



# New Employee Onboarding Guide

**Northeastern University Toronto**

First Canadian Place  
100 King Street West, Suite 4620, P.O. Box 400  
Toronto, ON M5X 1E2

[northeastern.edu/toronto](https://northeastern.edu/toronto)

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# The Toronto Campus

In the following section you will find helpful information and materials unique to our campus for your first few days and months. 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 Toronto website will give you a brief introduction to who we are.

Everyone's contact information can be found in the [Staff Contact Info](#) in the Toronto Teams Page.

Additional information related to campus operations can be found in the [Toronto Campus Ops Manual](#).

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 Marketing & Communications Specialist, Lucia Fong, for marketing assets.



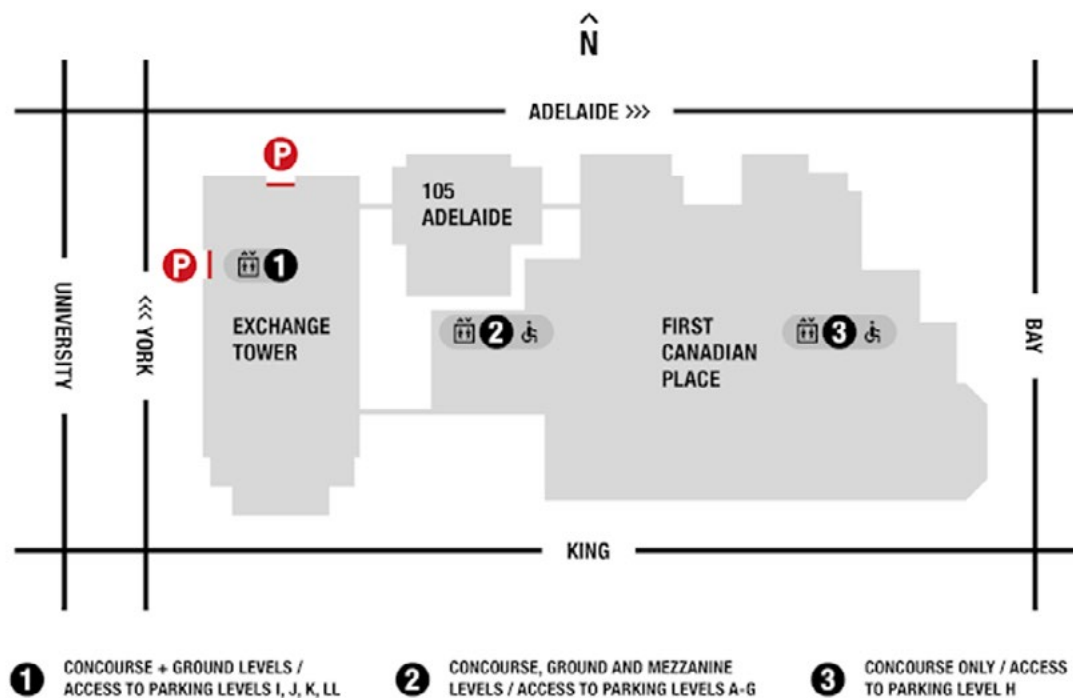


# Our Location

The Toronto campus is on the 46th floor of First Canadian Place (FCP), at 100 King St. W. FCP has remained unrivaled as Canada's tallest business landmark since 1975. The 2.8-million square foot building provides a wide range of tenant services and amenities including three levels of retail, restaurants, and services. To access the 46th floor, take the elevator marked 44-56 in the main lobby.

## **Parking**

- Parking Office 416-862-6129
- Accessible from Adelaide and York Streets 24/7
- Maximum vehicle height 1.95 m (6' 5")
- Daily tenant and visitor stalls on all levels
- Accessible entry on level F
- Prepaid monthly parking available



Note:

- Pay stations are located in parking elevator lobbies
- York Street is one-way northbound. Adelaide Street is one-way eastbound.

**The daily transient parking rates includes HST and are as follows:**

### Monday to Friday

Each 20 min or less (6am–6pm)	\$5.00
Weekday daily maximum (6am–6pm)	\$30.00
Evening flat rate (6pm–am)	\$10.00

Lost ticket pays maximum \$40

### Weekends and Holidays

Flat rate (24-hour period)	\$12.00
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Lost ticket pays maximum \$40

### Public Transit

The campus is located between St. Andrew Station and King Station, both on the Yonge-University Subway line. From either station, follow the underground PATH network to First Canadian Place.





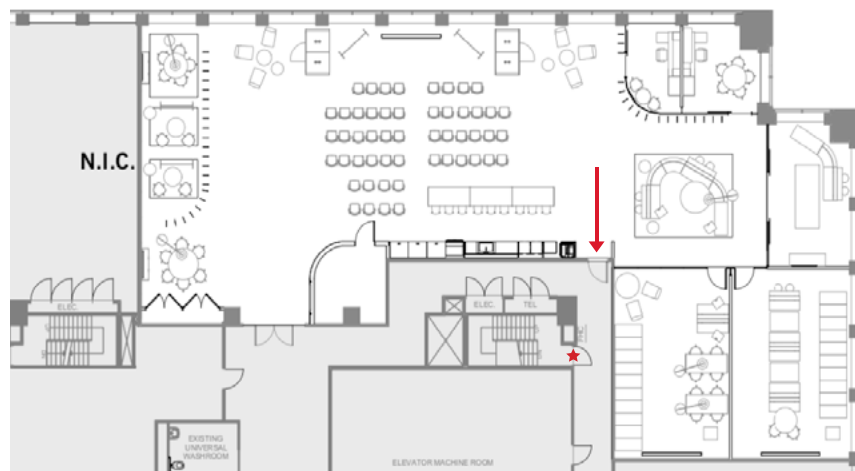
# Campus Safety Guidelines

## Safety Procedures

Everyone is always required to have their Husky ID visible while on campus. Visitors must be checked in at the front desk to receive necessary identification.

The designated Emergency Fire Warden for the campus is the Campus Operations Manager, who will facilitate evacuation procedures.

The closest access to the nearest fire exit is the rear door of the campus. The star marks the EXIT stairwells.



★ Toronto Campus  
fire escape route



### Upon Discovery of Fire or Smoke

Please Leave the affected area immediately.

Close all doors behind you.

Activate the Fire Alarm Pull Station.

Use the EXIT stairwell(s) and/or an exterior EXIT to evacuate the building.

Call the Fire Department at 911 (from a safe location, only when safe to do so).

**DO NOT ATTEMPT TO USE THE ELEVATOR.**

### Upon Hearing the 2nd Stage (Evacuation) Alarm (fast, pulsing, continuous signal)

Please leave the building via the nearest EXIT stairwell and/or exterior EXIT.

Close all doors behind you.

Remain calm.

**DO NOT ATTEMPT TO USE THE ELEVATOR.**

### Upon Hearing the 1st Stage (Evacuation) Alarm (slow pulsing, intermittent signal)

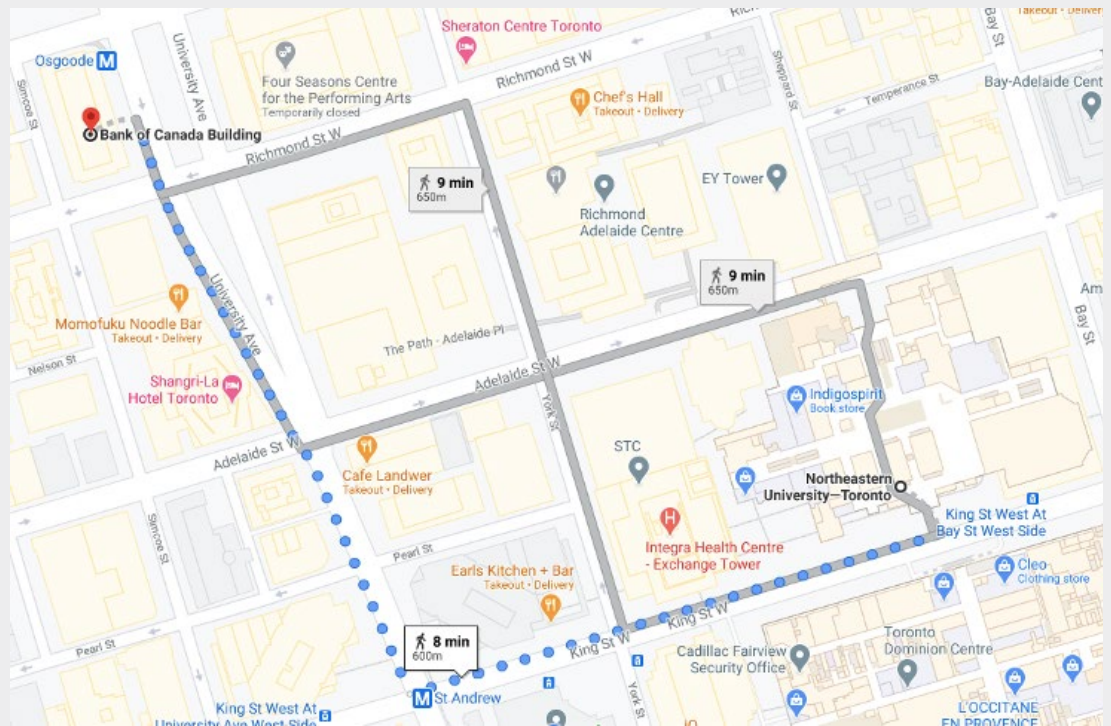
Please stand by and prepare to leave the building.

Listen for instructions over the paging system or from the Fire Department.

Remain calm.

**The evacuation location is as follows**

• **250 University Ave**







In the event campus is closed 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.

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

### **Safety Resources**

- [Ontario - Emergency preparedness](#)
- [City of Toronto - Public Safety & Alerts](#)
- [Security of First Canadian Place](#)





# Helpful Links

## **The Northeastern – Toronto website:**

- [northeastern.edu/toronto](https://northeastern.edu/toronto)

## **Your myNortheastern portal:**

- [my.northeastern.edu](https://my.northeastern.edu)

## **How do I get ITS support?**

- Email [regionalhelp@northeastern.edu](mailto:regionalhelp@northeastern.edu) to open a ticket. A member of the ITS team will reach out to you.
- Common IT services guidance can be found in the [Faculty/Staff Information Technology Services \(ITS\) Handbook](#).

## **What holidays do we have off?**

- Here's the [list of holidays](#) observed by Northeastern.

## **What are your benefits?**

Anne Marie Bumpus, Assistant Manager, Benefits from Human Resources Management, is our direct contact for Canadian benefits. Your supervisor will arrange a time to meet with Anne Marie as part of your onboarding. Alternatively, you can email her at [a.bumpus@northeastern.edu](mailto:a.bumpus@northeastern.edu).

- Take advantage of experiential learning at Northeastern. Full-time faculty and staff are eligible for Tuition Remission. For details, click [here](#).

## **Registrar's Office**

- [Academic calendars](#)

## **University policies**

- [northeastern.edu/policies](https://northeastern.edu/policies)



# Checklists

These checklists will help guide you through the essential tasks you'll need to complete during your entire onboarding period. Please note that some of these items must be organized by your hiring manager. In some cases, you may need to check with this person to ensure that the action has been organized for you.

For College Staff and Faculty; you will receive additional onboarding instructions from your College.



## **Before your start date**

- Offer letter signed and returned to HRM
- Hiring paperwork submitted



## First week

- **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!
- Follow these [instructions](#)

- **Obtain Husky ID badge**

- Please complete this [form](#). You'll need a photo, NU ID, and proof of identification (i.e. driver's license, passport).
- Photo requirements:
  - » Photos must be in colour
  - » In the style of a passport photo
  - » Face must be fully visible
  - » Solid white background (nothing in the background)
  - » File must be no larger than 300 x 300 pixels
  - » Must be saved as .jpg and not a .jpeg
- Once received you need to have your Husky ID visible at all times, while on campus.

- **Obtain building access card**

- Given the current pandemic, issuance will resume once it's safe to return to campus.

- **Meet with Campus Operations Manager, Rue Quizon to discuss campus safety procedures, Time Tracking, and how to navigate myNortheastern**

- [Click here](#) for information on vacation, sick and personal time as well as holiday schedules. [Click here](#) to view the Paid Time Off Policy.

- **Set up your email signature line:**

**Example Name (pronouns)**

Title of Position

Office: xxx-xxx-xxxx

Email: [ex.name@northeastern.edu](mailto:ex.name@northeastern.edu)

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- To add Social Media Channels to your signature:

Connect with us: [Facebook](#) | [Twitter](#) | [LinkedIn](#)

- Hyperlinks for each Toronto channel:

<https://www.facebook.com/NortheasternToronto>

<https://twitter.com/NortheasternTO>

<https://www.linkedin.com/NortheasternUniversityToronto>





### First week (continued)

- Fill in personal information in Employee Self Service Banner
  - Go to myNortheastern -> HR Benefits & Services section -> Employee Self Service Banner -> Personal Information tab
- Talk to Marketing Manager, Avnish Patel about your bio and headshot for the Northeastern Toronto website
- Order business cards
  - Check with Marketing Manager, Avnish Patel 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)
  - Your supervisor can provide you with this form and guidance on completing it.
- If you are a credit card holder complete SAP Concur training
  - Look for the [Concur](#) training on Blackboard, which is accessible through your myNortheastern portal, in the Academic Resources and Services section.
  - You must do this before you can receive an AMEX.
- Northeastern University does verify credentials of all employees. You will be contacted by a third-party organization to provide authorization for the background check. If you have any questions about this process, please connect with HR Coordinator, Sarah Russo directly.

### First thirty days

- Familiarize yourself with the following:
  - [Review University Policies](#)
  - [Code of Ethical Conduct video](#)
  - [Preventing Harassment and Discrimination](#)
  - [Title IX](#)
- Completing your Meet and Greet virtual tour
  - We want you to have a chance to meet everyone on the Toronto campus! This will also help you gain an understanding of how the university functions and how Toronto fits into the global picture.
- Enroll in benefits
  - Human Resources will provide the Benefits enrollment form which must be returned directly to them.
  - Additional benefits information can be found in the Benefits Navigator, accessed through myNortheastern. Questions about US vs Canadian eligibility can be brought to Anne Marie Bumpus, Assistant Manager, Benefits from Human Resources Management.
- Payroll
  - Sign up to ADP to receive pay-stubs and tax forms online. Instructions can be found [here](#).

### First ninety days

- Complete probationary period paperwork
  - You must work with your supervisor on this.