

New Hire Onboarding Checklist

Employee Name:	_____	Employee ID:	_____
Department:	_____	Email:	_____
Position Title:	_____	NetID:	_____
Supervisor:	_____	Start Date:	_____

Pre-Arrival

Employee

- Complete Section 1 of the employment verification by going to the [I-9 Service Center](#) and following the instructions for new employees.

- Complete Section 2 of [I9 verification](#). Section 2 requires bringing acceptable document to the HR office to complete Section 2. The HR office addresses and hours can be found [here](#). View list of [acceptable documents](#).
 - **Nonresident Alien:** Contact the [International Office](#) at (847) 491-5613. Contact Payroll office to register to use the Foreign National Information System. [More Information](#)
Evanston Payroll Office: (847) 491-7362 | Chicago Payroll Office: (312) 503-9700

- Activate **NetID** online. It must be activated before you can use it. You will be notified by your **department** when your NetID has been created and you can begin the staff activation process. You will be able to access the [myHR](#) self-service system with your NetID.

- After you receive your Northwestern NetID, you have an opportunity to submit your WildCARD [photo online](#) for a more convenient card pickup. You can pick up on your **first** day.

- If interested in a monthly parking permit, please visit the [parking website](#) for more information on both Evanston and Chicago parking options. For Evanston parking please reach out to HRTA@northwestern.edu to request parking information or a temporary pass. Please have your NetID and position title ready to share when requesting this information for Evanston parking. For other transportation options, please follow the links below:
 - [Public Transportation](#)
 - [Shuttle](#)
 - [Bikes](#)
 - [Zipcar Carshare](#)
 - [Pace Rideshare Program](#)

First Day

Employee

- Obtain [Wildcard](#). Your employee ID and NetID are required.
- If interested in a monthly parking permit, please visit the [parking website](#) for more information. **Pick up a parking pass or daily pass from parking office.**
- Update preferred [display name](#) in the myHR system.
- Sign up for [CTA or RTA benefits program](#) (if applicable). Please note it can take up to two weeks for your data to load with our vendor.

Post Hire

Employee

- Complete [Payroll Forms](#). Federal W4 will be completed on the online module ([myHR](#)). State W-2 completed as a paper form found [here](#). The state W-4 will be sent to askhr@northwestern.edu. Hire)
- Enroll in [relevant training and workshops](#).
- View/Attend Orientation
[New Employee and Faculty Orientation Part 1 Online Module](#) in myHR Learn.
[New Faculty and Staff Orientation, Part 1: Benefits.](#)
[New Employee and Faculty Orientation, Part 2.](#)
- Meet your Peer Partner! An introduction email from your department on your Peer Partner Toolkit would have been sent if you were assigned a Peer Partner.
- Arrange a [campus tour](#) (optional).
- Enroll in Benefits through [MyHR self-service](#).
- Complete "Attestations" in [myHR](#)
- Complete the online courses [Safe Campus](#) and [Harassment and Discrimination Prevention](#).
(Email notification from myHR Learn is sent Wednesday mornings, shortly after hire)
- Enroll in other elearning(s) related to job in [myHR Learn](#):
 - Family Education Rights and Privacy Act (FERPA)
 - Procurement and Payments
 - Other relevant regulatory compliance training.