



# **ORIENTATION HANDBOOK TEMPORARY EMPLOYEES**

Welcome to the Northwestern. This handbook describes the policies, safety regulations, and work rules for your assignment, and it is intended to serve as written notice of what is required of all temporary employees.

This handbook is designed to provide you with basic information about temporary employment and to outline how you can be most successful on your assignment. Once you have read the handbook, you must sign the attached certificate of receipt. If you have any questions regarding your assignment or any information presented in this handbook, please contact your Temporary Talent Acquisition Partner.

## About Northwestern

### History and Structure of the University

Northwestern was established under a charter approved by the Illinois state legislature on January 28, 1851. Today, Northwestern is a private, nonsectarian university with three campuses.

Two campuses are located on Lake Michigan: one campus is in Evanston, a North Shore suburb of Chicago, and the other is located in downtown Chicago (Please see Appendix A for maps to Evanston and Chicago campus locations). The schools on these campuses enroll approximately 18,000 students during the academic year.

In 2008, Northwestern opened an international campus in Doha, Qatar. It is one of the American universities established in Education City, Doha, as a result of collaborative agreements between the universities and the Qatar Foundation. Each of these universities brings to Qatar educational programs for which those institutions are especially renowned.

Northwestern is comprised of 12 schools:

- Feinberg School of Medicine
- Henry and Leigh Bienen School of Music
- J. L. Kellogg School of Management
- Judd A. and Marjorie Weinberg College of Arts and Sciences
- Medill School of Journalism, Media, Integrated Marketing Communications
- Northwestern in Qatar
- Robert R. McCormick School of Engineering and Applied Science
- School of Communication
- School of Education and Social Policy
- School of Law
- School of Continuing Studies
- The Graduate School

Northwestern operates under the supervision of a Board of Trustees, whose members serve without pay. The University's revenue comes from endowment and gifts, student tuition and fees, government contracts and grants, and other sources. To view the University's organization chart visit <https://www.adminplan.northwestern.edu/ir/university-org-chart.pdf>

## New Assignment Checklist

"Job Preparation" can help you make the most of your assignment and can help you feel more "at home" from the start. Here are some helpful hints for preparing for your assignment.

- Access the Internet to research the school/department to which you have been assigned
- Assemble a list of questions to ask your Talent Acquisition Partner and immediate supervisor
- Confirm specific tasks you will be performing
- Confirm work hours, and duration of assignment
- Confirm the building name and location
- Check on parking information
- Obtain the name of the person to whom you report
- Confirm dress code – Business (See Dress Code Section on page 8 for more details)

## Background Check Policy

Pre-employment background checks are required for all final candidates who may be selected for employment. Conducting background checks of candidates prior to hire helps determine the overall employability of candidates while ensuring the protection of current employees, property, and information of the organization. For more information, visit <https://www.northwestern.edu/hr/for-managers/hiring/hiring-process/offer.html>.

### Applicability

A background check will be conducted for all individuals selected during the hiring process for University positions. This includes all candidates applying to regular and temporary staff positions within the University. The University reserves the right to background check any current employee.

### Disclosure of Convictions

All individuals candidates for positions, including internal candidates, are required to disclose felony conviction information as part of the hiring process.

Additionally, all temporary employees have an ongoing obligation to inform their Talent Acquisition Partner if they:

- Are convicted of a crime
- Are added to any sexual predator registry
- Have a license or certification to practice that expires, or that is suspended or revoked, or
- Are excluded, suspended, debarred, or otherwise ineligible to participate in federal programs.

Registered sex offenders who are employed by the University are required by law to also register with the Northwestern Police Department.

### Types of Background Checks

There are numerous types of background checks, depending upon the position and function, including but not limited to:

- County criminal check
- Credit check
- Driving record check
- Excluded parties list/federal healthcare reimbursement sanctions and exclusions check, such as Office of Inspector General (OIG), Food and Drug Administration (FDA), General Services Administration (GSA), and Office of Foreign Assets Control (OFAC)
- Federal felony and misdemeanor check
- National Criminal File check
- Sex offender registry check, and
- Social Security number check.

Additionally, background checks include verifications of past and/or current employment, education, and personal and professional references.

Driving record checks are conducted for individuals who require driving as a function of the position or who regularly operate University vehicles. Similarly, credit checks are conducted for candidates who apply to positions with significant financial responsibility and accountability, including but not limited to those employees who handle financial transactions.

Background checks, education and employment verifications, and reference checks are conducted by the Talent Acquisition, Office of Human Resources, or agents or designees of these entities.

- Drug and alcohol testing is required prior to employment and at various times during employment in positions requiring such testing as provided by Department of Transportation regulations. For more information on the University's Drug and Alcohol Use and Testing Policy, visit <https://policies.northwestern.edu/docs/drugs-and-alcohol-policy.pdf>.
- An internal Trustworthiness and Reliability assessment is required for positions allowing unescorted access to a cesium irradiator. In addition, fingerprinting and a federally conducted risk assessment are required for positions that allow unescorted access to either cesium irradiators or regulated select agents.
- A physical examination is required for some positions where specified occupational health and safety standards must be met.

#### **Use of Information Obtained from a Background Check**

The information obtained through a background check is considered only insofar as it is relevant to performance in the position and/or as it relates to the issues of safety and security of people, property, and other University resources. A plea of guilty, a finding of guilty by a referee, jury, or court, or a conviction of a crime will be considered in determining the eligibility of an individual for employment. Conviction of a crime does not necessarily prohibit being hired.

#### **Consequences**

Where it relates to existing employees, the following situations are subject to corrective action, up to and including termination of employment:

- Failure to obtain and maintain required licensure and/or certification
- Current inclusion in the OIG List, GSA List, OFAC List, or Sexual Offender and Predator Registry, and
- A criminal conviction, discovered at any time during employment.

#### **Fair Credit Reporting Act**

The University will advise the individual of any adverse findings and provide the individual with an opportunity to explain the situation and/or provide proof of error, in compliance with the Fair Credit Reporting Act (FCRA) and any other legal requirements.

If any reported information is used in denying a placement to a candidate, a representative of the Talent Acquisition or its agent will:

- Notify the candidate that the adverse action was taken by the University
- Provide to the candidate the name, address, and phone number of the reporting agency
- Inform the candidate of the right to a copy of the report to be provided by the agency, and
- Inform the candidate of the right to dispute the information with the reporting agency

## Forms

In addition to a Background Check, other forms are required for each temporary employee:

- Personal Data Form
- Direct Deposit Form
- Federal W-4
- Illinois W-4
- DCFS Mandatory Reporter Form
- Temporary Employee Handbook Receipt (see page 27)

These forms should be complete and returned to your Talent Acquisition Partner before you begin your assignment.

## Net ID and Email

A temporary employee will be provided with a University network ID and password. An email address needs to be requested by the department for use in University business. The individual's Net ID and password are not to be shared with anyone. Sharing of Net ID or passwords is a violation of the University network policy.

## Training/Testing Information:

All prospective temporary applicants will need to test on required computer software and other relevant skill sets. This is done through our testing website called "Prove It" with Kenexa.com, compatible with PCs only, NO MACs. Each applicant will receive an email notification with a Session ID number in which they will go to the testing website and begin their testing session. Online tutoring sessions are provided to you if you would like to enhance your computer skills for certain software programs.

## Part-time/Temporary Employee Identification Cards

Temporary Employees can receive a Part-time/Temporary Employee ID card while employed as a temporary employee at Northwestern.

- The supervisor/administrator must submit a [Part-Time/Temporary Employee ID Form](#)  (pdf) to the WildCARD office. Forms can be mailed in or emailed directly from the PDF. *Note: This form must be submitted; emails from supervisors will not be accepted.*
- The temporary employee should go to the WildCARD office with their employee ID number and a photo ID (driver's license, state ID, or a valid, unexpired passport) to obtain the card.

Cards are free for temporary employees, but the replacement for lost or stolen cards is \$15 (or \$25 for Indala contactless smartcards).

## Getting To and From Work

When you are learning about an assignment from your Talent Acquisition Partner, he/she will let you know the location of your assignment. If you are unfamiliar with the location, you may want to take a "test drive" before your assignment begins, so that you can be on time and ready for work on your first day.

Visit the following websites for helpful commuting information:

<http://maps.northwestern.edu/> for Northwestern Campus building locations

[www.google.com/maps](http://www.google.com/maps) for exact driving directions

[www.metrarail.com](http://www.metrarail.com) for Metra train schedules

- Metra has frequent service to Evanston's Davis Street Station from Chicago and the northern suburbs on the Union Pacific/North Line.

[www.transitchicago.com](http://www.transitchicago.com) for CTA public transit information

**Evanston:**

- The Evanston campus is close to the Purple Line's Davis, Foster and Noyes stops. The Foster and Noyes stops are both two and a half blocks west of Sheridan Road.
- The #147 bus runs express from Michigan Avenue to Foster Street in Chicago and then along Sheridan to Howard Station.
- The #22 bus also runs to the Howard Station from the Loop on Clark Street.
- From the Howard Station, the #201 bus operates along Ridge Avenue to Davis Street and then continues north on Sheridan Road to Evanston Hospital and Ryan Field.

**Chicago:**

- The Chicago campus is closest to the Red Line's Chicago stop, which is three blocks west of Michigan Avenue.

**Parking Permit**

Parking is available on the Evanston campus. Monthly parking permits are available for a fee from the Parking Office. If you require a parking permit, ask your Talent Acquisition Partner for a Parking Letter. The Chicago campus parking is quite limited and requires specific eligibility standards be met for a parking pass to be issued.

**University Shuttle**

Several shuttles are in operation around the Evanston and Chicago campuses. The Evanston Loop, Campus Loop, Ryan Field, and Frostbite (seasonal) shuttles are all accessible to Part-time/Temporary Employee ID holders. The Shop-N-Ride, Chicago Express, and Intercampus Shuttles do NOT accept Part-time/Temporary Employee IDs to ride. Speak to your supervisor about a shuttle pass if you will be working on both campuses. For more information, visit <http://www.northwestern.edu/userservices/transportation/shuttles/index.html> and Appendix A.

**General Safety Rules/Policy**

As an Northwestern Temporary Employee, your safety and well being are important to us, so we have developed the following safety guidelines. Please review and familiarize yourself with the following:

- If you are uncomfortable performing any aspect of your job, please notify your Talent Acquisition Partner immediately.
- Immediately report any injuries to your supervisor as well as your Talent Acquisition Partner.
- Make sure your area is properly lit to prevent accidents or injury.
- If your position ever calls for heavy lifting, lift from your knees to limit undue pressure on your back.
- Report any observed unsafe condition to your Talent Acquisition Partner.
- Learn where fire extinguishers and first aid kits are located.
- The consumption of drugs or alcoholic beverages is not permitted on the job. Any temporary employee discovered to be under the influence of alcohol or drugs will not be permitted to work and may be terminated.
- If you are not trained in First Aid, do not move or treat an injured person. Please find someone who is properly trained to handle the situation.

## Safety on the Job

The following measures should be taken to ensure your safety and the safety of those around you:

- Do not leave your personal belongings unattended, whether in your car or your work area.
- Lock your vehicle.
- Do not attempt to move office equipment. Some pieces are placed strategically and moving them will disturb sensitive equipment.
- Keep storage and work areas orderly.
- Obey all signs and labels. They alert you to on-the-job hazards.
- Stay alert to your surroundings whether in the office, outdoors, or on your commute.
- Avoid poorly lit areas when walking outside.
- Report any unsafe acts or conditions to your Talent Acquisition Partner or Supervisor.
- Report suspicious persons or activity immediately to the University Police.
- Request identification from unescorted visitors and unknown repair/delivery personnel. Contact University Police immediately if a person appears suspicious or refuses to show identification.
- When alone, avoid entering an elevator that is occupied by a stranger. If unavoidable, stand near the controls and locate the emergency button. If you are assaulted, hit the emergency or alarm button, and press as many floor buttons as possible.
- Take time to familiarize yourself with building evacuation and fire safety plans.
- Secure computers and other valuable equipment with lock-down devices from the University's Facilities Management department.
- Report stolen keys to University Police and lost keys to Facilities Management.
- When leaving your office for the day, close and lock doors, windows and desk drawers.
- Try to maintain a schedule that ensures plenty of people are at your bus or train stop. If you must stay late, inform your supervisor. Please contact the University Police if you require an escort to your car or transit location.
- Beware of pickpockets. Place wallets in front pockets and carry a purse that has a secure, strong strap. Be aware of loud commotions that may be staged distractions for pickpocketing.

For a full list of safety tips, visit the University Police website at <http://www.northwestern.edu/up/crime/safety-tips.html>.

University Police Contact Info: Evanston – (847) 461-3456; Chicago – (312) 503-3456; email – [universitypolice@northwestern.edu](mailto:universitypolice@northwestern.edu). In an emergency, call 911.

## Temporary Employee Performance Expectations

The following criteria are minimum expectations for all temporary employees placed on assignment at Northwestern:

- Communicate openly with Talent Acquisition Partner, or if needed Talent Acquisition Manager
- Be flexible, dependable and maintain a positive work attitude
- Dress appropriately for the department environment and position requirements
- Begin work on time and stay focused on assigned responsibilities
- Do not disrupt or distract others in the performance of their duties
- Follow all workplace safety practices and procedures
- Maintain strictest confidentiality as outlined in the Temporary Employee Handbook (page 13)

### Dress Code

Your Talent Acquisition Partner will inform the temporary employee of the specific dress code when they are sharing the assignment details with the temporary employee.

Temporary employees are aware that the majority of the assignments require professional dress. Generally, temporary employees are encouraged to wear appropriate professional business attire with an overall conservative appearance.

### Personal Phone Calls

Personal calls are not permitted by any temporary employee. Failure to adhere to this policy may result in dismissal. Personal calls are only to be made during break or lunch periods or due to emergencies.

### Drug-free Workplace

Northwestern is committed to maintaining a drug free workplace in compliance with applicable laws. The unlawful possession, use, distribution, dispensation, sale, or manufacture of controlled substances is prohibited on University premises.

Violation of this policy may result in the imposition of employment disciplines defined for specific employee categories by existing University policies, statutes, rules, regulations, employment contracts, and labor agreements. At the discretion of the University, any employee convicted of a drug offence involving the workplace shall be subject to employee discipline up to and including termination of employment - or required to satisfactorily complete a drug rehabilitation program as a condition of continued employment.

### Lunch Periods

Lunch periods for temporary staff are unpaid and range from a minimum of 30 minutes to a maximum of 1 hour. Temporary employees are not allowed to shorten or eliminate scheduled lunch periods to alter the beginning or ending of a workday. In a work period of 7.5 hours or more, a meal period of at least 30 minutes must be provided and taken before the end of 5 hours of work.

## Rest Periods

In work situations where temporary employees are free to move about and visit restrooms from time to time, formal rest periods are not designated. Therefore, many departments/units and offices do not have formal rest breaks. However, temporary employees who are substantially bound to one work site and to continuous tasks with limited freedom to move about should have a specific rest break each half-day and temporary employees who work at least 4 but less than 7 hours per day are eligible for 1 such rest break per day.

Rest breaks are paid and do not exceed 15 minutes and may not be accumulated or used to shorten the beginning or ending of a workday.

Rest breaks are scheduled at the discretion of the supervisor.

## Smoking

Smoking is prohibited in University buildings and within 25 feet of building entrances.

## Reporting Hours

All hours worked should be recorded accurately in the Kronos time entry system (<https://www-kronos.itsc.northwestern.edu/wfc/logon/>). Please see Appendix D for Kronos instructions. Paid hours are from your start time to end time minus your lunch period. Anyone falsifying the reporting of time worked is subject to corrective action, up to and including termination of employment.

## Attendance Policy

Northwestern has adopted the following attendance policy:

- ◆ Paid sick leave is available for temporary employees who meet the eligibility criteria. To become eligible, a staff member must work 80 hours in any 120-day period. Once eligible, for every 40 hours worked, temporary employees earn one hour of paid sick leave in full hour increments. Visit our [HR website](#) to review our [policy](#) and a detailed [Q&A document](#). Click [here](#) for instructions on how to submit a paid sick leave request.
  - If you are sick and unable to be at work, you must contact your supervisor by **8:30 A.M.** For information regarding your eligibility for paid sick time, please consult your Talent Acquisition Partner.
- ◆ If you are going to be late for work, need to leave early, or need to take an extended lunch break, you must have approval from your direct/department supervisor beforehand. Excessive tardiness or absenteeism may result in termination.
- ◆ All temporary employees should be at their designated work areas and ready to begin working at their start time. Excused absences require the prior approval of your supervisor. Planned absences are to be kept to a minimum and at least 72 hours-notice should be provided.

The following are grounds for disciplinary action up to and including dismissal:

- **Excessive absenteeism**
- **Tardiness**
- **Unapproved extended lunches/breaks**
- **Failure to notify your supervisor of any absence or tardiness**

## Leave Policies

### Military Leave

The Federal Government generally determines the terms and conditions of military leave and Northwestern will comply with these laws. Any Temporary Employee who is called to active military duty will be granted a military leave of absence, the duration of which will be the term of enlistment plus any additional time that may be required by the government.

### Jury Duty

Participation as a juror is a civic responsibility. Please notify your supervisor upon receipt of your summons to jury duty. Your supervisor will notify the department in which you are working.

### Funeral Leave

In the event of your need for funeral leave, please notify your supervisor as soon as possible so that arrangements may be made to accommodate to your absence.

## University Scheduled Holidays

The University observes the following holidays. As a temporary employee, you do not have to work on these days, and you will not be paid for the unworked day. If you do work, you will be paid for regular time:

### University Holiday Schedule

Holidays for Northwestern staff will be observed according to the following calendar:

Holiday	Date observed
New Year's Day	Wed, Jan 1, 2020
Martin Luther King, Jr. Day	Mon, Jan 20, 2020
Memorial Day	Mon, May 25, 2020
Independence Day	Fri, July 3, 2020
Labor Day	Mon, Sept 7, 2020
Thanksgiving Day	Thu, Nov 26, 2020
Day After Thanksgiving	Fri, Nov 27, 2020
Christmas Eve	Thu, Dec 24, 2020
Christmas Day	Fri, Dec 25, 2020
New Year's Eve	Thu, Dec 31, 2020 Fri, Jan 1, 2021
See <a href="#">Winter Recess Information</a>	

## ERISA (Employee Retirement Income Security Act)

According to the Employee Retirement Income Security Act (ERISA), temporary non-student employees can work without benefits up to 1000 hours in a 12-month period of time. This includes "a department sourced temporary" (also known as a 'direct temp'). When the temporary employee gets close to their 1000 hours they will either be hired into a regular benefits eligible position or be terminated from the temporary assignment.

## **Consideration for Regular Staff Positions**

For fullest consideration, all temporary employees are required to apply for the position they are temping in, if the department is conducting a search to fill the position with a regular staff employee.

## **The Northwestern Temp Service Does Not Guarantee Employment**

Registering with our Temporary Staffing Service does not guarantee employment with Northwestern. Our aim is to assist hiring managers in filling temporary vacancies within their department, with candidates who best fit their needs. We are also an additional resource for you to find employment. However, we encourage you to continue to actively search for positions where you feel might suit your professional interest.

## **Direct Deposit and Paychecks**

### **Direct Deposit**

All employees should sign up for direct deposit. Many local banks (US Bank, Chase, First Northern Credit Union, First Bank, LaSalle Bank, Citibank, First American Bank, and others) offer free checking accounts when you sign up for direct deposit of your payroll. Signing up for direct deposit guarantees that your payroll will be deposited to your bank account on pay day without risk of your check being misdirected or lost in the mail. Enrollment is immediate when entered through the [myHR self-service](#) web site

### **Mailed Paychecks**

If you do not sign up for direct deposit, you will receive your paychecks by way of mail. You should receive the paycheck the Saturday following the typical pay day. Please ensure the address on your personal data form is up-to-date as this is the locating payroll will send your pay check. If you do not receive your pay check either via direct deposit or mail, please contact the Office of Human Resources, Payroll department immediately.

## **Voluntary Saving Plan (VSP)**

The Northwestern Voluntary Savings Plan is maintained by Northwestern for the benefit of Eligible Employees of the University. The purpose of the Plan is to provide Participants with the opportunity to accumulate a source of retirement income in addition to income from Social Security and personal savings. The Plan is funded solely by contributions made by Participants. Under the Plan, contributions made by Participants are referred to as "Employee Supplemental Retirement Contributions." The University does make contributions to the Plan. There is no eligibility waiting period. You have TIAA-CREF and Fidelity Options. If you have questions about the Plan you may contact your Talent Acquisition Partner or Benefits Division in the Human Resources Office at (847) 491-7513, or via email at [benefits@northwestern.edu](mailto:benefits@northwestern.edu). See a full summary here: [http://www.northwestern.edu/hr/benefits/retirement-plans/vsp\\_spd.pdf](http://www.northwestern.edu/hr/benefits/retirement-plans/vsp_spd.pdf)

## **University Property & Safeguards**

### **Equipment and Facilities of the University**

University equipment and facilities provided for use by employees – such as lockers, offices, desks, and personal and network computers, their files, disks, and peripherals – are University property and are fully accessible to the University at all times.

Employees may not use University facilities, supplies, vehicles, or equipment for personal reasons unless authorized to do so by their supervisor.

## **Use of Computers and Networks**

It is the policy of Northwestern to maintain access to local, national, and international networks for the purpose of supporting its fundamental activities of instruction, research, and administration.

Users of the networks are to take the necessary measures to safeguard the operating integrity of the systems and the accessibility of other users.

Network users are responsible for:

- Using the network in ways that do not interfere with or disrupt the normal operation of the system,
- Respecting the rights of other users, including their rights as set forth in other University policies for students, faculty, and staff – rights that include but are not limited to privacy, freedom from harassment, and freedom of expression,
- Knowing and obeying the specific policies established for the systems and networks they access.

Under no circumstances may users give others access to any system that they do not administer.

## **Nondiscrimination**

Northwestern does not discriminate against any individual or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, parental status, marital status, age, disability, citizenship, veteran or status in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics, is a form of discrimination. This includes harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's academic or work performance, or creates what a reasonable person would sense is an intimidating, hostile, or offensive environment.

While Northwestern is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

### **Complaints**

A complaint of discrimination on any basis in this policy, as well as complaints of sexual harassment, should be referred immediately to the temporary employee's Talent Acquisition Partner or Talent Acquisition Manager.

### **Confidentiality**

As a temporary employee working at Northwestern, you may have access to a variety of student, employee, and Northwestern sensitive information. You must treat all of this information as strictly confidential and not disclose such information without prior authorization and then, only on a "need-to-know" basis.

In addition, if you are given a security code for computer use, it must not be shared with any other person.

Some employees will have access to student or employee information on various Northwestern computer systems. Information accessible to you is not to be disclosed or used for any purpose other than those included in your assigned duties. If you are in doubt about a situation, refer it to the Northwestern Temporary Talent Acquisition Partner or Talent Acquisition Manager.

Inquiries about a student or an employee must be directed to the appropriate personnel. Requests for information from the press, radio, or television should be referred immediately to the Temporary Staffing Office. Any representative of the court who comes directly to your department to seek information or to serve a subpoena should be referred to the Northwestern Talent Acquisition department.

The unauthorized use or release of confidential information and/or inappropriate access of any computer equipment or system will result in your immediate removal as a temporary employee working at Northwestern.

### **Information Security and Confidentiality**

Information contained in University files and records, whether paper or computer records, is to be used for its intended purposes only. Inappropriate employee access to, use of, or disclosure of such information will subject an employee to corrective action up to and including discharge.

### **End of Assignment**

Before the last day of work, employees must return to their department or Talent Acquisition Partner any University property, materials, and written information issued to them and in their possession. This property may include credit cards, identification badges or cards, keys, manuals, calculators, computers, other office equipment key cards, and other materials. This material must be recovered before a temporary employee can be assigned to another temporary position.

### **Leaving a Temporary Assignment**

Any temporary employee currently working an assignment may not leave that assignment for a new temporary assignment without having been given an end date from their current supervisor.

## Employment Relationship

The Northwestern University maintains an employment-at-will policy. Just as the temporary employee is free to end their employment with the University at any time for any reason, the University is free to end the employment relationship with any temporary employee at any time for any reason, unless there is a specific written contract to the contrary. Temporary employees who leave the University are responsible for returning any of NU's materials, including supplies, documents, data, records, keys, and access cards.

## Policies and Procedures Checklist

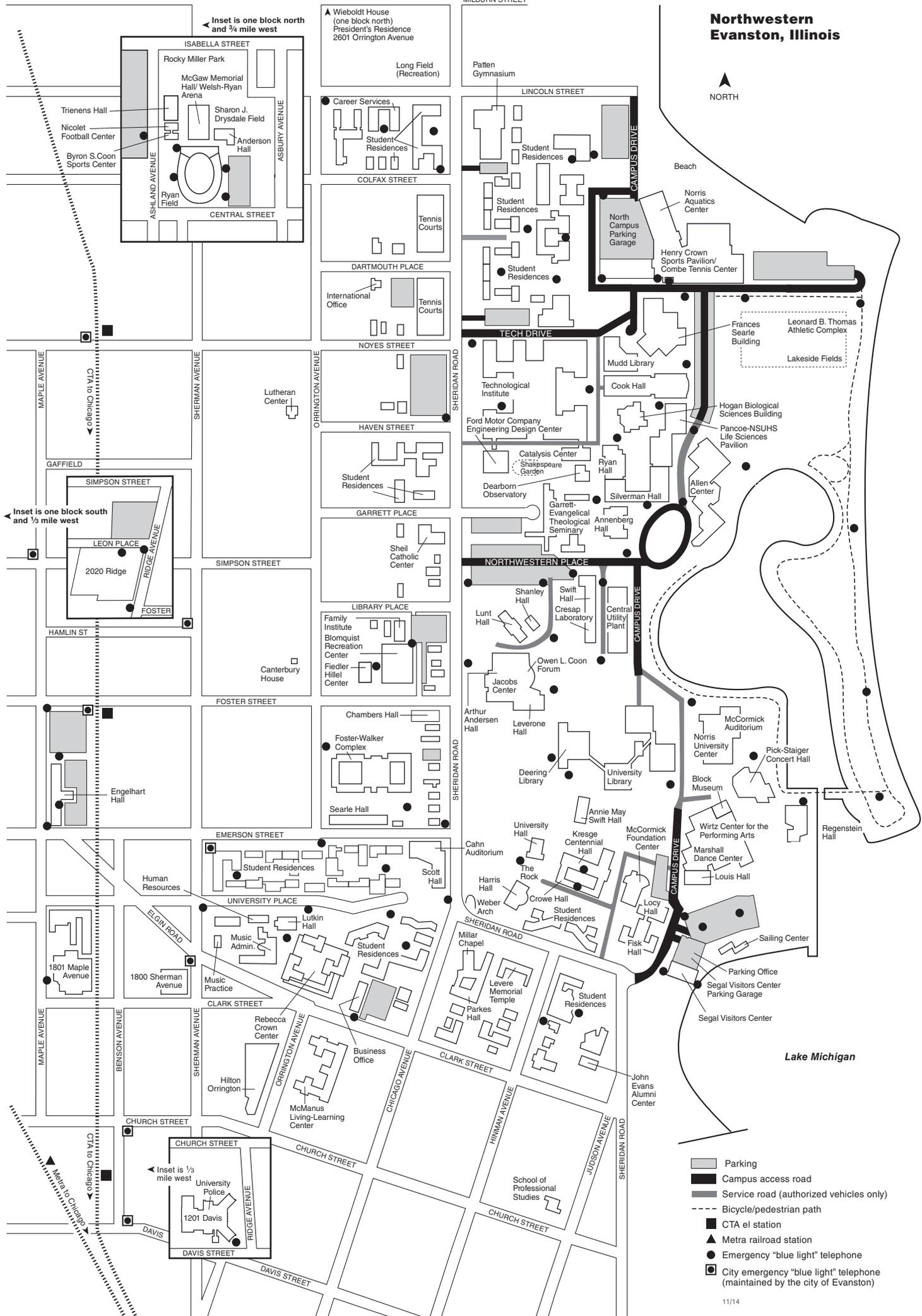
You are responsible for reading, understanding, and complying with the provisions set forth in this online Employment Guidelines Handbook. To insure that you understand all of our policies and procedures, please take a moment to review the checklist below.

- I understand that Northwestern must receive 2 positive references from previous supervisors before I can receive a temporary assignment.
- I understand that I must complete a background check before beginning a temporary assignment.
- I am easily accessible by telephone and have reliable transportation.
- I understand that if I need to miss work unexpectedly, I need to call my Direct/Department Supervisor prior to my start time, as stated in the Attendance Policy on page 9 - 10. Furthermore, I understand that if I need a day off, I need to submit a written request to my Direct/Department Supervisor at least two weeks prior when possible.
- I understand that if I accept an assignment, I am expected to complete it. If I am unable to complete an assignment for any reason, I will contact my Talent Acquisition Partner as soon as possible.
- I understand that if I sustain an injury on the job, I will inform my Talent Acquisition Partner as well as my Direct/Department Supervisor immediately following the accident. My Talent Acquisition Partner will coordinate with the Direct/ Department Supervisor and myself to determine the proper procedure for treatment and reporting of the accident.
- I understand and will comply with all safety rules and regulations as explained to me in the orientation process.
- I understand that Northwestern is my employer and that only Northwestern or I can terminate my employment. Any communication regarding my employment will be relayed through my Talent Acquisition Partner in some cases the Talent Acquisition Manager.
- I understand that when I complete my work assignment, I must call and notify my Talent Acquisition Partner of my availability for reassignment or I may be denied unemployment benefits.
- I understand that once a temporary assignment ends, it is my responsibility to check in and that my Talent Acquisition Partner will assist with finding other suitable temporary opportunities.
- I understand that neither this handbook nor any other communication by a management representative is intended to, in any way, create a contract of employment or to limit the University's discretion to discipline or terminate my employment.

Please also note that, for unemployment purposes, the date that you accept and actually perform your first assignment with us will be considered your first day of employment with us and you will not be considered hired until that date.

# Appendix A: Campus and Shuttle Maps

# Northwestern Evanston, Illinois



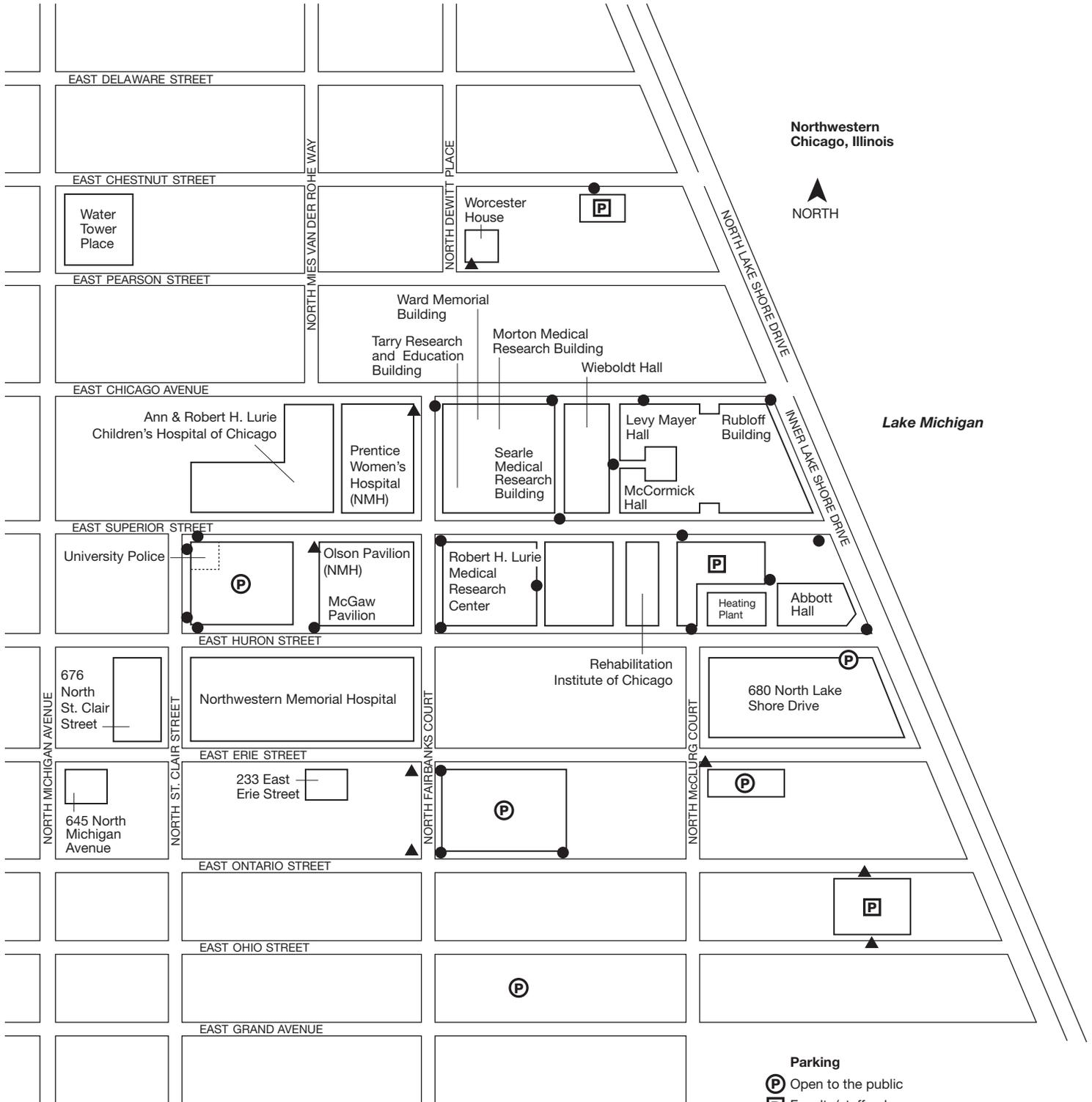
Inset is one block north and 3/4 mile west

▲ Wiebold House  
(one block north)  
President's Residence  
2601 Orrington Avenue

Inset is one block south and 1/3 mile west

Lake Michigan

- Parking
- ▬ Campus access road
- ▬ Service road (authorized vehicles only)
- - - Bicycle/pedestrian path
- CTA el station
- ▲ Metra railroad station
- Emergency "blue light" telephone
- City emergency "blue light" telephone (maintained by the city of Evanston)



Northwestern  
Chicago, Illinois



Lake Michigan

**Parking**

Open to the public

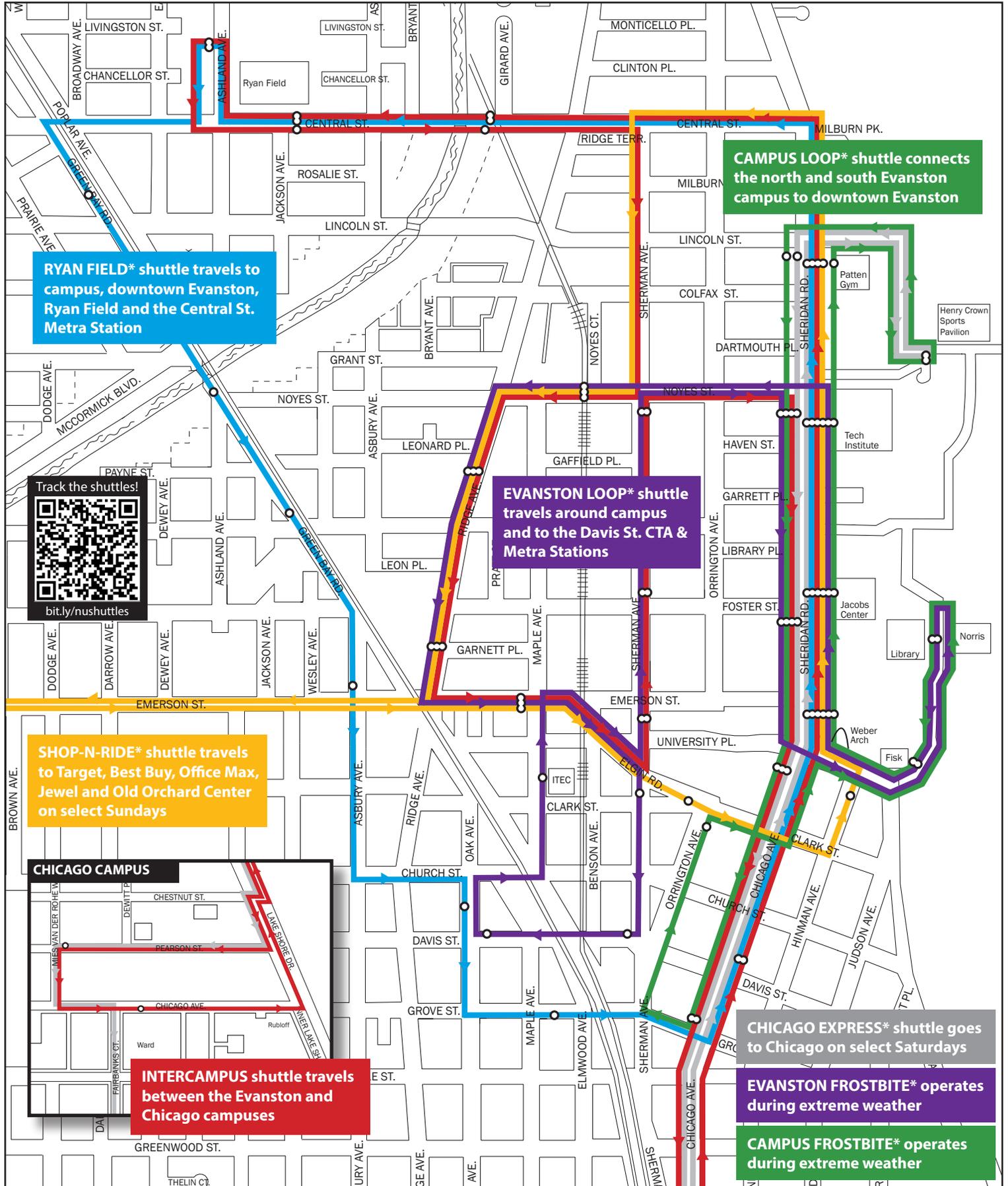
Faculty/staff only

**Emergency "Blue Light" Telephones**

Northwestern Memorial Hospital (NMH)

# Northwestern Shuttle Overview

2016-2017



- Evanston Loop\* and Evanston Frostbite\*
  - Campus Loop\* & Campus Frostbite\*
  - Intercampus
  - Chicago Express\*
  - Ryan Field\*
  - Shop-N-Ride\*
- \*Operates during the academic year only

Shuttle schedules and routes are subject to change. For current information and timetables, visit [shuttle.northwestern.edu](http://shuttle.northwestern.edu).

Revised 10/2014

## Appendix B: Fair Credit Reporting Act

*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer ResponseCenter, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

# Appendix C: Kronos Guide

**Logging into Kronos**

1. Navigate to the login page: <https://www-kronos.itcs.northwestern.edu/wfc/logon>
2. Enter your Net ID and netid password.

**Entering Hours Worked**

To enter the hours you have worked, click the field located under the appropriate date column and on the Hours Worked row. Enter the # of hours worked for that day, and then click SAVE.

**Entering Non-Worked Hours**

To enter non-worked time such as an excused or unexcused absence, insert a row using the  button. This will create a new row just below the existing row.

On the new row, choose either EXA-Excused Absence or UXA –Unexcused Absence. On the same new row, tab to the field under the date for which you were off. Enter the number of hours you used (i.e. 7.5 hours, 8 hours, 4 hours, etc), and then click SAVE.

**Multi-Job Employees: Accessing Other Job Timecards**

Employees who have more than one job are referred to as either slice or multi-job employees, and will have a separate timecard for each job. Hours for each job are recorded on a separate timecard known as the **individual job timecard**. Hours from all jobs are summarized on a combined **rollup timecard**. The multi-job employee has one login id and password to access all timecards. The collection of all individual and rollup timecards may include any combination of Hourly timecard or Daily Elapsed timecard.

The following steps describe how to access timecards for multi-job employees.

1. Log into Kronos using your NetID and password.
2. By default, the first screen you will see is the **rollup timecard**, which is view-only and cannot be edited.
3. To access any of your **individual job timecards**, click on the **My Links** drop down menu.
4. From the **My Links** drop down menu, click on **Select Other Job Timecard**.
5. The next screen will provide you a list of active job timecards. Select the timecard you wish to access by choosing from the drop down menu.
6. Then click the **Switch Logon** button.
7. You should be taken to the timecard selected.
8. To choose another individual timecard or return to the rollup timecard, repeat steps 3 through 6.

**Submitting Timecards for Approval**

1. Review the data entered on your timecard for accuracy.
2. Click **Approvals > Approve**

Making changes to your timecard after it has been submitted for approval depends on the following:

- If the supervisor has not yet approved the timecard, you can click **Approvals > Remove Approval** to remove your own employee approval. Note: if you remove your approval, be sure to resubmit the timecard again to your supervisor for approval.
- If the supervisor has approved the timecard but Payroll has not closed the pay period, then both you and the supervisor can click **Approvals > Remove Approval**, which will open your timecard for editing.
- If Payroll has closed the pay period, see the following section “Timecard Changes to Prior Pay Periods” for instructions.

**Timecard Changes to Prior Pay Periods**

To change a prior pay period timecard that has already been submitted and approved by the supervisor and the Payroll Office has closed the pay period, employees need to send a request in writing to his/her supervisor of the changes needed. The direct supervisor will submit the changes in Kronos for the appropriate time period. Within the Kronos application, these changes are also known as Historical Edits.

**Timecard Totals**

Below the timecard the system provides various totals, which are defined below.

Account	The payroll chart string that will be charged.
Pay Code	A category that is used to organize time such as regular hours worked, excused or unexcused absence.
Amount	The total number of hours that will be submitted for payroll processing corresponding to the pay code and chartstring, and totaled from the pay period currently displayed.

# Appendix D: Pay Period Schedule 2020

**2020 - BI-WEEKLY EMPLOYEES CUT-OFF DATE SCHEDULE**

Work Period done		Cut-off Dates				
Begin	End	Payment Request Forms / Temp New Hires due by 5:00 PM*	Temp Panel Updates s/b made by 5 PM on this date	Kronos Employee Data Entry and Approval by 5:00 PM	Supervisor Approval by 1:00 PM	PAY DATE
<b><i>NOTE: Pay periods with an earlier cutoff are bolded</i></b>						
12/15/2019	- 12/28/2019	<b>12/18/2019</b>	<b>12/20/2019</b>	<b>12/19/2019</b>	<b>12/20/2019</b>	1/03/2020
12/29/2019	- 1/11/2020	1/07/2020	1/09/2020	1/10/2020	1/13/2020	1/17/2020
1/12/2020	- 1/25/2020	<b>1/17/2020</b>	<b>1/22/2020</b>	1/24/2020	1/27/2020	1/31/2020
1/26/2020	- 2/08/2020	2/03/2020	2/06/2020	2/07/2020	2/10/2020	2/14/2020
2/09/2020	- 2/22/2020	<b>2/14/2020</b>	<b>2/19/2020</b>	2/21/2020	2/24/2020	2/28/2020
2/23/2020	- 3/07/2020	3/02/2020	3/05/2020	3/06/2020	3/09/2020	3/13/2020
3/08/2020	- 3/21/2020	3/16/2020	3/19/2020	3/20/2020	3/23/2020	3/27/2020
3/22/2020	- 4/04/2020	3/30/2020	4/02/2020	4/03/2020	4/06/2020	4/10/2020
4/05/2020	- 4/18/2020	4/13/2020	4/16/2020	4/17/2020	4/20/2020	4/24/2020
4/19/2020	- 5/02/2020	4/27/2020	4/30/2020	5/01/2020	5/04/2020	5/08/2020
5/03/2020	- 5/16/2020	5/11/2020	5/14/2020	5/15/2020	5/18/2020	5/22/2020
5/17/2020	- 5/30/2020	<b>5/22/2020</b>	5/28/2020	5/29/2020	6/01/2020	6/05/2020
5/31/2020	- 6/13/2020	6/08/2020	6/11/2020	6/12/2020	6/15/2020	6/19/2020
6/14/2020	- 6/27/2020	6/22/2020	6/25/2020	6/26/2020	6/29/2020	<b>7/02/2020</b>
6/28/2020	- 7/11/2020	7/06/2020	7/09/2020	7/10/2020	7/13/2020	7/17/2020
7/12/2020	- 7/25/2020	<b>7/17/2020</b>	<b>7/22/2020</b>	7/24/2020	7/27/2020	7/31/2020
7/26/2020	- 8/08/2020	8/03/2020	8/06/2020	8/07/2020	8/10/2020	8/14/2020
8/09/2020	- 8/22/2020	8/17/2020	8/20/2020	8/21/2020	8/24/2020	8/28/2020
8/23/2020	- 9/05/2020	<b>8/28/2020</b>	<b>9/27/2020</b>	<b>9/03/2020</b>	<b>9/04/2020</b>	9/11/2020
9/06/2020	- 9/19/2020	9/14/2020	9/17/2020	9/18/2020	9/21/2020	9/25/2020
9/20/2020	- 10/03/2020	9/28/2020	10/01/2020	10/02/2020	10/05/2020	10/09/2020
10/04/2020	- 10/17/2020	10/12/2020	10/15/2020	10/16/2020	10/19/2020	10/23/2020
10/18/2020	- 10/31/2020	10/26/2020	10/29/2020	10/30/2020	11/02/2020	11/06/2020
11/01/2020	- 11/14/2020	11/09/2020	11/12/2020	11/13/2020	11/16/2020	11/20/2020
11/15/2020	- 11/28/2020	<b>11/19/2020</b>	<b>11/24/2020</b>	<b>11/25/2020</b>	11/30/2020	12/04/2020
11/29/2020	- 12/12/2020	12/07/2020	12/10/2020	12/11/2020	12/14/2020	12/18/2020
12/13/2020	- 12/26/2020	<b>12/11/2020</b>	<b>12/16/2020</b>	<b>12/21/2020</b>	<b>12/22/2020</b>	<b>12/30/2020</b>
12/27/2020	- 1/09/2021	1/04/2021	1/07/2020	1/08/2020	1/11/2020	1/15/2021

\*Includes Payment Requests for Biweekly Staff, Biweekly Temps and Special Pay forms

***Thank you for completing this orientation. Please read and indicate your acknowledgment of the following:***

I have received and read a copy of the Northwestern Temporary Employee Handbook. I agree to adhere to the rules and regulations contained therein. I understand that the rules, policies, and benefits contained in the Temporary Employee Handbook may be updated, modified, or deleted at any time and that it is my responsibility to keep myself apprised of any changes.

I also understand that neither this handbook nor any other communication by a management representative is intended to, in any way, create a contract of employment or to limit the company's discretion to discipline or terminate my employment.

I have read and fully understand all areas of the policies and procedures outlined in this orientation guide. I understand that no statement contained in this orientation creates any guarantee of continued employment or creates any obligation on the part of the company.

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EMPLOYEE SIGNATURE

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PRINT NAME

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DATE