Temp Non-Student – New Hire Onboarding

Prior to Day 1

Connect to Discuss Day 1
If your manager or local point of contact hasn’t reached out yet, please contact them to discuss:
- Where you should go on day one
- What time you should arrive
- Assistance with commuting/parking for day one
- Dress code, if necessary

Complete I-9 Section 1
All new hires are required to complete the I-9 process. Look for two emails sent to your personal email account from the I-9 Service Center: one with a username and link to the I-9 Service Center; the second with your password.

Please click on the link to the I-9 Service Center in the email you received. If given the option, please enter the username and password as an Existing Account - you can copy and paste both items into the form. Once you have entered the username and password provided via email, you will be prompted to create a new password. Follow the prompts to complete section 1 of the I-9 form.

If you did not receive emails from the I-9 Service Center, please contact your division's Key Contact about Form I-9 Employment Eligibility Verification.

Learn about the University’s Policies
You are responsible for compliance with University policies as a condition of your employment at Northeastern. Please learn about our policies by:
- Reviewing the University Policy Website
- Taking the required training mentioned in your offer letter and later in this onboarding plan within the required 30 days
- Asking your manager for clarification or more detailed explanation of any policy, as needed so that you clearly understand your responsibilities.

Review Commuting Options
With Northeastern's continued commitment to the reduction of our carbon footprint, the University strongly encourages the use of public transportation. Please visit the Commuting Services Website for information on your commuting options to Northeastern.
Week One

Complete I-9 Section 2

Within three days of your date of hire, your HR Key Contact will ask you to present your I-9 Acceptable Documents. Click here for a list of Acceptable Documents.

This must be completed no later than three business days after your date of hire (i.e. If you are hired on a Monday, Section 2 of your I-9 must be completed no later than Thursday).

Create Your MyNortheastern Account

Register for your myNortheastern account to get email, systems access, view your NU ID number, view your pay stub, and other resources. You may also require a Sponsored Account, work with your manager to request one. Learn more here: Sponsored Accounts.

If you need assistance, contact the ITS Service Desk at 617.373.4357 (xHELP) or email help@northeastern.edu.

Obtain Your Husky ID Card

Your Husky Card has many uses. On the Boston campus, go to 4 Speare Hall to get your picture taken and receive your Husky Card.
For other locations and information on how to use your Husky card, visit the Husky Card website.

NOTE: The photograph on your Northeastern Husky ID card can be used in additional applications sponsored by Northeastern. The Husky ID photo will only be used in electronic systems managed by Northeastern.

If you want your Husky ID photo to be used only for your Husky ID card and no other applications, you must opt out of using the photo for more than this purpose. To complete the opt out process:

- Login to myNortheastern
- Go to Finance Services for Faculty and Staff
- Select Husky Card Preferences
- In top left corner, select Photo Opt-in/Opt-out
- Select Opt-out and click Submit
- If you have any questions, please contact Husky Card Services, 617.373.8740.

Enter Your Information in Employee Self-Service

It's important for you to verify or enter your personal information in Employee Self-Service through myNortheastern.

Click the Employee tab and the Personal Information tab to verify or enter the following:
- Tax forms (W-4 and M4 or other state forms)
- Your work location (your mail drop) and phone number/extension
- Emergency Contact
- Sign up for emergency alerts
- EEO/Veterans Status
- Disability Status

**Review Time Tracking**

Access time tracking via [myNortheastern](#) > Services & Links > HRM Benefits and Services > Time Tracking

Learn how to enter/submit your time and review time tracking policies on the [Time Tracking Resources website](#)

You must submit your time weekly in order to be paid. Talk to your manager or local Time Tracking Administrator to learn more about your department’s processes for time tracking approvals.
Month One

Complete 30 Day Training Deadline

All new hires are required to complete some initial training within their first 30 days. Click on the links below to access the training:
- Review University Policies
- Code of Ethical Conduct video
- Informational Security Awareness

Review Retirement Options and Enroll

To help you build a more secure financial future, Northeastern provides a comprehensive retirement program.

You are eligible to participate in the Supplemental Retirement Plan. Go to Benefits Navigator on MyNortheastern to enroll in the plan.

Know Your Northeastern!

Visit the following websites to learn more about Northeastern’s vision, approach, leadership and resources:
- myNortheastern - This portal provides link to many other resources/systems on campus
- President Aoun's website
- NU2025 - Institutional Plan
- University Leadership
- Your department's website
- Policy Website - Review all policies, but especially ones critical to your role and area
- Office of Institutional Diversity and Inclusion (OIDI)
- Office of University Equity and Compliance (OUEC)
- University Ombuds
- Work/Life Resources
- Fitness and Wellness
- Disability Resource Center
- Center for Spirituality and Dialogue and Service
- Office of City & Community Affairs