

## Tips for departments using Dart – New Employee Logon

The department would establish the logon, review the I-9 and ensure all other paperwork is completed for the following employee groups: academic, grad, academic hourly, unpaid. Personnel Services Office will continue to establish the logon and review the I-9 for Permanent Civil Service employees. No change in processing for Extra Help Civil Service employees at this time.

### Establishing the logon for the employee

- Log into DART - Employment Center - Nessie Access for New Employees
- Log in using your SSN, Campus, the hiring College and Dept and select the payroll campus (usually Urbana)
- Choose: Add New Employee Logon
- Enter campus/college/department code (5digits, for ex. 13201) of Home Department
- If there is an electronic application, enter the new hire's Employment Center ID **Note: Do not enter both the Employment Center ID and name**
- If no electronic application, enter the new hire's name (if new hire is already in ECOS, be sure to enter name as it reads in ECOS)
- Enter new hire's SSN - **check that it is correct, this will go to ECOS**
- Enter Employee group (note do not use for Permanent Civil Service, they will receive logon ID and password at PSO)
- Enter FTE
- Enter Yes or NO to question .. Do you want to appoint... (helps determine access to benefits forms)
- Enter anticipated Hire Date
- Enter Dept E-mail (e-mail address with which DART will communicate)
- Enter new hire's e-mail address if known and if wish to e-mail logon ID and password (If you leave blank, you will get a confirmation screen with the logon ID and password)
- Submit
- Print screen showing New Hire logon ID and password to give to new hire, if not e-mailed

## Tips for using Nessie – New Appointment Papers

- New hire should be very careful entering ID and password, case sensitive....all alpha characters are lower case.. the number zero (0) will be large, alpha small (o); watch for number one (1) vs. lower case letter (l); watch for lower case i vs. j
- New hire will be changing the password the first time he/she logs in and should make note of the new password as it will be used several times in the application
- Note that the Task List shows forms to be completed
- Benefits Enrollment - should only be available and is required if new hire is eligible for benefits; employee must first attend Benefits Orientation then complete this section. Note that this section must be completed within 10 days of employment or benefits coverage will default with no option of dependent coverage.
- Direct Deposit - optional
- **Education Loan Default - required for all**
- **Employee Information Form - required for all**
  - New employee should verify accuracy of all data including Social Security Number
  - If new employee is U.S. Citizen, no need to enter Country of Citizenship. Go on to the next section (License information).
  - Education tip: Find and select institution first. Then, regardless of highest degree attained, must declare a major - click on “Open Selection Window”, click on drop down list, select most appropriate item. Click on “Select Major” then click on “Return to Education Form”. Must enter dates attended and degree date. After completing Education, must “Continue” until one reaches a screen with the MAIN button.
- Prior Service – required if new hire is a former university or state employee
- University AD&D - optional if new hire is eligible for benefits
- **Withholding (W-4 form) – required if new employee is U.S. citizen or Permanent Resident. If not U.S. Citizen or Permanent Resident, new hire must contact Payroll to complete tax information.**
- Tip: Note that within NESSIE one must continue until there is a Submit button for the form and click on Submit to actually finalize the form. (Once the employee has Submitted a form, it is no longer accessible; the link on the task list in NESSIE is no longer active; if a change is needed, the employee must contact the hiring department or the HR office.)
- Note that the SURS retirement choice must be made within 60 days of employment. Information is shared in the benefits orientation and the employee will receive information from the State Universities Retirement System.
- **Check the Task List to ensure Loan Default, Employee Information Form and W-4 (If U.S. citizen or Permanent Resident) are completed. The University cannot put anyone on payroll without these forms and the I-9 being properly completed.** The Direct Deposit can be completed at this point or at a later date.