

DART Training: Nessie Access for New Employees

On-line forms for Human Resources and Payroll

March 23, 2000

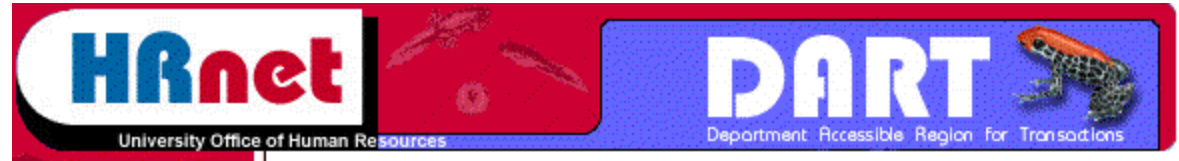
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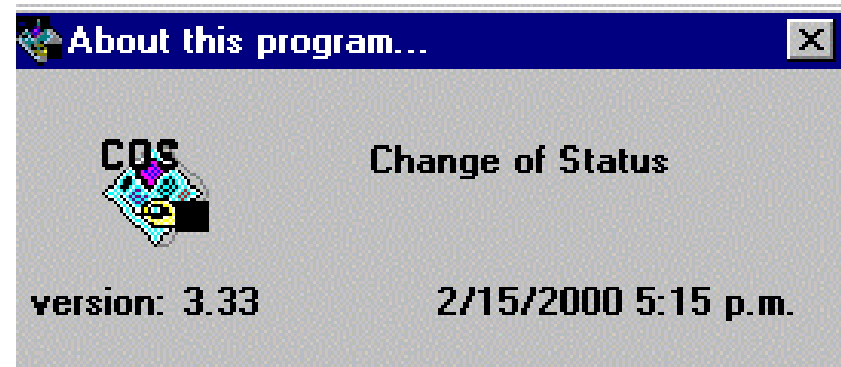
What tools are needed?



[Http://Hrnet.uihr.uillinois.edu/dart](http://Hrnet.uihr.uillinois.edu/dart)
Create logon and monitor forms



[Http://Nessie.uihr.uillinois.edu](http://Nessie.uihr.uillinois.edu)
Fill out payroll, human resources
and benefits forms



Electronic Change of Status
Put person on payroll

Who does what?

Academic, Grad, Academic Hourly, Unpaid

Department role

- give person logon and password using DART
- use DART to monitor forms, ensure person completes them
- send in any paperwork still required (I-9, AA, etc.)
- use ECOS to authorize appointment

Who does what?

Academic, Grad, Academic Hourly, Unpaid

Department role

- give person logon and password using DART
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- send in any paperwork still required (I-9, AA, etc.)
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Academic Human Resources role

- retrieve electronic documents from NEWT
- receive any paperwork still required
- review all documents and ECOS
- complete the ECOS to payroll

Who does what?

Permanent Civil Service

Personnel Services Office role

- give person logon and password using DART
- provide person access to use Nessie

Department role

- use DART to monitor forms, ensure person completes them
- send in any paperwork still required (referral/interview information)
- use ECOS to authorize appointment

Personnel Services Office role

- retrieve electronic documents from NEWT
- receive any paperwork still required
- review all documents and complete the ECOS to payroll

Who does what?

Employee role

- use Nessie to complete HR and Payroll forms
- use Nessie to monitor forms
- complete paper forms as required
- attend benefits orientation (if eligible)
- use Nessie to complete benefits forms as necessary
 - remember Benefits 10-day window and SURS 60-day window
 - contact Benefits Office with questions

When do I just do the ECOS?

If your new employee is in ECOS **and** is **not** changing employee groups or benefits eligibility

1. Contact the home department to get the ECOS and process as usual.
2. Send in any paperwork still required.

When to use Dart New Employee Access, Nessie New Appointment Paperwork and ECOS?

1. New employee is not in ECOS
2. New employee is in ECOS but is changing benefits eligibility status
Example: Academic with temporary status to Academic with permanent status
3. New employee employee is in ECOS but is changing employee group
Example: person is going from Academic Hourly to Academic (changing from employee group H to A)

What do you need to do if your new employee is not in ECOS?

1. Use DART to set up logon ID and password for new hire, have new employee use NESSIE to complete necessary forms.
2. Monitor their documents to ensure they complete the required documents. When they complete the Employee Information Form, the ECOS will be created by Nessie and you will receive an email.
3. THEN finalize the ECOS, submit, approve according to your normal processes
4. Remember to send all other required paperwork

What do you need to do if your new employee is in ECOS?

1. Contact the home department as usual to get the ECOS
2. ECOS status must be 'In Progress'... if no status, enter a memo and save (puts the ECOS 'In Progress'); if in approved, partially approved or submitted status, contact Human Resources to unapprove or the Approver to unsubmit so that ECOS is 'In Progress'
3. Use DART to set up logon ID and password for new hire, have new employee use NESSIE to complete necessary forms.
4. Monitor their documents to ensure they complete the required documents. When they complete the Employee Information Form, the personal and address information will feed into the ECOS and you will receive an email
5. THEN finalize the ECOS, submit, approve according to your normal processes
6. Remember to send all other required paperwork