Non-Student Direct Temps Checklist

Congratulations on your new assignment! This email contains instructions regarding the steps you must take prior to your start date. Please read the instructions carefully and complete all steps.

**Step 1: Complete Paperwork** – All forms must be completed and returned to the Hiring Manager.
- Personal Data Form
- Federal W4
- Illinois W4 or Wisconsin WT4
- Direct Deposit Authorization

**Step 2: Complete Your Background Check**
- After submitting your forms to the Hiring Manager, you will receive an email from Sterling Talent Solutions (noreply@sterlingts.com). Please complete as quickly as possible, the link in the email is only active for 7 days.
- If you do not receive the email, please confirm it is not in your Junk or Spam Folder.

**Step 3: Complete I-9/E-Verify**
- **Section 1** – Complete [here](#)
  - When prompted, please enter the School/Area and Department/Center of your hiring department.
  - A quick information guide can be found [here](#).
- **Section 2**
  - Complete with your hiring department prior to your first day of employment.
  - If your hiring department is unable to complete Section 2, please bring your original documents to the HR Operations/Payroll office at 720 University Place, Evanston.
  - You will need to bring original documentation (copies not accepted) to complete employment verification. Acceptable documentation can be found [here](#).
  - If you will not be present at Northwestern University on your first day of employment and or will be working remotely, please see the “Remote Hire Quick Sheet” for steps on how to complete your I-9 Section 2.

- **Foreign National Information System (FNIS)**
  - If you are a foreign national, please complete the Foreign National Information System (FNIS) request form and bring to the Payroll Office or email the form to payroll@northwestern.edu.
Once you submit your FNIS form to the Payroll Office, you will receive an email within 48 hours to help you log on to our Foreign National Information System website and complete your immigration information and personal history.

When notified by email, bring your FNIS tax forms (or you can print them at the Payroll Office), data summary page, immigration document, passport, visa, and I-94 (available on CBP website) to the Payroll Office to complete the process.

**Please note:** A Social Security number is required at the time of hire to receive payment for hours worked. See further information on Social Security numbers here.

### Step 4: Confirmation of Booking
- Once you have completed all the above steps a Confirmation of Booking will be sent to your personal email. Please sign and email to DirectTemps@northwestern.edu

### Post-Hire Instructions

- **NetID**
  - Each department has a NetID coordinator – this may not be your manager. Once your paperwork is processed, you will receive communications from the NetID coordinator in regards to your NetID.
  - The NetID allows you to log into myHR, view your paycheck, and complete the necessary DCFS attestation.
  - For assistance with your NetID please click here.

- **DCFS Attestation**
  - Log into myHR here and click on ‘Attestations’. There you will be able to read the documentation and attest.
  - If you are unable to do so, you can find a printable form here. This form must be completed and turned into your manager, they will attest on your behalf.

- **Staff Handbook**
  - Please review the Temp Staff Handbook located here.

If you have any questions regarding the hiring process, please feel free to contact the Temp Center by email at DirectTemps@northwestern.edu or by phone at 847-467-4506.

Welcome to Northwestern!

Sincerely,
The Temp Center