

Student Temps 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.

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

- [Personal Data Form](#)
- [Federal W4 \(optional\)](#)
- [Illinois W4](#) or [Wisconsin WT4 \(optional\)](#)
- [Direct Deposit Authorization](#)

Step 2: Complete I-9/E-Verify

- *Section 1* – [Complete I-9/E-Verify here](#)
 - When prompted, please enter the School/Area and Department/Center of your hiring department.
 - A quick information guide can be found [here](#).
- *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 the HR Operations/Payroll offices at either 720 University Place (Evanston) *or* Abbott Hall Room 850, 710 N Lake Shore Drive (Chicago).
 - You will need to bring *original documentation* (copies not accepted) to verify employment eligibility. Acceptable documentation can be found [here](#).
 - 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 bring to the Payroll Office or email the form to payroll@northwestern.edu.
 - Once you submit your FNIS form to the Payroll Office, you will receive an email within 48 hours to help you log on to our Foreign National Information System website and complete your immigration information and personal history.

- When notified by email, bring your FNIS tax forms (or you can print them at the Payroll Office), data summary page, immigration document, passport, visa, and I-94 (available on [CBP website](#)) to the Payroll Office to complete the process.
- **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 here.](#)

Post-Hire Instructions

- **DCFS Attestation**
 - [Log into myHR here](#) and click on 'Attestations'. There you will be able to read the documentation and attest.
 - If you are unable to do so, you can find a printable form [here](#). This form must be completed and turned into your manager, they will attest on your behalf.
- **Staff Handbook**
 - Please review the [Temp Staff Handbook](#).

If you have any questions regarding the hiring process, please feel free to contact Human Resources by email at askhr@northwestern.edu

Welcome to Northwestern!

Sincerely,
HR Operations