



Employee Guide

Northeastern University Silicon Valley

4 N. 2nd Street
San Jose, CA 95113

northeastern.edu/bayarea

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The Silicon Valley 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.

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

At some point, you may want digital letterhead or logos. These files can be found on the SFBA drive. If you don't see a logo you're looking for or have difficulty navigating these files, please contact a member of our local marketing team or the campus operations manager.



Our Buildings

The Silicon Valley campus is located at 4 N. 2nd Street in San Jose. The Northeastern floors are located on the 3rd, 9th and 10th floor (which is currently closed for construction). Northeastern Community members will also have access to an amenities center, which is located at the basement level of 75 E. Santa Clara.

Office supplies can be found at the 3rd floor front desk.

The campus mailing address is:

Employee Name
Northeastern University
4 N. 2nd Street, 3rd Floor
San Jose, CA 95113



Parking and Public Transit

The campus is within walking distance of multiple VTA bus stops and light rail routes. Fairs and routes can be found at the link below.

The Silicon Valley Campus is also .9 miles from Diridon Station. This station serves as a transit hub for Amtrak, Caltrain, ACE, Greyhound, and many others.

The closest parking garage is located at 95 N. 3rd Street. This garage can be entered from 3rd street between Santa Clara and E. St. John St. Upon entering the garage, please press the green button to get a ticket. You may park in any space, on the second floor or above, that does not have a reserved or restricted parking sign. Please check with your supervisor to see if your parking will be validated by Northeastern University.

A monthly parking pass can be purchased from SJ Park. Information regarding monthly parking passes for this garage and nearby garages can be found at the links below.

- [VTA Fares](#)
- [Diridon Station](#)
- [Monthly Pass](#)
- [Parking Map](#)



Biking

If you bike to the Silicon Valley Campus, there is a bike rack available in the basement level of the 4 N. 2nd Street. This floor is accessible using the lobby elevators. Community members will need to bring their own bike lock.



Campus Safety Guidelines

Safety Procedures

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

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

In the event of an emergency where evacuation is necessary, you will need to use the fire escapes located in the hallway next to the elevators. You will use these stairs to go to the 1st floor. Once on the first floor, you will go through the lobby and out of the front entrance onto 2nd street to the evacuation point.

The evacuation point is located at St. James Park, one block North of the campus. Once at the evacuation point, you will need to find the staff member holding a Northeastern sign to let them know you are out of the building. A map of the building evacuation point can be found in the link below.

Northeastern's RAVE ALERT system will be used to send communication in the event of an emergency that could impact the safety of our students, staff and faculty, or physical campus. You will receive these alerts via text and e-mail. Non-emergency updates will be issued via e-mail. To update your personal information: log into your myNortheastern portal and select the Services and Links" tab. Open the "Employee Self-Services" link and edit your information in the "Personal Information" section.



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.

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 management aware so that appropriate measures are taken.

Safety Resources

- [Ready.gov](https://www.ready.gov)
- [Santa Clara County Public Health Department](https://www.sccphd.org)
- [SCC Gov](https://www.sccgov.org)
- [Air Now San Jose](https://www.airnow.gov)
- [Harvest Properties Safety Emergency Guide](#)
- [Evacuation Map](#)
- [Emergency Procedure/Floor Warden PPT](#)



Helpful Links

Northeastern University

- [The Northeastern University – Silicon Valley 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 \(child and adult care, legal\)](#)
- [Voluntary Benefits](#)

Academic calendars

- [Graduate Calendar](#)
- [CPS Graduate Calendar](#)



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.
- Request a Husky ID (see below)



How to get your Husky ID

- Complete the [Husky Card Request Form](#) to request your Husky ID and Campus Access badge. Within this form, you will need to:
 - Submit a color photo that meets the [photo guidelines](#)
 - Complete and submit the Amenities access badge form



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 building access cards**

- This access badge can be collected from the Front desk. Please email [Valerie Cruz](#) to confirm if your badge is ready for pickup

- **Obtain Husky ID badge.**

- This can be collected at the front desk located on the 3rd floor. Please email [Valerie Cruz](#) to confirm if your Husky ID is ready for pickup.

- **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.

- **Review the Silicon Valley campus guide, and meet with [Valerie Cruz](#) or [Jampa Choephell](#) to discuss campus safety procedures.**

- **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 – Silicon Valley
4 N. 2nd Street, 3rd Floor
San Jose, CA 95113
Email:ex.name@northeastern.edu
Northeastern.edu/bayarea



- **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 Silicon Valley 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
- **Create a short bio and submit headshot for the Northeastern Silicon Valley website.**
- **Order business cards**
 - Business cards can be ordered through the [Collegiate Press Website](#)
- **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)**
 - [Valerie Cruz](#) or [Jampa Choephell](#) can send you this form.
- **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 Silicon Valley 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