

Campus HR Contacts

IHR General – ihr@illinois.edu

- Requests to view personnel files for all employees except undergrad students, who should contact Student Employment

BOT Approval – forBOTapproval@illinois.edu

Compensation/Salary Questions/Approval – ihr-compensation@illinois.edu

Employment Verifications – shr-records@mx.uillinois.edu (or fax 217-244-7304)

E-Verify – e-verify@illinois.edu

- If contract from which employee is being paid includes the E-Verify clause, send UIN, Name, effective date of work on the contract, and the PI's name.

IHR Classification Staff – classification@mx.uillinois.edu

IHR Employment Staff – employment@mx.uillinois.edu

IHR Records – shr-records@illinois.edu

- IHR Processing Staff
- Employment verifications for former employees; individuals employed in a capacity other than Undergraduate Student Hourly should send a written request, or signed release form (current employee should use EVS)

Job Descriptions – jobdesc@uillinois.edu

- To send SHR copies of signed job descriptions.

Labor and Employee Relations – ihr-ler@illinois.edu

Leave of Absence – IHR-loa@illinois.edu

NONR – ihr-nonr@illinois.edu

- To be used for questions regarding notices of non-reappointments
- Do not use for extending a current NONR; instead simply initiate a HRFE reappointment transaction, attaching copy of communication sent to employee indicating their employment will be extended to DATE at an annual salary of X (document type – “Letter of Explanation – Confidential”)

Retiree Rehire Requests

- Academic & Academic Hourly Employees – ihr-acad-rr@illinois.edu
- Civil Service and Extra Help – ihr-cs-rr@illinois.edu

Sabbaticals - ihr-sabbaticals@illinois.edu

- To be used if a faculty member wishes to withdraw or make changes to their sabbatical application once it has been submitted to the College, but prior to the submission to the BOT by AHR.
- Please note: Sabbatical applications for associate or full professors are submitted to the BOT in early February for approval at the March BOT Meeting, and sabbatical applications for assistant professors are submitted to the BOT in early June for approval at the July BOT Meeting. These dates are similar to the submission of new hire documents.

Shared Benefits –

Academic Employees: AHRsharedbenefits@illinois.edu
Civil Service Employees: SHR-RECORDS@mx.uillinois.edu

Student Employment – studentemploy@illinois.edu

University Payroll & Benefits – paying@uillinois.edu