Non-Student Direct Temp 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.

Pre-Hire Instructions

Step 1: Complete Paperwork – The required forms below must be completed and returned to the Hiring Manager.

- Personal Data Form
- Federal W4
- Illinois W4 or Wisconsin WT4

Step 2: Complete I-9/E-Verify

- Section 1 – Complete by visiting the I-9 Service Center
  - When prompted, please enter the School/Area and Department/Center of your hiring department. Review the Quick Information Guide for step-by-step instructions.

- 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 our HR Operations/Payroll office.
    - Evanston: 720 University Pl, 2nd Floor
    - Chicago: 710 N. Lakeshore Drive, Abbott Hall, Rm. 150
  - Remember to bring acceptable documentation (copies not accepted) with you to complete the employment verification.
  - 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 submit to the Payroll Office or email payroll@northwestern.edu.
  - The FNIS form lists further instructions and next steps for completion.
  - 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 is available on the Office of International Student & Scholar Services website.

Step 3: Complete your Background Check

- After completing Section 1 and Section 2 of your I-9 and submitting your forms to the hiring manager, you will receive a separate email from our vendor – HireRight – with further instructions. Please initiate the background check within three business days of receiving the link to avoid losing access. If you do not receive the email, please confirm it is not in your Junk or Spam Folder.

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 more information about NetIDs, please visit the Information Technology website.

- **Direct Deposit and Tax Forms**
  - Direct Deposit Authorization – Submit online via myHR.
  - If you have not yet submitted your tax forms, you can email the forms directly to hrooperations@northwestern.edu. You can also drop them off at either of our payroll offices.
    - Evanston: 720 University Pl, 2nd Floor
    - Chicago: 710 N Lakeshore Drive, 8th Floor, Suite 850

- **DCFS Attestation**
  - Log into myHR and click on ‘Attestations’. There you will be able to read the documentation and attest.

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

If you have any questions regarding the hiring process, please feel free to contact the Talent Acquisition team by email at HRTA@northwestern.edu or by phone at 847-467-5872.

Welcome to Northwestern!