negotiated (Union)

- Receive increases based on the union contract. Effective dates are determined during negotiations with individual unions.

Employee Bargaining Units

- Nine unions are recognized on the UIS campus:
Contracts may be found on the HR website under Labor Relations
 - **AFSCME** – Grounds Crew
 - **FOP** – Police Officers/Sergeants
 - **IATSE** – Stagehands (includes extra help stagehands)
 - **OP Engineers** – Steam and Power Plant
 - **UPI Association of Graduate Employees** -Graduate and Teaching Assistants
 - **UPI Clerical** – Office Support Personnel
 - **UPI Service** – Food Service and Building Service
 - **UPI Technical** – Television and Radio Personnel
 - **UPI Faculty** – Tenure/Tenure track faculty

Other Employee Groups

Extra Help

- Temporary position:
May work 900 consecutive hours and then must take 30 day break
- Scheduled work hours are often flexible and vary based on need
- Do not receive employee benefits

Hourly/Faculty/ Clinical Researchers

- Hired based on a current/temporary need
- Typically temporary positions that are academic in nature
- Requires Bachelor degree

Students and Graduate Students

- Must be students of the University of Illinois
- Typically hired to fulfill a need for units
- Gain professional training and experience

Employees **Exempt** from the Fair Labor Standards Act (FLSA)

- Paid a fixed salary per pay period
 - Academic Professionals are paid monthly (on or before the 16th of each month)
 - Civil Service paid bi-weekly (every other Wednesday)
- Academic Professionals expected to work a minimum of 40 hours per week
 - Civil Service typically expected to work a minimum of 37.5 hours per week
- May be expected to work over the minimum required hours based on operational needs
 - Not eligible for overtime or compensatory time

Employees **Not Exempt** from FLSA

- Also paid bi-weekly (every other Wednesday)
- Paid on an hourly basis
- Typically work a fixed schedule
- Report time worked to determine the appropriate amount of pay
- Overtime may be required based on operational needs with supervisor approval only



Time Reporting



In compliance with OBFS Policies & Procedures, Section 4 –

Payroll/timesheet approvers should not approve their own timesheet. If a timesheet approver is also an hourly employee required to submit time, a Proxy or Superuser (other than the designated Approver) must approve the timesheet approver's time.

Positive Time Reporting

<https://apps.uillinois.edu/>



Time Reporting



- > Academic Vacation and Sick Leave Recording
- > Civil Service Exempt Vacation and Sick Leave Recording – Springfield
- > Civil Service Exempt Vacation and Sick Leave Recording - System Offices
- > Positive Time Reporting
- > Salaried Non-Exempt Tracking Application
- > TeamDynamix
- > Web Time Entry



Recording Leave Time

Non-Exempt

Leave Time-
6 minute
increments

Exempt (37.5 hours)

Half day= 3.75
hours

Full day=
7.5 hours

Exempt (40 hours)

Half day=
4 hours

Full day=
8 hours

Overview of Employee Leave

Academic
Professional
Vacation & Sick
Leave

Civil
Service Vacation &
Sick Leave

Holidays

Gift Days

Other University
Leaves



Academic Professional Vacation

- Employees must have a 12-month appointment to be eligible.
- Accrue 16 hours (2 days) per month, but may use accruals for entire Academic year up front.
- Receive 24 days of vacation leave at the beginning of each Academic Year.
- If separated from the University and vacation leave not yet accrued has been used, it must be paid back to the University.
- May accumulate up to three-years of accruals (72 days), however may only carry over two-years of accruals (48 days) each Academic Year.
- Part-time employees and employees not starting at the beginning of the Academic Year have leave accruals pro-rated based on FTE and start date.

Academic Professional Sick Leave

- ★ Employees must have at least a 50% appointment and be appointed for at least 9 months.
- ★ Receive 25 days (12 cumulative; 13 non-cumulative) of sick leave at the beginning of each Academic year.
- ★ Part-time employees and employees not starting at the beginning of the Academic year have leave accruals pro-rated based on FTE and start date.





Civil Service Vacation

- 
- 
- Civil Service **non-exempt** employees may earn up to 25 days per year based on number of years of service.
 - Civil Service **exempt** employees may earn up to 28 days per year based on number of years of service.
 - May accumulate an amount of leave equal to that earned in *two service years at the employee's current earnings rate*, but upon reaching this amount, accumulation will cease until the accumulation is reduced.
 - Employees are responsible for monitoring the accrual of leave to avoid reaching maximum accrual.
 - Accrual tables will be discussed in the next slides.
 - Part-time employees have leave accruals pro-rated based on FTE.



Civil Service Accruals – *Non-Exempt*

Schedule A Years of Service Completed

At Least	Not More Than	Rates Earned Per Hour of Pay-Status Service (Exclusive of Overtime)	Approximate Leave Days Earned in One Year
0	3	.0462	12
3	6	.0577	15
6	9	.0692	18
9	14	.0808	21
14	-	.0962	25

Civil Service Accruals – *Exempt*

Schedule B Years of Service Completed

At Least	Not More Than	Rates Earned Per Hour of Pay-Status Service (Exclusive of Overtime)	Approximate Leave Days Earned in One Year
0	3	.0962	25
3	6	.1000	26
6	9	.1038	27
9	-	.1077	28

Civil Service Sick Leave

- ★ Status employees are eligible to earn sick leave.
- ★ Accrue sick leave without limit at the rate of .0462 hours for each hour, exclusive of overtime, that the employee is in pay status (approximately 12 days per year for full-time status).
- ★ Part-time employees have leave accruals pro-rated based on FTE.



Other University Leaves

- Family & Medical Leave Act (FMLA)
- Funeral Leave
- Jury Duty
- Military Leave & Family Military Leave
- Parental Leave
- Maternity Leave
- Shared Benefits
- Victims of Economic Security & Safety Leave (VESSA)

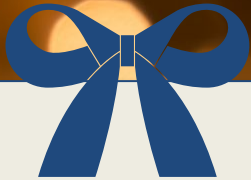
- Liberal Leave Policy - Inclement Weather
 - When the Liberal Leave Policy is invoked, employees:
 - Should use good judgment about whether they should leave work early or arrive late because of concerns for their safety
 - Supervisors are asked to abide by the judgments made by the employee
 - Employee must use vacation time or floating holidays to be paid for time off when the Liberal Leave Policy is in effect
 - Essential personnel are typically the only employees on campus

University leaves may be found at this link:
<https://www.hr.uillinois.edu/leave>

FY 2026 HOLIDAY CALENDAR

July 4, 2025	Friday	Independence Day
September 1, 2025	Monday	Labor Day
November 27, 2025	Thursday	Thanksgiving Day
November 28, 2025	Friday	Day after Thanksgiving (Designated Holiday)
December 24, 2025	Wednesday	Gift Day
December 25, 2025	Thursday	Christmas Day Holiday
December 26, 2025	Friday	Day after Christmas (Designated Holiday)
December 29, 2025	Monday	President Designated Holiday
December 30, 2025	Tuesday	Gift Day
December 31, 2025	Wednesday	Gift Day
January 1, 2026	Thursday	New Year's Day Holiday
January 19, 2026	Monday	Martin Luther King, Jr. Day (Designated Holiday)
May 25, 2026	Monday	Memorial Day
June 19, 2026	Friday	Juneteenth Day

<https://www.hr.uillinois.edu/leave/holidays>



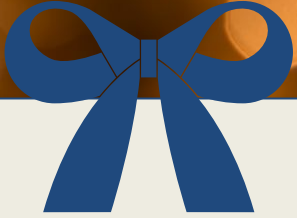
Gift Days



Gift days are paid days off; employees **DO NOT** use leave benefits to cover this day.



Gift days are given at the Presidents and/or Chancellor's discretion and are subject to negotiation for employees whose classification is represented by a union.



Employees who are required to work any part of a gift day are compensated in accordance with Policy and Rules, Rule 11.13 – Excused Absence with Pay/Gift Day, or the applicable bargaining agreement.

Floating Holidays

Employees receive 2 floating holidays each fiscal year on July 1. These holidays must be used by June 30 in whole day increments.



Rules and Regulations of the University

Commonly Referenced Policies and Statements



- UIS Acceptable Use Policy



- State Officials and Employees Ethics Act



- Preventing Harassment & Discrimination Training



- FERPA/ANCRA Training



- Statement of Economic Interest



- Code of Conduct



- Conflicts of Commitment and Interests



- FOIA



- Sexual Misconduct Policy & Reporting



- Non-Discrimination Statement



- Affirmative Action Statement & Access & Equity Office



- Drug and Alcohol Policy

UIS Acceptable Use Policy

[UIS IT Policies, Procedures & Guidelines](#)



SMS / MMS
(217)206-6000



CHAT
www.uis.edu/its



CALL
(217)206-6000



EMAIL
TechSupport@uis.edu

State Officials and Employees Ethics Act



Requires all Academic Professional and Civil Service employees to document all hours worked (24/7) while conducting official University business.

- Exempt employees report on a weekly basis in quarter-hour increments in Positive Time Reporting (PTR) tool developed to track this time:
- Timesheets for non-exempt employees meet the ethics requirement
- University Reporting Policy for Ethics (SOEEA)

Ethics Training

- The State Officials and Employees Ethics Act also requires all University employees to complete an Ethics Training.
 - [University Ethics and Compliance Office](#)
 - Requires all University employees to complete an ethics orientation at the time of hire.
 - **Annually in the Fall**, employees are required to complete mandatory ethics training.
- For additional information related to ethical dilemmas call the help line at 866-758-2146.



Preventing Harassment & Discrimination Training



All university employees, are required to complete the [Preventing Harassment and Discrimination Training](#) module. This is an online course regarding sexual misconduct and your reporting responsibilities as a University of Illinois employee, which is to be completed during the spring semester, annually.

UNIVERSITY
OF ILLINOIS
SYSTEM

EthicsLine

Inspire integrity
by speaking up.

Confidentially report ethics
and compliance concerns:
866-758-2146

UNIVERSITY OF
ILLINOIS
SPRINGFIELD

FERPA and ANCRA Training

FERPA

- The Family Educational Rights and Privacy Act of 1974, commonly known as [FERPA](#), is a federal law governing the privacy of educational records.
- Required by University employees working with student records prior to having access to student records.

ANCRA

- The Illinois “Abused and Neglected Child Reporting Act” (ANCRA) mandates that all personnel of an institution of higher education must immediately report cases of suspected child abuse or neglect of minors (children under the age of 18) directly to the Department of Child and Family Services (DCFS) as soon as abuse or neglect is suspected.
- All University employees, volunteers, and other designated individuals must complete ANCRA training upon hire and every three years after and acknowledge their understanding of their mandatory reporting obligation under ANCRA.
- Protection of Minors

Statement of Economic Interest

★ The Statement of Economic Interests form is a disclosure required by the Illinois Governmental Ethics Act to be filed with the office of the Secretary of State. The University coordinates this process with the secretary of state.

★ A small percentage of University employees are required to submit this form by **May 1st annually**.

The Illinois Governmental Act identifies certain categories of individuals required to file a statement, including but not limited to:

- Members of the Board of Trustees
- Deans, directors, and department heads
- Persons having supervisory authority over, or direct responsibility for the formulation of contracts
- Persons who supervise 20 or more University employees
- Employees who have responsibility with respect to the procurement of goods and services.

Resources to Report Concerning Behavior

The health and safety of our campus community is our top priority. The following tools can be used to report concerning, threatening or worrisome behaviors by members of our community:



- [Student of Concern Reporting Form](#)
- [Employee of Concern Reporting Form](#)



If there is an immediate risk to life or property call
911 or 217-206-7777



Code of Conduct

Establishes guidelines of appropriate and professional demeanor that is applicable to:

Executive officers, faculty, staff, and other individuals employed by the University

Individuals using University resources or facilities

Volunteers and representatives acting as agents of the University

Conflicts of Commitment and Interests

Covered Individuals must obtain prior written approval to engage in non-University income-generating activities.

Covered Individuals must also disclose such activities annually, whenever a substantial change in such activities occurs, or when required by granting agencies.

There is an annual disclosure process for all covered employees, including full-time and part-time.

Policy on Workplace-Related Intimate Personal Relationships



- Professional and supportive relationships among faculty or staff and students are at the heart of the education and research mission of the University of Illinois System. Nevertheless, sexual, amorous, dating and romantic relationships under some circumstances have interfered with achievement of the U of I System's institutional mission by undermining the integrity of professional roles.
- The Policy on Workplace-Related Intimate Personal Relationships is intended to address potential conflicts and to reduce the risk of any actual or apparent conflict of interest resulting from particular types of Intimate Personal Relationships.
- The UIS Workplace-Related Intimate Personal Relationships Procedures outline the process all UIS employees must follow for reporting new or ongoing workplace-related intimate personal relationships as defined by the policy.

Illinois Freedom of Information Act

What is [FOIA](#)?

- Intended to open the government to all citizens by guaranteeing access to governmental records in whatever form they are maintained.
- As a public institution, the University is covered by FOIA

What is included?

- Printed information such as:
 - Correspondence and memoranda
 - Reports and publications
 - Budget and financial records
 - Inventory, supply, and other property records
 - Salary records
 - Contracts
- Information maintained electronically, including:
 - Email
 - Statistical reports
 - Class and grade rosters
 - Audiovisual files
 - Personal emails or text messages if they pertain to the transaction of University business.

Illinois Freedom of Information Act

Who can request information?

- Anyone

What does this mean to me?

- What you write or type may become public.

Is everything public?

- No – Illinois FOIA provides exemptions and Federal Family Education Rights and Privacy Act (FERPA) prohibits release of some student information.

Who handles FOIA requests for UIS?

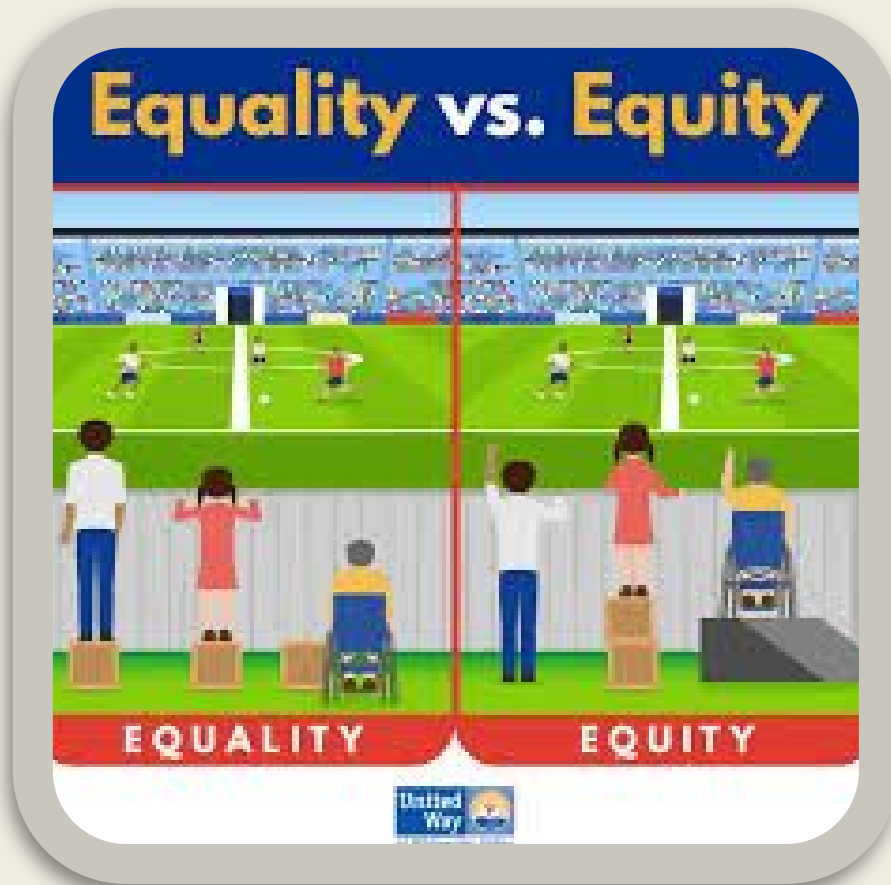
- If you personally receive a FOIA request, please email the FOIA to foia@uillinois.edu.



RIMS

- <https://youtu.be/mYjacLA5-0w>
- The university is a State organization, and any document that is created in the course of its operations can be a state record.
- As a state organization, the proper maintenance of these university records is not only a priority, but a legal requirement.
- All employees either generate or maintain some of these records.
- All records should be handled according to the Retention Schedules. These can be found at Go.uillinois.edu/retention.
- If you have questions or concerns about records management, you can ask the Records and Information Management Services team (RIMS) by emailing RIMSgroup@uillinois.edu

Access & Equity at UIS



The UIS Office of Access & Equity facilitates compliance with non-discrimination and equity laws and policies, including the Non-Discrimination Policy and Sexual Misconduct Policy.

This office is your go-to source for any questions about your non-discrimination rights; equitable hiring; diversity, equity, and inclusion initiatives; sexual misconduct; and disability accommodations (AEO works with Disability Services).

All related policies, reporting forms, and support resources can be viewed at www.uis.edu/aeo. You can also email aeo@uis.edu with questions.

Responsible Employee Reporting

- ★ All employees except for counselors in the UIS counseling center are considered Responsible Employees, which means they are required to report any information about sexual misconduct or sexual harassment to the University's Title IX Coordinator.
- ★ **Reports should be made as soon as possible.**

A reporting form can be found at uis.edu/aeo, or you can call or email the Access & Equity Office (206.6222 or titleix@uis.edu)
- ★ Reporting this information allows the University to provide any impacted individuals with information about their rights and options, including supportive measures and reporting options.
- ★ Failure to report can result in disciplinary action.
- ★ Annual training is provided – keep an eye on your UIS email for access to this training!

Harassment, Discrimination, & Sexual Misconduct

- UIS is committed to providing a safe and equitable learning and working environment. All forms of harassment and discrimination based on a protected status or identity, including race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran, is strictly prohibited.
- UIS has policies that outline prohibited behavior and procedures for reporting, including the Non-Discrimination Policy and the Sexual Misconduct Policy. Both policies and related resources can be found at uis.edu/aeo.
- UIS will respond to every report of sexual misconduct, harassment, and/or discrimination. Supportive measures are available regardless of whether an individual chooses to file a complaint with the University.
- For more information, visit uis.edu/aeo.

Drug and Alcohol Policy



[Tobacco-, Vape- and Cannabis- Free Campus Policy](#)

[Policy and Resource Guide for Students and Employees at the University of Illinois Springfield](#)

Other Useful Information



•University Identification

•Name Plate & UIS Mobile

•Emergency Alert System

•UIS Parking

•What to Know on Where to Go

•UIS Recreational Activities

•UIS Athletics

•UIS Office of Advancement

•Tuition Waivers

•Rising Stars

UNIVERSITY OF
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University Identification

University Identification Number (UIN)

- UIN is the primary identification element for individuals associated with the University (i.e. faculty, staff, and students).
- UIN is unique across the entire University of Illinois System.
- UIN's are automatically assigned to employees through the hiring process.
- Your 9-digit UIN can be found on your Identification Card (i-card); however, is different than your 16-digit i-card number.

i-Card (Identification Card)

- [Official University identification card](#)
- Used to access services and appropriate facilities.
- Staff and faculty may use it for building access, department name badge, the library, etc.
- Can be used for services on campus (dining halls, computer labs, printing services) by adding money to the card at value transfer stations throughout the campus.



- Surplus: **AJ Hamm** ahamm5@uis.edu (<https://uofi.box.com/s/wu7i0f1lmgntojiryiqzetvsm2lqjl8l>)

- Requesting a space
 - <https://www.uis.edu/orbit/services/facilities-services/book-space>

- Work orders/Name Plate: <https://www.uis.edu/facilities-services>
 - Put in a work order through Eagle CMMS and it will be completed.
 - Instructions for filling out form: <https://www.uis.edu/facilities-services/facilities-services/building-maintenance>

Orbit

Employee-to-Employee
communication

- Any new information from any department that employees may need to know about
- Chancellor updates
- Provost updates
- Department Newsletters
- Cafeteria Menu
- Employee Recognition
- Employee Events

Employees can sign up for Orbit website training on the Department of Strategic Communication page under Web & Digital Strategy.

myUconnect

Employee-to-Student communication

Student Announcements:

Employees can submit a request to Elizabeth West or Heath Bruce to add information to share with students

For more information about communication to the campus community, visit the [Department of Strategic Communication page](#)

UIS Mobile App

- **Easy Access to Campus Info** – A centralized hub for all essential information including campus events, UIS news, and dining options.
- **Effortless Campus Navigation** – Offers detailed maps, parking information, and guidelines on how to visit UIS.
- **Seamless Academic Management** – Quick access to AdviseU and apps like Canvas.
- **Stay Connected and Safe** – Provides easy access to campus safety information, including emergency contacts, procedures, and guidelines.

And Much More!!

Visit <https://go.uis.edu/app> to learn more!



Active Shooter Drill

UIS and the surrounding communities are as prepared as they can be for a serious emergency involving someone with a gun. The best thing you can do is prepare for an event where your ability to respond quickly may save your life.

- Active shooter drills will take place periodically.
- Employees are supposed to practice “shelter in place” during the active shooter drill.

[Active Shooter Response](#)

[Active Shooter Video](#)

UIS Campus Police

Emergency: (217) 206-7777

Non-emergency: (217) 206-6690

Emergency Alert System

Please visit the [UIS Police website](#) for valuable information on campus safety.

Sign up for the [UIS-Alert Emergency Notification System](#)

. Stay informed.

- ☐ Rave Alert –Receive messages in the event of an emergency.
- ☐ Guardian- Allows your smart phone to become a panic button that will immediately alert campus police.
- ☐ EyeWitness- Initiate a text message conversation with an officer.





UIS Parking



Hang Tag Type	Parking Location
Economy	Economy / Yellow lots
Standard	Standard / Blue lots Economy / Yellow lots
Perks	Reserved PERKS space that corresponds to the hang tag # Standard / Blue lots Economy / Yellow lots Contact Parking operations to purchase a PERKS
Residential	The Residential lot specified on the hang tag Lot I-South Lot J (near Student Union)
Emeritus	Economy / Yellow lots Standard / Blue lots

Contact Parking Operations

BSB 43

Phone: (217) 206-8502

Email: parking@uis.edu

Hours: Monday- Friday,
9:00am- 4:00pm

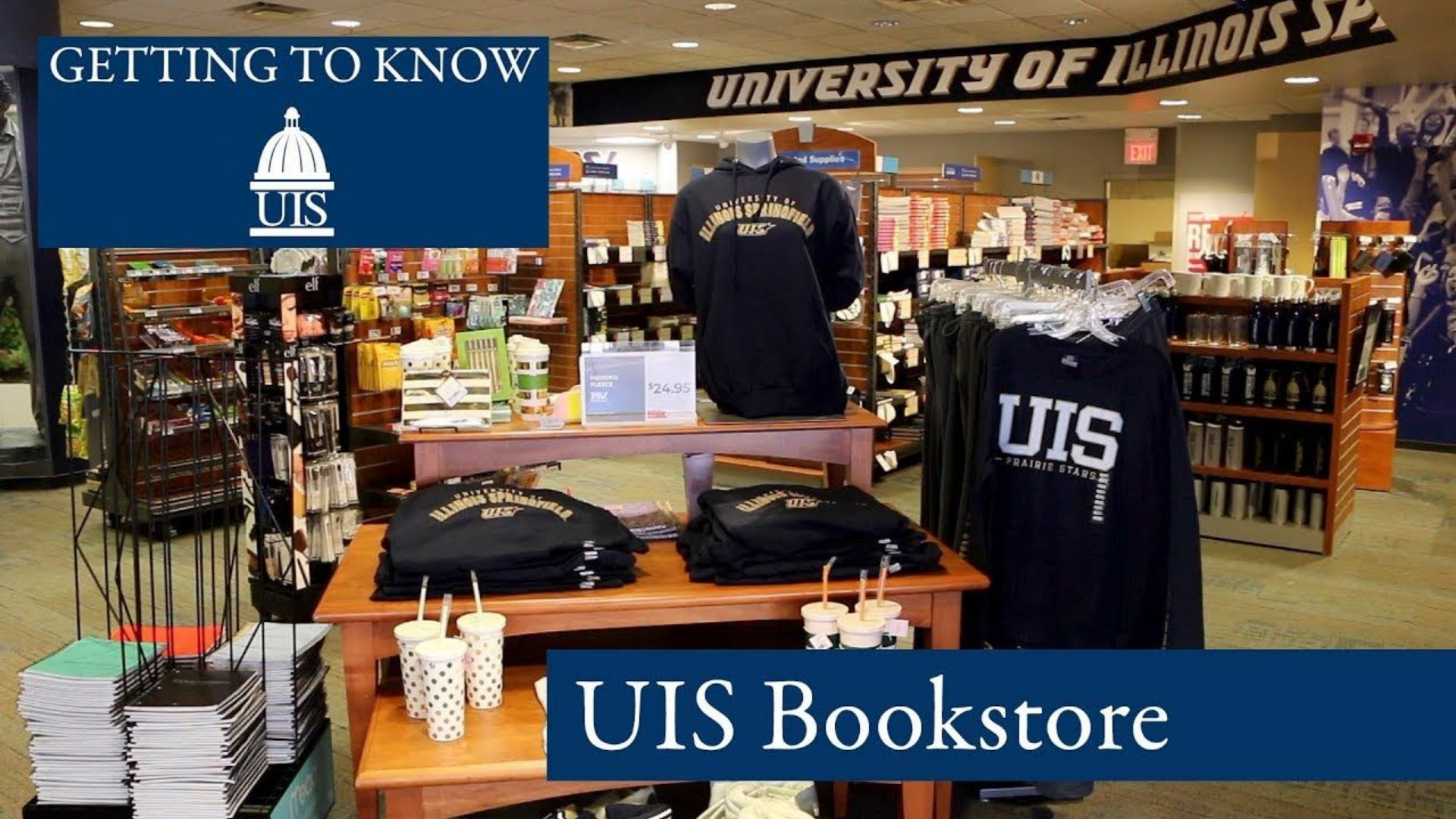
[Parking | University of Illinois Springfield \(uis.edu\)](#)

- Every employee must have a UIS hang tag to park on campus.
- Requests for hang tag must be completed online and then picked up at Parking Operations.

GETTING TO KNOW



UNIVERSITY OF ILLINOIS SP



UIS Bookstore

- Check out UIS Merchandise, located in Founder's Hall
Employees receive a 10% discount

[UIS Bookstore](#)

UNIVERSITY OF
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Use your I-card to check
out anything from books
to blenders.

Cox Children's Center

- The Cox Children's Center is licensed through the State of Illinois and holds voluntary accreditation through the National Association for the Education of Young Children
- Age ranges from 6weeks - 5years
- Our center is open 7:15 a.m. – 5:30 p.m. Monday through Friday.



UIS
Cox
Children's
Center

Shakespeare Garden



Located near the library, sit and relax on a bench while sitting amongst great quotes and flora from Shakespeare's works

Dining on Campus



Starbucks

Fall & Spring Semester Hours:
Monday - Friday: 8:00 a.m. - 5:00 p.m.

Saturday and Sunday: Closed
Closed for Summer Break
Located on 2nd Floor



Facilities Hours:

Monday - Friday: 7:30 a.m. - 8:00 p.m.

Saturday and Sunday: 10:30 a.m. - 8:00 p.m.



Facilities Hours for the Summer:

Monday - Friday: 8:00 a.m. - 3:00 p.m.

Saturday and Sunday: Closed



<https://youtu.be/JVKV00UHpk>

ILLINOIS
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Springfield Road Runners Club

All Ages, All faces, All
Paces.

Run/Walk/Races

Fun social events to
keep you motivated and
active



www.srrc.net [Facebook.com/srrc.net](https://www.facebook.com/srrc.net)

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Recreational Facilities

- Arena
- Weight Rooms
- Personal Training

- Disc Golf
- Sand Volleyball
- Tennis Courts

- Multipurpose Rooms
- Racquetball Court
- Basketball Court

Fitness | University of Illinois Springfield (uis.edu)

Membership | University of Illinois Springfield (uis.edu)

Fitness classes are included with membership.

(TRAC)

UNIVERSITY OF
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DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

The UIS Department of Intercollegiate Athletics is a NCAA Division II program.

VISION

To be the premier, public NCAA Division II program in the Midwest Region.

MISSION

To shape our student-athletes into productive, service-minded leaders; and to center the athletic experience on academic achievement, pursuits of championships, and community outreach.

MEN'S & WOMEN'S SPORTS

Basketball
Baseball
Golf

Volleyball
Cross Country
Tennis

Track and Field
Soccer
Softball



***Staff and faculty can attend sporting events
for free when presenting i-card***

UNIVERSITY OF
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University of Illinois Springfield
**PERFORMING
ARTS CENTER**

The UIS Performing Arts Center (UISpac) is a valuable arts resource of the University of Illinois Springfield

**UNDER
CONSTRUCTION**

Throughout history, their audiences have experienced a broad spectrum of the highest quality of music, theater, and dance.

**UIS Performing Arts Center
Administrative & Technical Staff**

One University Plaza, MS PAC 397
Springfield, IL 62703
217-206-6150
uispac@uis.edu

UIS Ticket Office

One University Plaza, MS PAC 292
Springfield, IL 62703
217-206-6160
UITicketOffice@uis.edu

Visit the Performing Arts Center Website at <https://uispac.com/> to see upcoming events.

UNIVERSITY OF
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Division of Advancement



REACHING STELLAR

CAMPAIGN FOR THE UNIVERSITY OF ILLINOIS

SPRINGFIELD

- The primary purpose of the Division of Advancement is to advance the interests of the University among alumni, friends of the University, foundation and business entities, and the campus community in order to raise support and increase engagement.
- Two Goals of the Division of Advancement: Alumni Relations and Gift Development.
- The Division of Advancement partners with the University of Illinois Foundation. The U of I Foundation is the official fundraising and private gift-receiving agency for the U of I.

The Division of Advancement contact information:

Phone: 217-206-6058

Email: advancement@uis.edu

Facebook: [Facebook.com/UISSpringfieldAlumni](https://www.facebook.com/UISSpringfieldAlumni);

[Facebook.com/UISGiving](https://www.facebook.com/UISGiving)

LinkedIn Group: UIS Alumni

Visit the [UIS Office of Advancement](#) website for more information

UNIVERSITY OF
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Tuition Waivers



- As a university employee, you and your children may be eligible for a Tuition Waiver benefit as defined in the [policy](#).
- Eligible children of qualified University employees with at least seven (7) years of employment service may receive 50% tuition waivers for undergraduate education at any campus within the University of Illinois system for up to four (4) years of waivers.
[Rule 13.05 - Child of Employee Tuition Waiver \(uillinois.edu\)](#)
- No benefit for spouse or domestic partner.
- Waiver does not cover out of state schools or private schools.

If you take classes and become a student make sure to remember to complete your [student insurance waiver](#).



Tuition Waivers Cont.



Civil Service

- ✓ **Credit Hours Limits - Attending the University of Illinois**
- ✓ An employee on a 100 percent time appointment is eligible to receive a waiver for a maximum of 11 credit hours per semester.
- ✓ **Credit Hours Limits - Attending other State Universities Civil Service System Institution**
- ✓ An employee on a 100 percent time appointment is eligible to receive a waiver for six credit hours per semester.
- ✓ Civil Service Employee or Retiree Attending College - System (uillinois.edu)

Academic Professional

- ✓ **Credit Hours Limits**
- ✓ While there is no set limit on the number of units of credit that may be taken by academic employees registered in the Graduate College, it is recommended that the employee-student discuss and determine the appropriate level of hours with both their employing unit and their graduate department.
- ✓ **Universities Offering Tuition Waivers**
- ✓ Academic employees or retirees can receive a tuition waiver and fee exemption from any of the University of Illinois Universities (UIC, UIS, or UIUC).
- ✓ Academic Professional or Faculty Employee or Retiree Attending College - System (uillinois.edu)

Employee Assistance Work-Life Programs



The State EAP is a free, voluntary, and confidential program that provides problem identification, counseling, and referral services. Employees will be directed to a Guidance Consultant to assist them with a variety of concerns. All calls and counseling sessions are confidential, except as required by law.



State Employee Assistance Program

UNIVERSITY OF
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Rising Stars

The Rising Stars Program is a campus orientation and networking group for new employees. It was founded in 2017 to build a stronger sense of campus community, improve employee retention, encourage collaborative environment, and exemplify Leadership Lived among new employees.

- Rising Stars is supported by the Chancellor, Human Resources, the Academic Professional Advisory Committee and the Civil Service Advisory Committee.

Past Program Events include:

- ☐ Campus and Residence Life Tours
- ☐ Department Representative Presentations
- ☐ Service Projects
- ☐ Strengths Quest
- ☐ Downtown Tour, including presentations from the Mayor of Springfield, Downtown Springfield Inc., etc.
- ☐ Reception, which included a Meet-and Greet with the Chancellor



Visit the [Rising Stars Page](#) on the HR Website

UNIVERSITY OF
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A Message from the Chancellor

WELCOME!

A large, dark blue rectangular sign with a black border, mounted on a black post. The sign features the text 'UNIVERSITY OF ILLINOIS' in white, with 'ILLINOIS' in a larger, bold font. Below it, 'SPRINGFIELD' is written in a smaller font. The sign is set against a backdrop of a green lawn, a line of trees, and a cloudy sky. In the foreground, there are some low-lying plants and a large clump of tall, thin grasses.

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University of Illinois Springfield

One University Plaza
Springfield, IL 62703-5407
217-206-6600
www.uis.edu

Like us on [Facebook!](#)

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