

COVID-19: Returning to Campus

Online Education Audience Definition

This course sponsored by Risk Management is for the general population at Northwestern, excluding a few populations for which a separate course, tailored to their unique needs, was developed.

- The Office for Research Safety (ORS) authored a course called “Pandemic Response” for research personnel. This audience is not assigned the Risk Management course.
- The Qatar campus authored a course specifically for Qatar employees.
- A version of the Risk Management course is available to non-employees (contractors, volunteers, interns, visitors, and temps not hired through myHR). That audience is not assigned and managed centrally; rather, hosting managers are provided the course and completion report.
- Student Affairs authored a course for students, including student workers, available in Canvas.

Audience Type	Included?	Notes
Faculty		
Regular paid faculty	Y	Include all US campuses
New hire faculty after initial launch	Y	Enrolled upon hire
FSM - Health Systems Clinicians	N	All other FSM faculty included
Emeritus Faculty	Y	Exclude FSM appts; include if joint appointments
Adjunct Faculty with paid appointment	Y	
Adjunct faculty w/o paid appointment	Y	Some departments terminate appointment, others put adjuncts in unpaid positions
Visiting Faculty	Y	
Faculty without current or Fall Qtr appt	Y	Enrolled upon hire or reactivation
Center for Talent Development teachers	Y	If employment records are entered into myHR
Staff		
Regular paid staff	Y	Include all US campuses
New hire staff after initial launch	Y	Enrolled upon hire
Postdocs and Fellows	Y	
Visiting Scholars	Y	
Faculty and Staff on Leave		
Paid leaves	Y	Enrolled upon return
Unpaid leaves	Y	Enrolled upon return
Long term disability	Y	Enrolled upon return
Temps		
Hired through myHR	Y	Temps hired through Talent Acquisition, or whose records are entered into myHR, are discovered by the enrollment query and assigned the training.

Other

For populations on campus who are not in myHR, a version of the Risk Management course is available for login without University credentials. Find the link to the course, access to reports, and more information at: <https://www.northwestern.edu/hr/learning/development/culture-and-compliance.html>.

Hosting managers must notify learners and direct them to the course. Learners are instructed to (1) log in with the names and email address used to correspond with University managers for easy recognition on reports and (2) take a screenshot or print the last page for a second and alternate proof of completion.

Non-Employees		Notes
Company Contracts (e.g., Aramark, Compass, Heritage)	Y	Contract owner in school/unit responsible for providing training and expectations
Temporaries - Contractors (W-2 from other company)	Y	Contract owner in school/unit responsible for providing training and expectations
Visitors, volunteers, interns, etc	Y	Hosts or managers are responsible for providing training and expectations, suitable for the circumstances and for the duration of stay on campus.

About New Employee Records

New employees with active job records are given access to myHR Learn every 10 minutes throughout the day.

The entry of new hires into myHR and other enterprise systems differs by type of employee.

- Staff new hire paperwork is completed by Talent Acquisition and submitted to HR-OPS.
- Faculty new hire paperwork is completed by the Provost and submitted to HR-OPS.
- Research professional new hire paperwork is completed by personnel in the hiring office. Timing varies because this responsibility is widely distributed.
- Temp new hire paperwork is completed by personnel in the hiring office. Timing varies because this responsibility is widely distributed.

After paperwork is submitted to HR-OPS, they activate the job record, and training is available within 10 minutes.