

## NEW EMPLOYEE ONBOARDING CHECKLIST

Welcome to Northwestern University! Use this checklist as a navigation guide for completing your onboarding activities by their due dates. Please visit the [Welcome New Employees webpage](#) for more resources.

*Note for non-regular employees: Please navigate to these onboarding checklists: [Non-Student Direct Temp](#) or [Student Temp](#).*

### BEFORE START DATE

- ❑ Complete Section 1 of the employment verification by going to the [I-9 Service Center website](#) and following instructions for new employees. **All employees must complete section 1 of I-9 online by the first day of employment.**
- ❑ Complete Section 2 of your [I-9 verification](#). To complete Section 2, bring [acceptable documents](#) to one of the HR Service Centers. Please note, you must bring original physical documents, and Section 2 must be completed in person. Visit the [completing I-9 webpage](#) for additional information and locations of our HR Service Centers.
  - Nonresident Alien: Visit the [Onboarding Nonresident Students and Employees webpage](#) to register using the Foreign National Information System (FNIS). Foreign nationals cannot be paid until FNIS is completed. For more information, contact: Evanston Payroll Office: (847) 491-7362 | Chicago Payroll Office: (312) 503-9700.
- ❑ Activate your NETID online after you receive an activation email from your department. Your NETID allows you to access internal Northwestern systems and is critical to completing onboarding. You can expect to receive your NETID verification by your first day.
- ❑ Your Federal W4 form can be found on the [tax information webpage](#). You can complete your Federal W4 through the myHR self-service portal. (Under Pay>W-4 Tax Information). You will have access to myHR once your NETID is activated.
- ❖ Employees working outside of Illinois must notify Human Resources to ensure the correct state tax withholding forms are submitted. Visit the [tax Information webpage](#) for more information. For questions or concerns, email: [laroyce.williams@northwestern.edu](mailto:laroyce.williams@northwestern.edu).
- ❖ For Foreign Nationals, visit the [Tax Information for Foreign Nationals webpage](#) and the [Office of International Student and Scholar Services webpage](#) for assistance.

### Helpful Information for your First Day:

- **WILDCARD:** After you receive your Northwestern network ID (NetID), you will submit your photo online for your employee ID, called a Wildcard. Visit the [Wildcard website](#) for more information about submitting your photo and scheduling an appointment to receive your Wildcard.
- **PARKING AND MAPS:** Access the [Parking website](#) to find parking information and campus maps before your first day. If you are interested in a monthly parking permit, visit the parking website for more

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information on both Evanston and Chicago parking options. For Evanston parking, reach out to [HRTA@northwestern.edu](mailto:HRTA@northwestern.edu) to request information or a temporary pass. Have your NetID and position title ready to share when contacting the parking office.

➤ **ADDITIONAL TRANSPORTATION OPTIONS:**

- [Public Transportation](#)
- [Shuttle Bus](#)
- [Bikes](#)
- [Zipcar Carshare](#)
- [Pace Rideshare Program](#)

➤ **CAREGIVING:** If you need caregiving support (for childcare or other dependent care), please explore the [Caregiving Resources website](#), and schedule a consultation with a Dependent Care Specialist.

## FIRST DAY

- Complete your FEDERAL W4 online via *myHR* Employee Self-Service under “Pay > W-4 Tax Information.” To submit STATE tax forms (optional), paper or electronic/PDF forms are required and should be submitted in person at [askHR](#), through US or campus mail, or via email to [askHR@northwestern.edu](mailto:askHR@northwestern.edu). (If submitted via email, password-protecting the form is strongly recommended.) For more information, visit the [tax information webpage](#).
- Enroll in direct deposit at least one week before your first paycheck. Visit the [direct deposit webpage](#) for more information.
- Obtain your Wildcard. Visit the [Wildcard website](#) for more information.
- Update your Display (Preferred) Name, Pronouns, and email address. Visit the [Personal Information & Records webpage](#) for instructions.
- Review the employee [benefit plans](#) and register for a [New Faculty & Staff Benefits Orientation](#). You must enroll within 31 days of your hire date. Call 847-491-4700 or email [askHR@northwestern.edu](mailto:askHR@northwestern.edu) with any questions or concerns.
- Check in with your manager regarding technology/system access and needs.

## FIRST TWO WEEKS

- Discuss time entry procedures with your manager. Visit the [timekeeping webpage](#) for more information.
  - Review work schedule, pay schedule, and overtime policy (if applicable).
  - For information on time off and unexpected absences procedures, visit the [Leaves, Holidays, Time Off website](#).
- Check in with your manager to identify required e-learning(s) modules in *myHR Learn* related to your role:
  - Family Education Rights and Privacy Act (FERPA) [e-learning module](#)
  - Procurements and Payments
  - Additional relevant regulatory compliance training
- Check in with your manager and/or Peer Partner (see below) on ideas to explore the University, meet with peers, teammates, etc. to build awareness of your role and expand your network.

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- Meet your Peer Partner. You may be assigned a Peer Partner to support your onboarding experience. Your manager will facilitate this introduction in-person or via email and schedule a follow up meeting.

## FIRST 30 DAYS

- Benefits enrollment: If you have not already, review the [Employee Benefit Plans website](#). To elect benefits online, you must act within 31 days of your hire date. Call 847-491-4700 or email [askHR@northwestern.edu](mailto:askHR@northwestern.edu) with any questions or concerns.
- Attestation: Familiarize yourself with the [Staff Handbook](#). After reading, access *myHR* employee-self-service and select “Attestations” to acknowledge receipt of the Staff Handbook. Visit the [staff handbook webpage](#) for access to the staff handbook.
- Attestation: Familiarize yourself with the [Policy on Reporting Suspected Child Abuse and Neglect](#), then access *myHR* employee self-service and select “Attestations” to acknowledge your status as a mandated reporter.
- Attend the Northwestern New Employee Orientation Part I\* in-person session. Please note, within a week of your start date, you will be enrolled automatically in the next available session and will be sent an Outlook calendar invitation. Please accept the Outlook invitation upon receipt. You can check or change your orientation date under the “ME” section in the learning management system [myHR Learn](#). Navigate to: *Learnings & Certifications* and filter by “curriculum” to access the orientation date. For questions, contact [workplace-learning@northwestern.edu](mailto:workplace-learning@northwestern.edu). *\*This session is part of the Northwestern New Employee Orientation Curriculum which consists of additional learning modules.*
- Compliance Training: You will receive emails within the first few weeks of your employment inviting you to complete the following virtual training modules in *myHR Learn*:
  - Harassment and Discrimination Prevention [e-learning module](#)
  - Safe Campus [e-learning module](#)
  - Introduction to University Business Processes [e-learning module](#)
- Below are items that your manager will review with you during the first few weeks of your onboarding experience. Follow up with your manager if they have not reviewed these items and/or if you have questions:
  - Discuss University Policy and Procedures, access the [Policies & Procedures website](#).
  - University Leadership, University Org Chart, and School and Unit Org charts as applicable.
  - University Standards for Business Conduct
  - Introduce and provide an overview of:
    - [myHR](#) Employee Self-Service
    - [myHR Learn](#) (*staff/faculty learning management system*)
  - Review your role and job responsibilities and clarify performance objectives and expectations.
  - An overview of your team norms and team communication preferences.

## 60-90 DAYS

- Attend the virtual Northwestern *New Employee Orientation Part II\** via Zoom. Please note, within a week of your start date you will be enrolled automatically in a session that will take place 3-5 months after your start date. You will be sent an Outlook calendar invitation. Please accept the Outlook invitation upon receipt. You can check or change your virtual workshop date under the “ME” section in the learning management system [myHR Learn](#). Navigate to: *Learnings & Certifications* and filter by “curriculum” to access the virtual workshop date. For questions, contact [workplace-learning@northwestern.edu](mailto:workplace-learning@northwestern.edu). *\*This session is part of the Northwestern New Employee Orientation Curriculum that consists of additional learning modules.*
- Digital Learning: Northwestern has created two digital courses to provide context on the U.S. higher education landscape and on Northwestern. You will be enrolled automatically in these courses, within a week of your start date, and there is no expectation that you will take these courses outside of normal Northwestern working hours. You can access these e-learning modules under the “ME” section in [myHR Learn](#). Navigate to: *Learnings & Certifications* and filter by “curriculum” to access the e-learning modules.
  - Northwestern e-learning module (essential module)
  - Higher ed e-learning module (optional module)
- Below are items that your manager will review with you during the first couple of months of your onboarding experience. Follow up with your manager if they have not reviewed these items and/or if you have questions about them.
  - The Performance Excellence (PEX) process and available staff member resources. Visit the [Performance Excellence website](#) to learn more.
  - Discuss an Individual Development Plan and timelines for follow-on career conversations. Visit the [career tools webpage](#) to learn more.
- Explore [myHR Learn](#) to identify learning courses that may assist you in your role and professional development. LinkedIn Learning may be accessed through myHR Learn.
- Explore Northwestern’s staff affinity groups. Visit the [staff affinity groups webpage](#) for more information.