

Employee's Name: _____ Job Offer Date: _____

Norris University Center New Hire Onboarding Checklist for Supervisors

This checklist is designed to assist with your department's orientation process and help hiring supervisors prepare for the arrival of new employees. Once an employee starts working, he/she can work together with the area supervisor to complete the checklist. Supervisors may add additional activities that are relevant to the new employee's area.

Upon Hire - Before a Student Starts Working	Department Orientation
The Hiring Supervisor needs to arrange for the student to complete all new hire paperwork with the Student Employment Coordinator prior to their start. In addition, students will need the following information: <input type="checkbox"/> Original documents for completing I-9	Introduce Norris and your department: <input type="checkbox"/> Discuss job functions/job description <input type="checkbox"/> Explain who to contact for various issues <input type="checkbox"/> Review HR Policies and Procedures for your area <input type="checkbox"/> Summarize work expectations
Welcome your new hire	Tour of Norris
<input type="checkbox"/> Send an email to department employees introducing new student employee <input type="checkbox"/> Schedule sufficient uninterrupted time and space for training <input type="checkbox"/> Explain appropriate dress code for department, work hours and schedule of first day <input type="checkbox"/> Answer any questions your new hire may have	<input type="checkbox"/> Show your new hire where the time-clock is located <input type="checkbox"/> Review the pay schedule <input type="checkbox"/> Discuss attendance policies <input type="checkbox"/> Review how to record time for sign-in sheets, missed punches, etc. <input type="checkbox"/> Complete an overview of Humanity (Shiftplanning) <input type="checkbox"/> Show your employee what is on each floor of Norris, and introduce to full-time staff

Area-Specific Onboarding
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Employee's Signature: _____ Date Completed: _____

Supervisor's Signature: _____ Date Completed: _____

New Student Employee Paperwork Checklist

Complete Hiring, Tax and Payroll Forms for Norris.

New Northwestern Employee:

- Personal Data Form (two for Tech Services in order to be paid for time worked off-site)
- Work Authorization form
 - Summer Work Authorization Form (Only used in Summer for all Summer employees)
 - Regular Wage Authorization Form
 - Work-Study Authorization Form
 - Work-Study Award Amount (found on your Financial Aid Award Notice or on CAESAR)
- Federal W-4 Withholding Form
- Illinois W-4 Withholding Form
- I-9 E-Verify Part 1 online – See instructions in the New Employee Packet, paying careful attention to Step 5
- I-9 E-Verify Part 2 with original documents for Payroll Specialist – See list of acceptable documents included in the New Employee Packet
- Norris Policy
- Student Affairs Relationship Policy
- Direct Deposit Form
- DCFS Attestation
- Background Check – Required for students working in ARTica, Box Office, Cashier’s Office, Game Room, Mini Courses, SOFO and Norris Outdoors

New Norris Employee (had a NU job in the past):

- Personal Data Form (two for Tech Services in order to be paid for time worked off-site)
- Work Authorization form
 - Summer Work Authorization Form (Only used in Summer for all Summer employees)
 - Regular Wage Authorization Form
 - Work-Study Authorization Form – Will be faxed by Student Employment Coordinator
 - Work-Study Award Amount (found on your Financial Aid Award Notice or on CAESAR)
- Norris Policy
- Student Affairs Relationship Policy
- DCFS Attestation
- Background Check – Required for students working in ARTica, Box Office, Cashier’s Office, Game Room, Mini Courses, SOFO and Norris Outdoors

Begin Working, and Keep Track of Your Hours and Earnings.

- You are responsible for swiping in and checking your hours online on the KRONOS system.
- If work-study, you are responsible for monitoring your award and staying within the 15 hours/week limit.
- You are responsible for notifying your employer if you aren’t being paid correctly.

Allow up to 2 weeks to be able to swipe in.

- You will be able to swipe in as soon as Payroll enters your information into the system.
- Delays could be due to missing or late paperwork, incomplete I-9s, or a delay due to large volumes of paperwork being handled by the Kronos Help Desk.
- Contact your supervisor to find out how to get on your area’s schedule and how to keep track of your hours until you are able to swipe in.

Allow up to 3 weeks for your first paycheck.

- Your bi-weekly paycheck reflects hours worked during the two previous weeks and is paid the Friday after the pay period ends.
- Your paycheck will be sent to the address on your Personal Data Form unless you sign up for Direct Deposit.