ONBOARDING AT NORTHEASTERN

Contact the HRM Customer Service Center, 617.373.2230 for any questions related to onboarding unless otherwise noted for specific areas

YOUR FIRST WEEK

- Visit the HRM Onboarding website and click the Getting Started section on the bottom right hand corner to learn how to:
  - Create your myNortheastern account; you will need to do this to sign up for benefits
  - Obtain your Husky ID card at 4 Speare Commons
- Use Benefits Navigator, an online tool located on myNortheastern in the Services & Links section, to:
  - Learn about the comprehensive benefits programs Northeastern provides including Medical, Dental, Vision, Retirement Plan, Life and Disability Insurance, and Reimbursement Accounts
  - Compare medical plan coverages and costs
  - Enroll in your benefits
- Enter your Employee Self-Service Information by logging into myNortheastern > Services & Links > HRM Benefits and Services > Employee Self-Service. You’ll land on the Employee tab where you can update your Tax Information (W-4 and/or M-4 or other state tax forms if you work outside of Massachusetts). Then click the Personal Information Tab at the top to update the following:
  - Emergency Contact Information
  - Disability Status
  - Employee Work Location
  - Ethnicity and Race
  - Veteran Classification
- Learn how use the Time Tracking System
- Continue to visit the HRM Onboarding website for more information on your first 90 days

YOUR FIRST 30 DAYS - BENEFITS

The following benefits must be selected within 30 days from your date of hire. To enroll, use Benefits Navigator, an online tool located on myNortheastern under the Services & Links tab.

For assistance with benefits contact Vicki Pace v.pace@northeastern.edu or 617.373.3741.

- Select a Medical, Dental and/or Vision plan - Upload supporting documentation and, if selecting the POS (Core or Enhanced) plans, indicate a primary care physician ID number for each family member.
- For more information on the plans or how to select a primary care physician, review the Benefits Navigator Enrollment Instructions or call Blue Cross Blue Shield Member Services at 1.888.543.8770.
- Establish Health and/or Dependent Care Reimbursement Accounts; HSA if selecting the HDHP
- Consider Optional Life Insurance; complete online Evidence of Insurability (if needed)
- Complete the Retirement Plan and Disability waiver form (if applicable)
- Enroll in voluntary benefit: Legal Plan
- Enroll for pro-rated parking through myNortheastern, for more information contact the parking office at 617.373.7010. If you are considering other commuting options, review the Additional Benefits section of this checklist.
- Review your paystub information under myNortheastern > Services & Links > HRM Benefits and Services > Employee Self-Service > Employee > Pay Information
Northeastern provides a comprehensive retirement program. The program offers a Basic Retirement Plan and a Supplemental Retirement Plan to help you build retirement savings for a secure financial future. Contributions to both plans are made using pre-tax dollars. As a result, while saving for your financial future, you are also saving money on taxes today. Both plans offer a diverse selection of investment options through Fidelity Investments and TIAA. The sooner you enroll, the sooner you start saving for your future.

To learn more about the plans and complete the required online enrollment and vendor account set up, follow these steps:

1. Login to your myNortheastern account
2. Click on Services & Links > HRM Benefits and Services > Benefits Navigator
3. On the left side select Update My Retirement Plan

If you have questions about the enrollment process, please contact Senior Benefits Administrator Stacy Saravo, 617.373.5378. Once you have enrolled, arrange to meet one-on-one with a representative from Fidelity and/or TIAA to map out an investment strategy that works for you.

One-on-one Retirement Plan Consultations
Fidelity 1.800.642.7131  Click here for appointments
TIAA 1.800.732.8353  Click here for appointments

YOUR FIRST 30 DAYS - REQUIRED TRAINING

- Review all University Policies in your first 30 days
- Complete required training on the HRM Onboarding website > Resources > Required Online Training

ADDITIONAL BENEFITS AND INFORMATION

- Participate in the Healthy You Program. Sign up for the VirginPulse program. You’ll get a free pedometer and be eligible to earn up to $400 a year just by walking and participating in Healthy You programs and activities.
- Sign up for a commuter pass by logging into myNortheastern > Services & Links > HRM Benefits and Services > Commuter Benefits
- Not sure if you are driving to work or taking the T? Review all of your commuting options.
- Review and sign up for additional benefits such as discounted tickets to Northeastern events, recreational facilities, discounted homeowners, renters and automobile insurance. For more information use the Benefits Navigator tool or visit the HRM Benefits website and select Fitness and Wellness, Work/Life or the Voluntary Benefits sections.