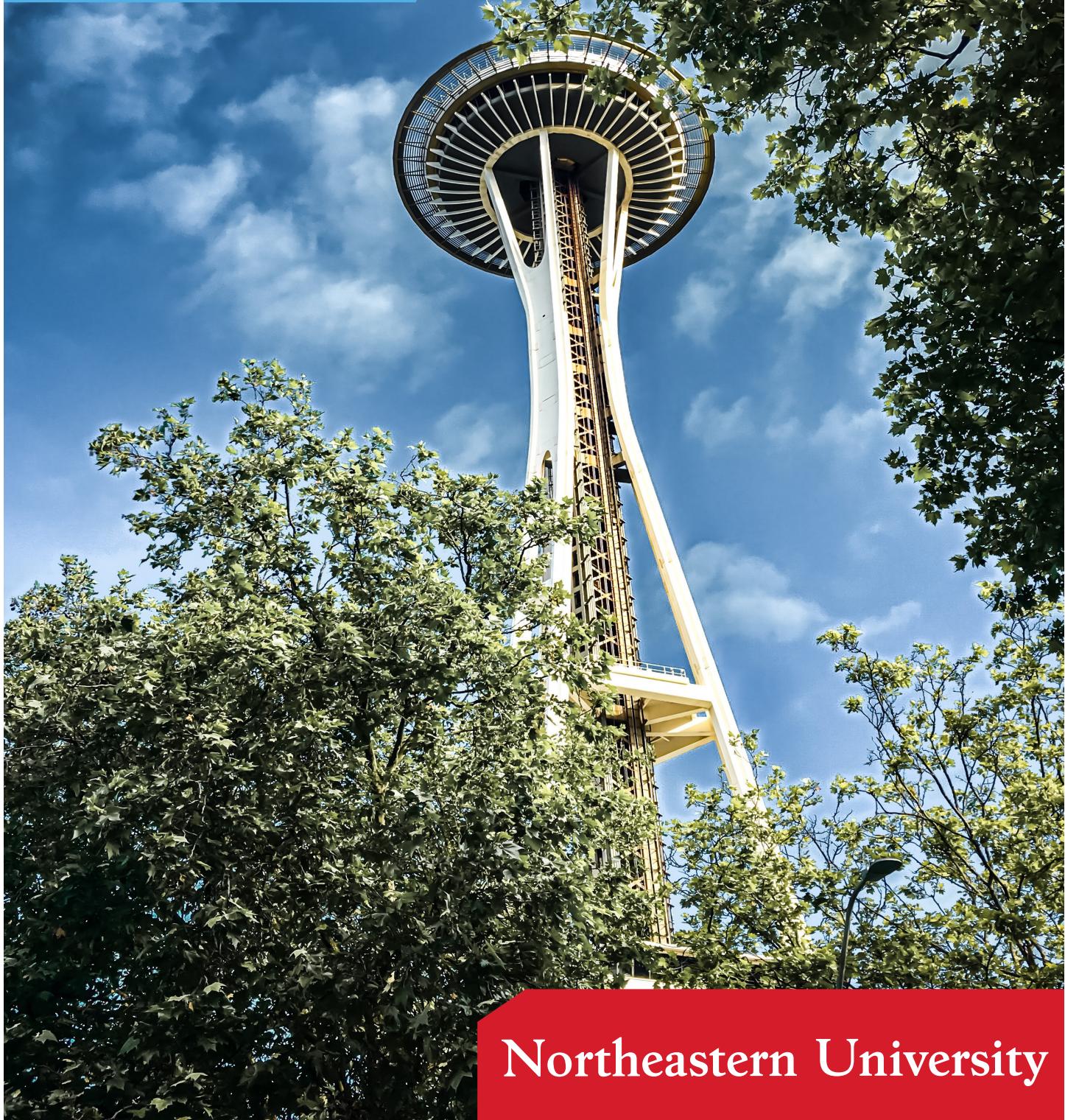


New Employee

Welcome Guide



Northeastern University

Welcome to Northeastern – Seattle!

In this booklet you'll find the information you need to get oriented and ready for working at the Seattle campus. Everything from first steps, to parking, to building access will be covered in the following pages. Let's get started!



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THE SEATTLE CAMPUS



In the following section you will find helpful information and materials unique to our campus. It can take a while to get acquainted, but don't worry! We're all here to help.

The [Our Faculty and Staff](#) section of the Northeastern Seattle website will give you a brief introduction to who we are. This is also where your bio and headshot will go.

Everyone's contact information and current seating location can be found on the [Seattle Team Directory](#). If you're using a desk phone to call the Boston campus, or anywhere else outside of the Seattle Campus, you must first dial 8 to dial out.

At some point, you may want [digital letterhead or logos](#). If you don't see a logo you're looking for or have difficulty navigating these files, please talk to Richard.

Our Buildings

The Seattle campus is located in two buildings. These are referred to as “401” and “225” in reference to their street address. Within each building, Northeastern occupies different suites. In the 401 building, these are suites 100 and 103. In the 225 building, these are suites 101, the second floor, and the third floor.

When we list event locations, we will typically write the location with the building name first then follow it with the room number and name. For example, 225-402 San Juan or 401-143 Pearl.

In 401, office supplies can be found in both suite 103 and suite 100 near the staff printers.

In 225, office supplies can be found on the fourth floor in the cube garden or by asking the 225 front desk.

401 Building

401 Terry Ave N., Suite 103
Seattle, WA 98109

Enter the building on the corner of Terry Ave N and Republican Ave, directly across the street from Veggie Grill.

225 Building

225 Terry Ave N., Suite 101
Seattle, WA 98109

Enter the building on the corner of Terry Ave N and Thomas St; through the courtyard, enter the double-doors to the building and turn to the right.

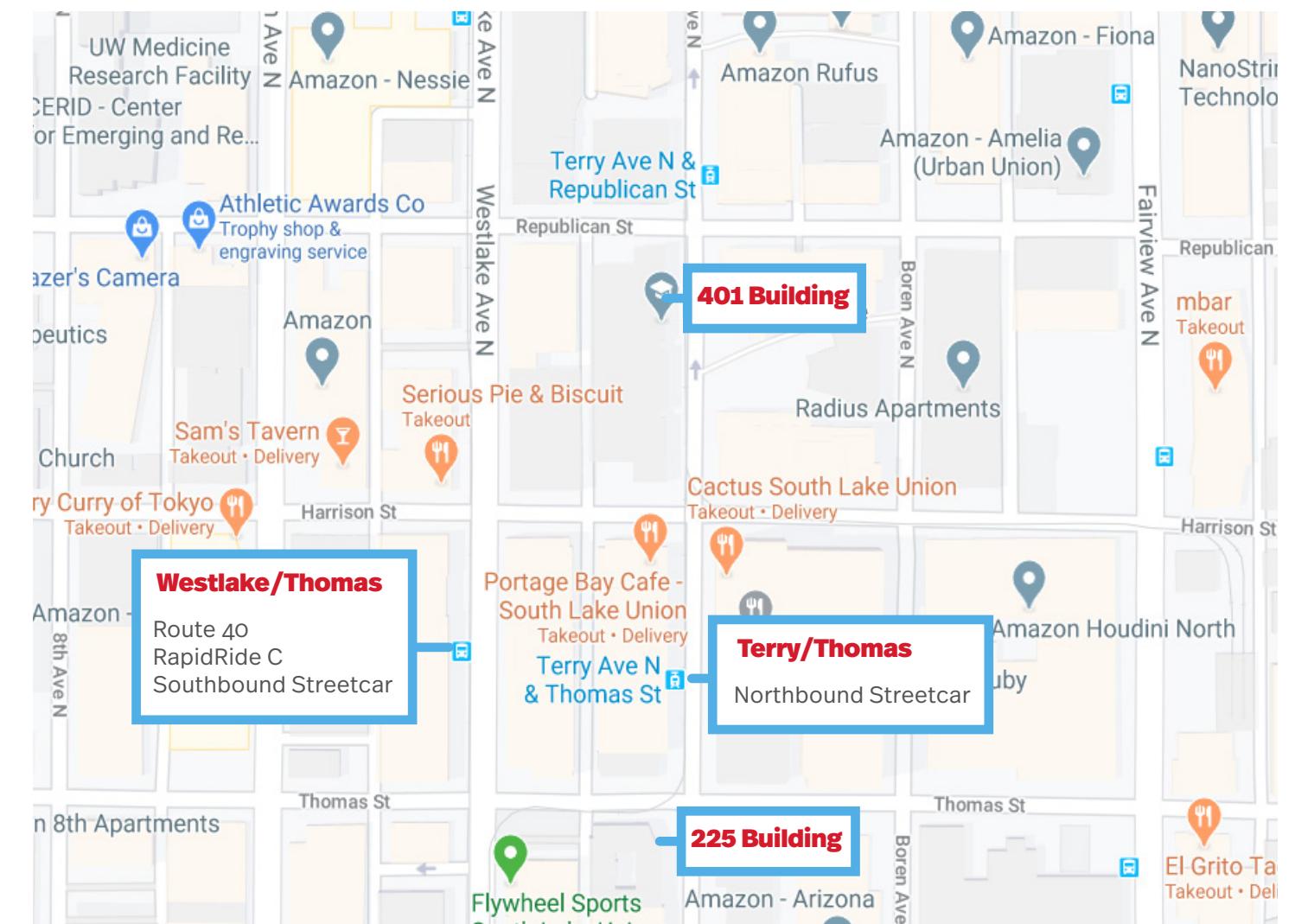


Parking and Public Transit

South Lake Union is a busy, high-traffic neighborhood. Sometimes it can be difficult to get around. Please keep the following points in mind as you figure out the best way to get to campus.

Public parking is available, but limited! After 4:00 PM, and all weekends, the Amazon garages nearby are free. There is also street parking available (sometimes!) for the usual rates set by the city.

It's typically best to take some form of public transit to get to the Seattle campus. The nearest bus stop is Westlake/Thomas, where you can take [Metro Route 40](#) or the [RapidRide C line](#) in both directions. Other routes besides these two are located near campus, just a little further away. The [streetcar](#) also stops near our campus. You can catch the northbound streetcar from the Terry/Thomas stop, and southbound from Westlake/Thomas.





Rideshares and Biking

If you take ridesharing from the 401 building, note that the pick up area is usually from in front of the Amazon pavilion where the Amazon banana stand is located. If you take ridesharing from the 225 building, you will most likely need to select from several different ridesharing pick up locations that are dictated by the nearby Amazon buildings. Just check your app to figure out which is most convenient for you. Note that taking a rideshare around 5:00 PM will usually mean long wait times, as the area becomes very congested due to rush hour traffic.

There are secured bike lockers and shower rooms available in both buildings. For access to the 401 building bike locker, please notify Anne Maria. For the 225 building bike locker, please fill out [this form](#) and submit it to Colin Smith.

Limited, Long-term parking is available for leasing at the 401 building. Please contact Anne Maria for availability and pricing details.

CAMPUS SAFETY GUIDELINES

Safety Procedures

Everyone is required to have their Husky ID and access cards visible at all times while on campus. Visitors must be checked in at a front desk to receive necessary identification.

In the event of an earthquake, you should drop, cover, and hold your position until the area is safe.

The evacuation locations for each building are as follows:

401 Building

401 Terry Ave N., Suite 103
Seattle, WA 98109

Cross Terry Ave N. and wait beneath the awning of Veggie Grill. Do not block their front door.

225 Building

225 Terry Ave N., Suite 101
Seattle, WA 98109

Cross Thomas St. from the 225 building and wait beneath the Flow Fitness awnings closest to the alley.

NU Seattle has a Campus Response Team (CRT) lead by the Associate Director of Operations and comprised of the Dean, Associate Dean, Assistant Director of Student Affairs and the Regional ITS Manager. This activated whenever a trigger arises in our area that could impact the safety of our students, staff and faculty, or physical campus. When the CRT is activated, the Associate Director of Operations will send an FYI to staff. If further actions are required, these announcements and instructions will be shared through Northeastern's RAVE ALERT system. You will receive these alerts via text and e-mail.

In the event campus is closed down due to weather events, employees are expected to coordinate a work from home plan with their supervisor if appropriate.

If campus is open but it is prohibitive for you to travel to campus from your home area, you should communicate directly with your supervisor to alert them to your need to work from home till travel is safe.

The main resources that the CRT uses to determine appropriate actions are listed below for your reference and personal planning.

Any time a staff member is out sick or unable to come to campus, they should alert their supervisor. Their supervisor should make the Associate Director of Operations aware so that appropriate measures are taken from Operations.

Safety Resources

Below are the resources used by the Campus Response Team (CRT):

[Ready.gov](#)

[Washington Emergency Management](#)

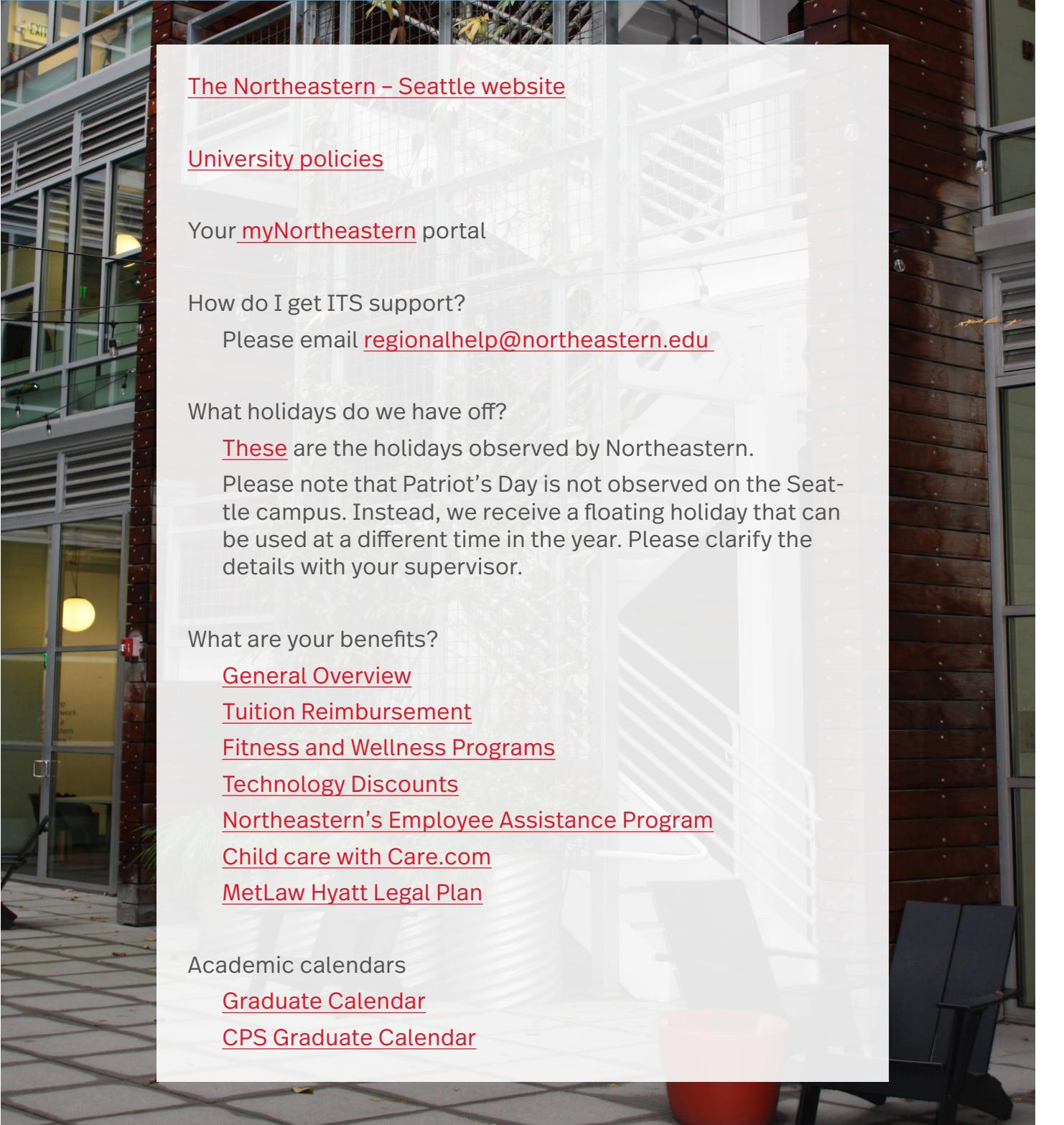
[AirNow – Washington Air Quality](#)

[Puget Sound Clean Air Agency -Air Quality Index](#)

[City of Seattle – Winter Weather Response](#)

[National Weather Service](#)

HELPFUL LINKS



FULL-TIME STAFF MEMBER

The following checklists will help you organize and complete your necessary tasks both before and after you get here. Please note that some of these tasks also appear in PageUp. Once you complete them, be sure to mark them as completed in PageUp or you will continue to receive emails even though you have already finished the task.

Before your first day

- Offer letter signed and returned
- Hiring paperwork submitted
- I-9 page one completed
You'll receive a link from NU's I-9 Service Center. Be sure to check junk folder if you don't see the email.
- Email a photo for your HuskyID

How to get your Husky ID

Submit an email to seattle@northeastern.edu.

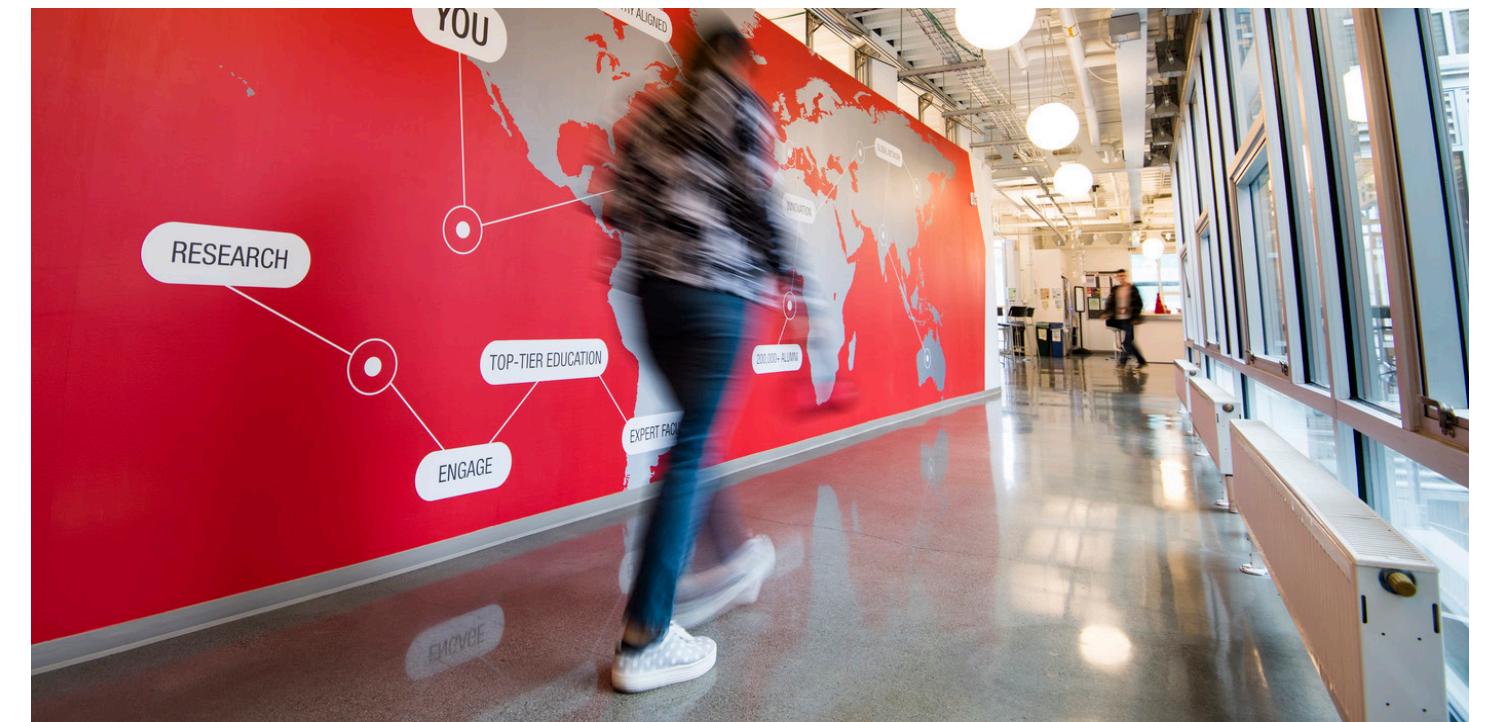
Subject line: Husky ID photo, Your Name

The email should be sent from your NU sponsored email address.

Your student ID can be found on the upper-right side of the page after logging into MyNortheastern

Requirements for photo:

- In color
- Standard file type (.jpeg or .png)
- Cropped from neck up
- Face fully visible and facing forward (no side profiles)
- Neutral background color
- No hats, sunglasses, graduation caps, or other people or objects visible



Your first week

- Meet with ITS to claim your account
This should be completed on your first day. You'll need your account set up in order to receive emails, access calendars and appointments, as well as many other things!
- Obtain access cards
Meet with [Anne Maria Jacobson](#) on your first day to receive an access badge for the [401 Terry Ave N. building](#) and one for the [225 Terry Ave N. building](#).
- Obtain Husky ID badge
[Colin Smith](#) at the 225 front desk will provide you with a Husky ID card by your second day. You need to have your Husky ID visible at all times while on campus!
- Complete page two of your I-9
This must be done within the first three days of your start date with Northeastern. Please bring one of [these acceptable documents](#) in order to complete your I-9. Please note that copies, photos, or scans cannot be accepted. You must bring your original documents.
- Meet with Anne Maria to discuss campus safety procedures
- Meet with [Richard Landowski](#) to learn about Time Tracking, Outlook calendars, and how to navigate [myNortheastern](#)
You can access Time Tracking via myNortheastern > Services & Links > HRM Benefits and Services > Time Tracking
Please review [information](#) on vacation, sick and personal time as well as holiday schedules. For more information, check the [Paid Time Off Policy](#).

Set up your email signature line

Here's an example:

Example Name | Title of Position

Northeastern University – Seattle

401 Terry Ave N, Suite 103

Seattle, WA 98109

Office: 206-xxx-xxxx

Email: ex.name@northeastern.edu

Northeastern.edu/seattle

Fill in personal information in Employee Self Service Banner

Go to [myNortheastern](#) -> HRM Benefits and Services section -> Employee Self Service Banner -> Personal Information tab

Select Seattle campus as your location, use 109SEA as your mail drop, and be sure that your cell phone number is correctly listed in both the phone numbers and the emergency info sections

Complete the [Seattle Campus faculty/staff survey](#)

On the Seattle campus, we have our own system and records. This is why we'll need you to fill out personal information with us, too. We also take this opportunity to gather other useful information from you, like your birthday (so we can celebrate!) or allergies, so that you stay safe!

Complete [these questions](#) for your bio on the [Northeastern Seattle website](#), then talk to Richard to organize a time for your headshot.

Order business cards

Check with Richard to begin this process. He will order cards for you once all the necessary information is obtained.

Conference call with human resources in Boston to learn about your benefits as a Northeastern employee

Complete a Northeastern American Express application form (if your position calls for a corporate purchasing card)

Colin can provide you with this form and guidance on completing it.

Complete SAP Concur training

Look for the Concur training on Blackboard, which is accessible through your [myNortheastern](#) portal. You must do this before you can receive an AMEX.

Your First 30 days

Complete these university required trainings

Review [University Policies](#)

[Code of Ethical Conduct video](#)

[Preventing Harassment and Discrimination](#)

[Information Security Awareness](#)

Completing your Meet and Greet tour

We want you to have a chance to meet everyone on the Seattle campus! This will also help you gain an understanding of how the university functions and how Seattle fits into the global picture.

Enroll in benefits

You can do this in the Benefits Navigator, accessed through [myNortheastern](#).

Your First 90 days

Complete probationary period paperwork

You must work with your supervisor on this.



FULL-TIME FACULTY MEMBER

The following checklists will help you organize and complete your necessary tasks both before and after you get here. Please note that some of these tasks also appear in PageUp. Once you complete them, be sure to mark them as completed in PageUp or you will continue to receive emails even though you have already finished the task.

Before your first day

- Offer letter signed and returned
- Hiring paperwork submitted
- I-9 page one completed
You'll receive a link from NU's I-9 Service Center. Be sure to check junk folder if you don't see the email.
- Email a photo for your HuskyID

How to get your Husky ID

Submit an email to seattle@northeastern.edu.

Subject line: Husky ID photo, Your Name

The email should be sent from your NU sponsored email address.

Your student ID can be found on the upper-right side of the page after logging into MyNortheastern

Requirements for photo:

- In color
- Standard file type (.jpeg or .png)
- Cropped from neck up
- Face fully visible and facing forward (no side profiles)
- Neutral background color
- No hats, sunglasses, graduation caps, or other people or objects visible



Your first week

- Meet with ITS to claim your account
This should be completed on your first day. You'll need your account set up in order to receive emails, access calendars and appointments, as well as many other things!
- Obtain access cards
Meet with [Anne Maria Jacobson](#) on your first day to receive an access badge for the [401 Terry Ave N. building](#) and one for the [225 Terry Ave N. building](#).
- Obtain Husky ID badge
[Colin Smith](#) at the 225 front desk will provide you with a Husky ID card by your second day. You need to have your Husky ID visible at all times while on campus!
- Complete page two of your I-9
This must be done within the first three days of your start date with Northeastern. Please bring one of [these acceptable documents](#) in order to complete your I-9. Please note that copies, photos, or scans cannot be accepted. You must bring your original documents.
- Meet with Anne Maria to discuss campus safety procedures
- Meet with [Richard Landowski](#) to learn about Time Tracking, Outlook calendars, and how to navigate [myNortheastern](#)
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Set up your email signature line

Here's an example:

Example Name | Title of Position

Northeastern University – Seattle

401 Terry Ave N, Suite 103

Seattle, WA 98109

Office: 206-xxx-xxxx

Email: ex.name@northeastern.edu

Northeastern.edu/seattle

Fill in personal information in Employee Self Service Banner

Go to [myNortheastern](#) -> HRM Benefits and Services section -> Employee Self Service

Banner -> Personal Information tab

Select Seattle campus as your location, use 109SEA as your mail drop, and be sure

that your cell phone number is correctly listed in both the phone numbers and the emergency info sections

Complete the [Seattle Campus faculty/staff survey](#)

On the Seattle campus, we have our own system and records. This is why we'll need you to fill out personal information with us, too. We also take this opportunity to gather other useful information from you, like your birthday (so we can celebrate!) or allergies, so that you stay safe!

Complete [these questions](#) for your bio on the [Northeastern Seattle website](#), then talk to Richard to organize a time for your headshot.

Order business cards

Check with Richard to begin this process. He will order cards for you once all the necessary information is obtained.

Conference call with human resources in Boston to learn about your benefits as a Northeastern employee

Your First 30 days

Complete these university required trainings

Review [University Policies](#)

[Code of Ethical Conduct video](#)

[Preventing Harassment and Discrimination](#)

[Information Security Awareness](#)

Completing your Meet and Greet tour

We want you to have a chance to meet everyone on the Seattle campus! This will also help you gain an understanding of how the university functions and how Seattle fits into the global picture.

Enroll in benefits

You can do this in the Benefits Navigator, accessed through [myNortheastern](#).



PART-TIME FACULTY MEMBER

The following checklists will help you organize and complete your necessary tasks both before and after you get here. Please note that some of these tasks also appear in PageUp. Once you complete them, be sure to mark them as completed in PageUp or you will continue to receive emails even though you have already finished the task.

Before your first day

- Offer letter signed and returned
- Hiring paperwork submitted
- I-9 page one completed
You'll receive a link from NU's I-9 Service Center. Be sure to check junk folder if you don't see the email.
- Email a photo for your HuskyID

How to get your Husky ID

Submit an email to seattle@northeastern.edu.

Subject line: Husky ID photo, Your Name

The email should be sent from your NU sponsored email address.

Your student ID can be found on the upper-right side of the page after logging into MyNortheastern

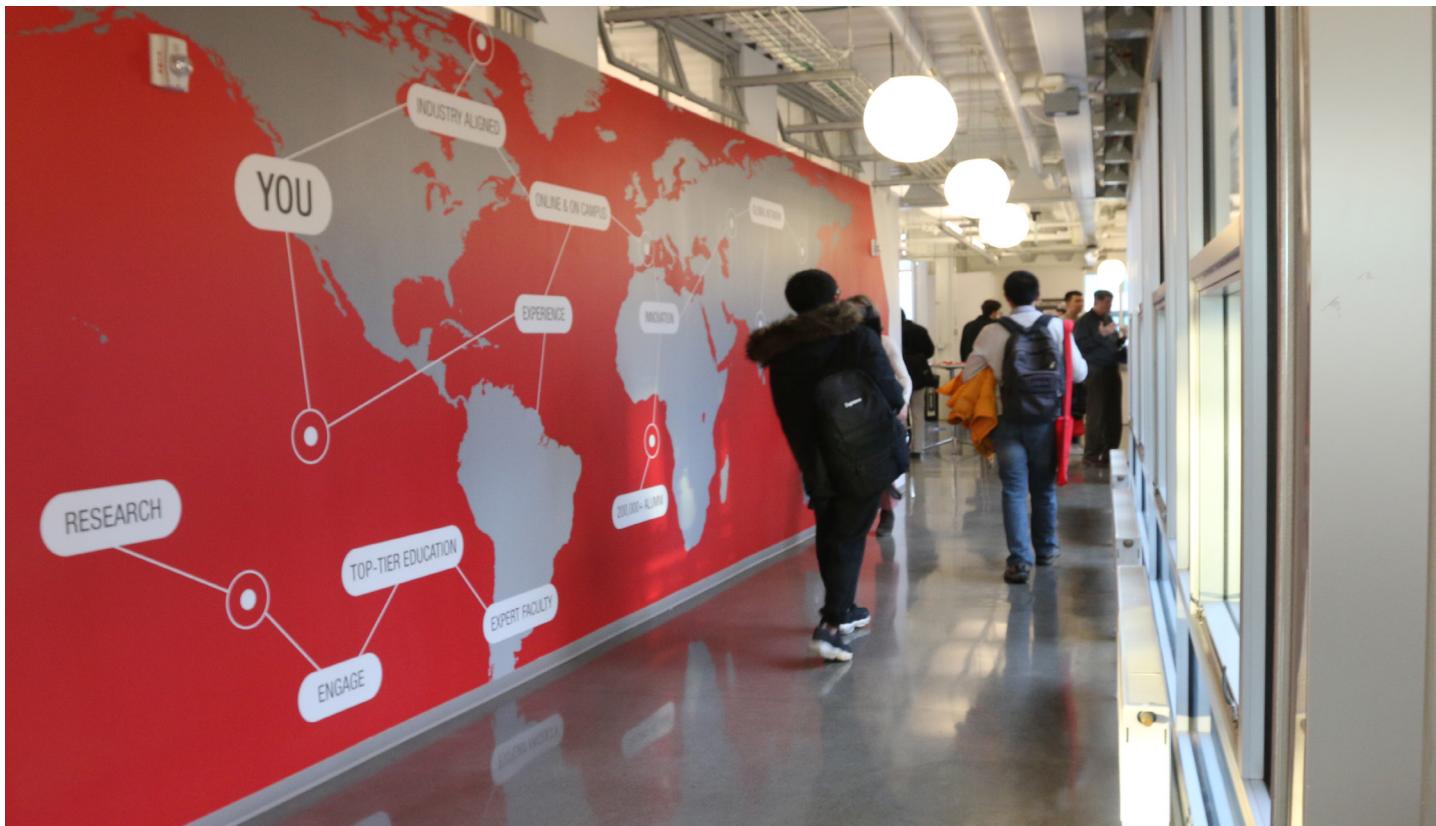
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Your first week

- Meet with ITS to claim your account
This should be completed on your first day. You'll need your account set up in order to receive emails, access calendars and appointments, as well as many other things!
- Obtain access cards
Meet with [Anne Maria Jacobson](#) on your first day to receive an access badge for the [401 Terry Ave N. building](#) and one for the [225 Terry Ave N. building](#).
- Obtain Husky ID badge
[Colin Smith](#) at the 225 front desk will provide you with a Husky ID card by your second day. You need to have your Husky ID visible at all times while on campus!
- Complete page two of your I-9
This must be done within **the first three days** of your start date with Northeastern. Please bring one of [these acceptable documents](#) in order to complete your I-9. Please note that copies, photos, or scans cannot be accepted. You must bring your original documents.
- Attend a campus faculty orientation. Check with Anne Maria Jacobson to schedule this.
- Fill in personal information in Employee Self Service Banner
Go to [myNortheastern](#) -> HRM Benefits and Services section -> Employee Self Service Banner -> Personal Information tab
Select Seattle campus as your location, use 109SEA as your mail drop, and be sure that your cell phone number is correctly listed in both the phone numbers and the emergency info sections



Your First 30 days

- ❑ Complete these university required trainings
 - Review [University Policies](#)
 - [Code of Ethical Conduct video](#)
 - [Preventing Harassment and Discrimination](#)
 - [Information Security Awareness](#)

STUDENT WORKER

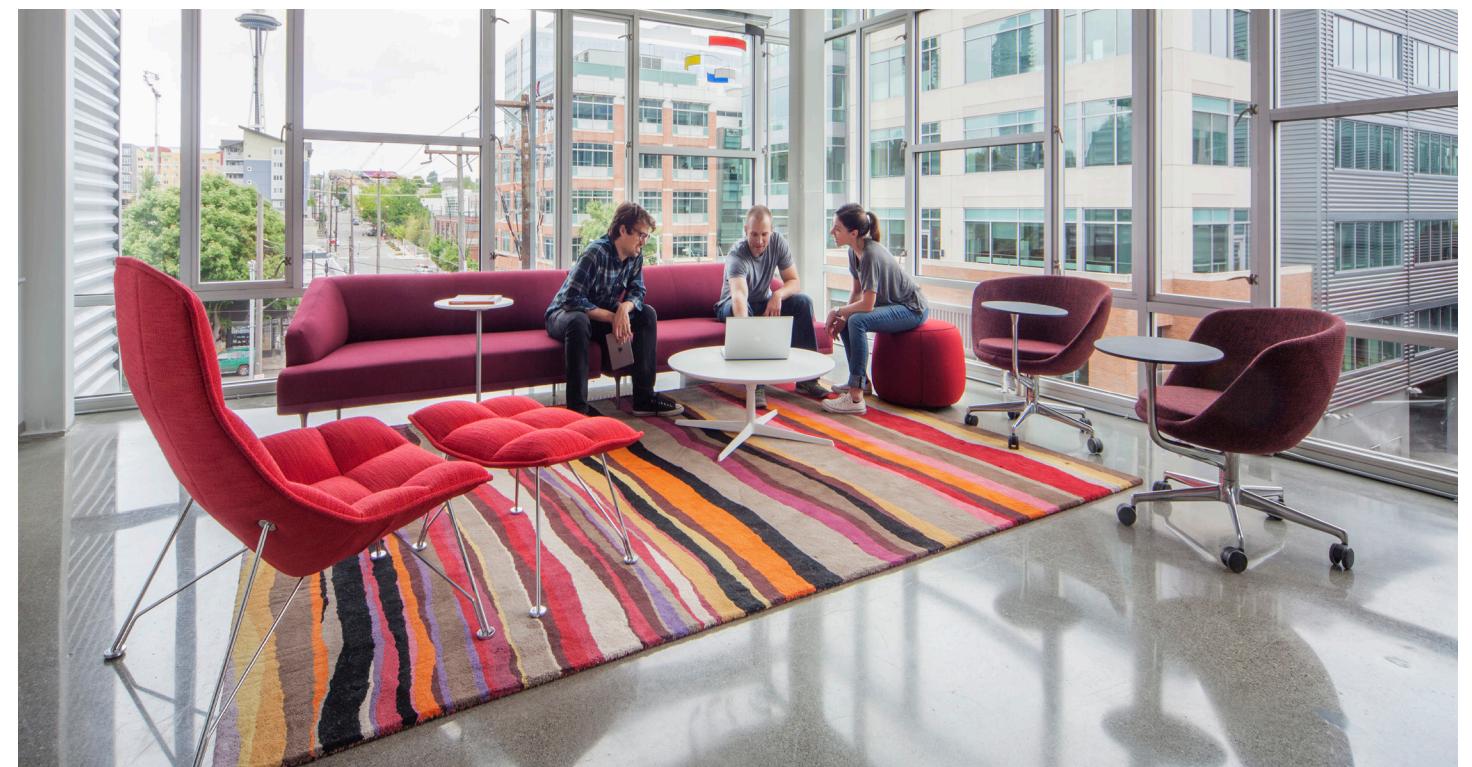
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Before your first day

- ❑ Carefully review the instructions in your offer letter, sign and return letter.
- ❑ Complete your hiring paperwork to the Student Employment Office as outlined in your offer letter.
- ❑ I-9 page one completed through Student Employment Office.
- ❑ Book your virtual I-9 page two appointment with Student Employment Office.

Your first week

- ❑ Attend a student worker orientation.



TNS

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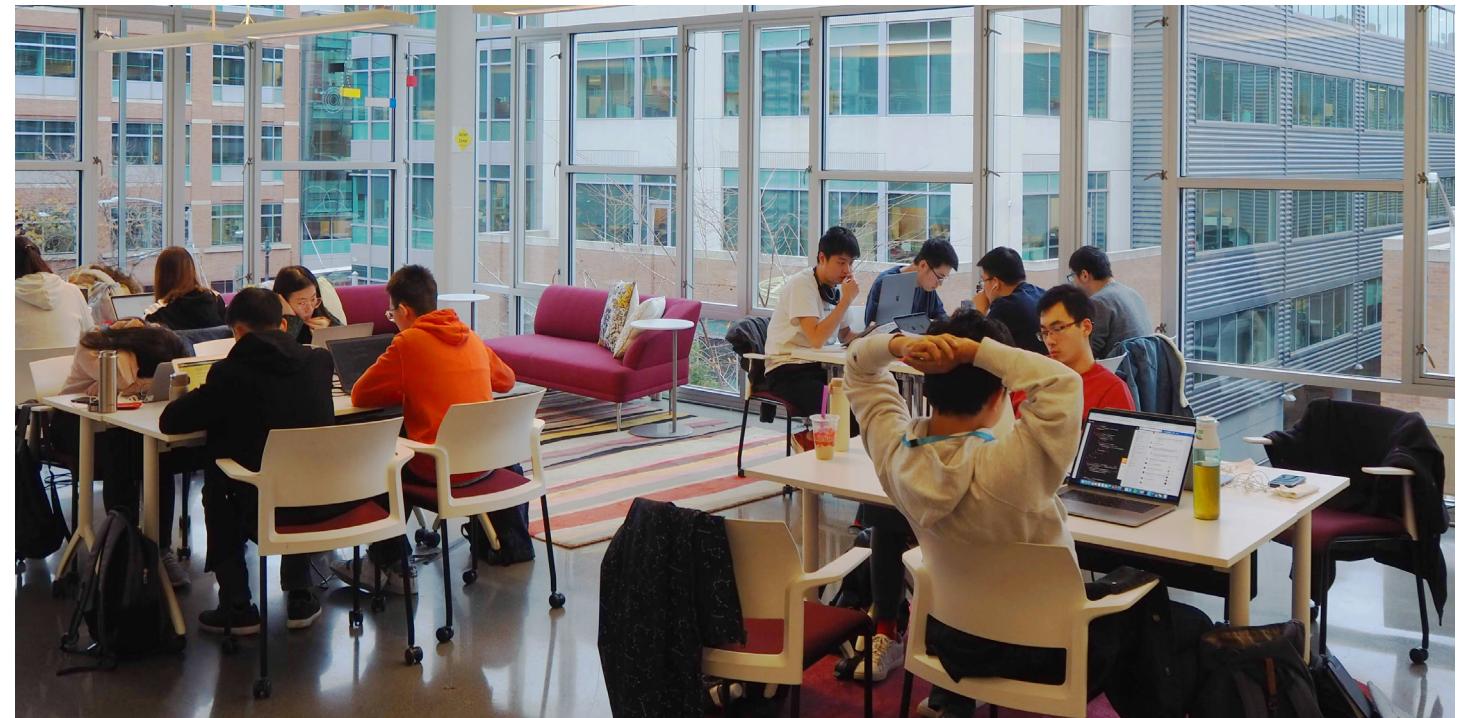
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Requirements for photo:

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