

Welcome to Northwestern University. You now have an opportunity to access a comprehensive package of benefit plans and employee advantages customized just for you.

Northwestern continues to expand electronic Self-Service access to its employees. Using your Net ID and Password, provided in an email upon hire, please access the website <https://nuhr.northwestern.edu/> to view the following options:

1. Update Personal Information (including addresses and phone numbers)
2. Update Online Directory Listing
3. View Current and Past Paychecks
4. Enroll in Benefit Plan Deductions
5. Display Benefit Information
6. Sign up for Direct Deposit

To ensure enrollment in direct deposit by your first paycheck, it is important that you sign up for direct deposit as soon as possible. To complete your direct deposit registration, go to the self-service link provided above and select option 6 'Sign up for Direct Deposit'.

As a newly benefits eligible employee, you must use the Self Service link above (option 4 'Enroll in Benefits') to complete the enrollment process within 31 days from the date of hire or initial benefits eligibility. Benefit plan coverage is generally effective the 1st of the month from the date of benefits eligibility and premiums are deducted in the same month as the month of coverage. To ensure that premium deductions are not taken retroactively from your paychecks, it is best to access the Self Service link as quickly as possible and not wait until the 31 day deadline. If you need assistance, kiosks have been established on each of the campuses. On the Evanston campus, visit the Benefits Division kiosks on the second floor of 720 University Place. On the Chicago campus, the kiosk is located on the 8th floor of Abbott Hall (710 Lake Shore Drive) room 850, Monday through Friday. Please note: If you are a member of the physician practice group, you should enroll in NU benefits online using HRIS Self Service, while elections in NMFF benefits will continue to be done on paper. Any questions about NMFF benefits enrollment should be directed to Cliff Cornelius at 312-695-6514 or email at Cliff.Cornelius@nmff.org.

Once you have used Self Service to choose your benefit elections, use the Benefits Summary page located in that same site to verify your enrollments. When your elections have been processed, you will receive an email that will direct you to the self-service link provided above and option 5 'Display Benefit Information'. Please note: You will not receive a paper confirmation of your enrollments.

Important: New employees are required to submit an I-9 form to payroll. Your paycheck will be delivered to the payroll office until your form is on file at the university.

For more information about all Self-Service options, including procedures and frequently asked questions, reference <http://www.northwestern.edu/hr/hris/selfservice> for help on the HRIS website.

Your Net ID and Password should not be shared with anyone. For detailed information, go to <http://www.it.northwestern.edu/accounts/netid> to learn more about your NetID and Password.