



Employee Guide

Northeastern University San Francisco

600 California Street
San Francisco, CA 94108

northeastern.edu/bayarea

Contents

| | | | |
|--------------------------------------|-----------|------------------------------------|-----------|
| Introduction..... | 03 | Full-time Staff Member..... | 08 |
| Our Building..... | 04 | Before your first day | |
| Parking and Public Transit | | Husky ID | |
| Bike Storage | | Your first week | |
| Campus Safety Guidelines..... | 06 | Your first 30 days | |
| Safety Procedures | | Your first 90 days | |
| Safety Resources | | | |
| Helpful Links..... | 07 | | |
| ITS Support | | | |
| Holidays | | | |
| Benefits | | | |
| Academic Calendars | | | |



The San Francisco Campus

The following contains helpful onboarding resources and information that are unique to the San Francisco campus. For additional information, please see your official San Francisco campus guide. It can take a while to get acquainted, but don't worry! We're all here to help.

The Faculty and Staff sections of the Northeastern San Francisco website will give you a brief introduction to our team. This is also where your bio and headshot will go.

At some point, you may want digital logos or PowerPoint templates. You can find these files on the SFBA internal drive. If you don't see a logo that you're looking for or have difficulty navigating these files, please speak to a member of the local marketing team or contact the campus operations manager.



Our Building

The San Francisco campus is located within WeWork 600 California Street in the Financial District. Northeastern occupies various office suites at WeWork including 19-102, 20-001, 20-104, and 20-107.

In the building, WeWork reception is on the 11th floor. The WeWork Community Team is available to support you at the front desk Monday through Friday, 9:00 am to 6:00 pm.

Rooms 19-102, 20-A/B, and 20-C are the classrooms. The classrooms on the 20th floor are located within suite 20-001, which is also the main student area. Northeastern branding will direct you to the space.

Parking and Public Transit

Public parking garages are available within walking distance to the site. The nearest are 600 California Street, St. Mary's Square at 433 Kearny Street, and 550 Kearny Street. Check with the garages in advance to verify current hours. Parking is not reimbursable by Northeastern.



Public transportation is highly recommended for getting to and from 600 California Street. Here are some resources to get you started:

- [SFMTA](#)
- [Bay Area Rapid Transit \(BART\)](#)
- [Caltrain](#)
- [Clipper Card](#)



Bike Storage

Bicycle storage is available and located on the Sacramento Street side of the building. To gain access with your white keycard, you must complete and submit a Bicycle Storage Room Waiver to WeWork staff. Email 60ocalifornia@wework.com for the form. They will send your completed form to the property management team who manages the requests. Once approved, they can then activate your keycard.



Campus Safety Guidelines

Safety Procedures

All members are required to have their NUIDs visible and access cards handy while on campus.

Visitors, including guest speakers, must adhere to the current visitor policy and check-in procedures. Before hosting a visitor on campus, please speak to Gloria Balderas at Northeastern for details.

Campus operations management and leadership will respond in a timely manner whenever a situation arises in our area that could impact the safety of our students, staff and faculty, or physical campus.

Urgent, non-emergency announcements will be sent by staff via email to your Northeastern email address. Emergency notifications, powered by RAVE Mobile Safety, will be sent by Northeastern University's Alert Emergency Notification System, which will include messages to your phone and email inbox.

Please see the San Francisco campus guide for all on-campus emergency procedures.

In the event the campus is closed due to weather events, employees are expected to coordinate a work from home plan with their supervisor if appropriate. If the 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 until 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 notify campus operations management if operational measures need to be taken.

Resources

- [SF311.org](https://sf311.org)
 - [SF Department of Public Health](#)
 - [IQAir](#)
 - [AirNow](#)
-



Helpful Links

Northeastern University

- [The Northeastern University – San Francisco website](#)
- [University policies](#)
- [myNortheastern portal](#)

How do I get ITS support?

Please email regionalhelp@northeastern.edu.

What holidays do we have off?

[These](#) are the holidays observed by Northeastern. Please note that Patriot's Day is not observed on the San Francisco campus. Instead, we receive a floating holiday that can be used at a different time in the year. Please clarify the details with your supervisor.

What are your benefits?

- [General Overview](#)
- [Tuition Remission](#)
- [Fitness and Wellness Programs](#)
- [Technology Discounts](#)
- [Personal Support \(child and adult care, legal\)](#)
- [Childcare Resources](#)

Academic calendars

[Click here](#) for all university academic calendars.



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 section 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
- Request a Husky ID (see below)



How to get your Husky ID

Complete the [Husky Card Request Form](#) using your Northeastern email address. Carefully review the [photo guidelines](#) before uploading your picture to the form. If you have any questions, please reach out to Administrative Coordinator, Valerie Cruz.



Your first week

- **Coordinate 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 building access cards**
 - *Email Gloria Balderas at least 3 business days in advance of your first day to receive your access badges for the 600 California building and WeWork. Pickup instructions will be sent to you upon confirmation.*
- **Obtain Husky ID badge**
 - *See an operations staff member to schedule pickup of your ID. You must first complete the ID request form.*
- **Complete section two of your I-9**
 - *This must be done within the first three days of your start date with Northeastern. Please provide one of the acceptable documents in order to complete your I-9. Please note that copies, photos, or scans cannot be accepted. You must show your original documents.*
- **Review the San Francisco campus guide in detail and meet with the campus operations manager if you have any questions.**
- **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 (this may vary by department)**
- **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 San Francisco campus as your location and be sure that your phone number is correctly listed in both the phone numbers and the emergency info sections*
- **Create and submit a short bio and headshot for the Northeastern San Francisco website**
- **Order business cards if needed**
 - *Business cards can be ordered through the [Collegiate Press Website](#)*



- Have a 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)
- Complete SAP Concur training

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 a meet-and-greet tour
 - We want you to have a chance to meet everyone on the San Francisco campus! This will also help you gain an understanding of how the university functions and how San Francisco 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.