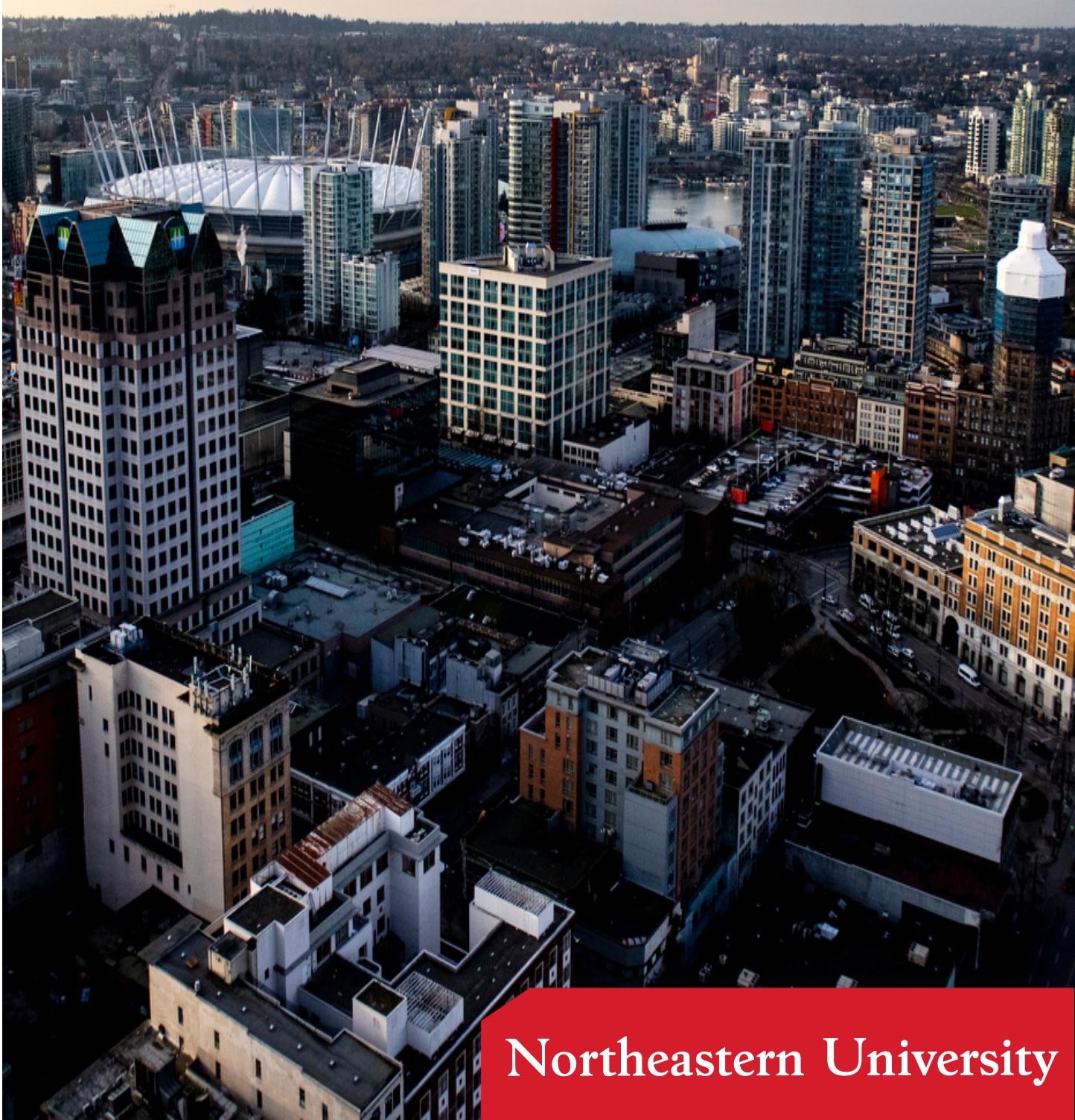


New Employee

Welcome Guide



Northeastern University

Welcome to Northeastern – Vancouver!

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

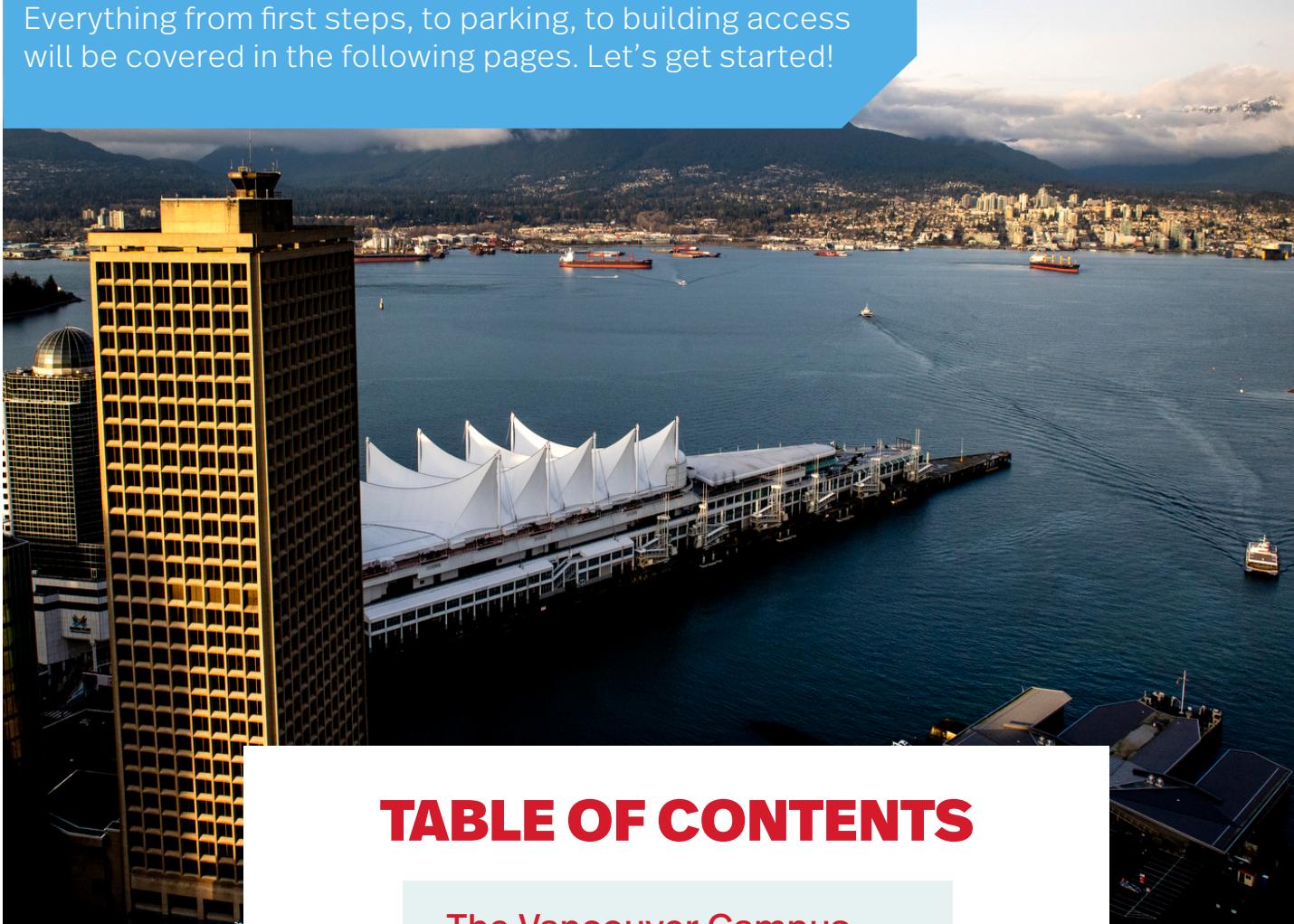
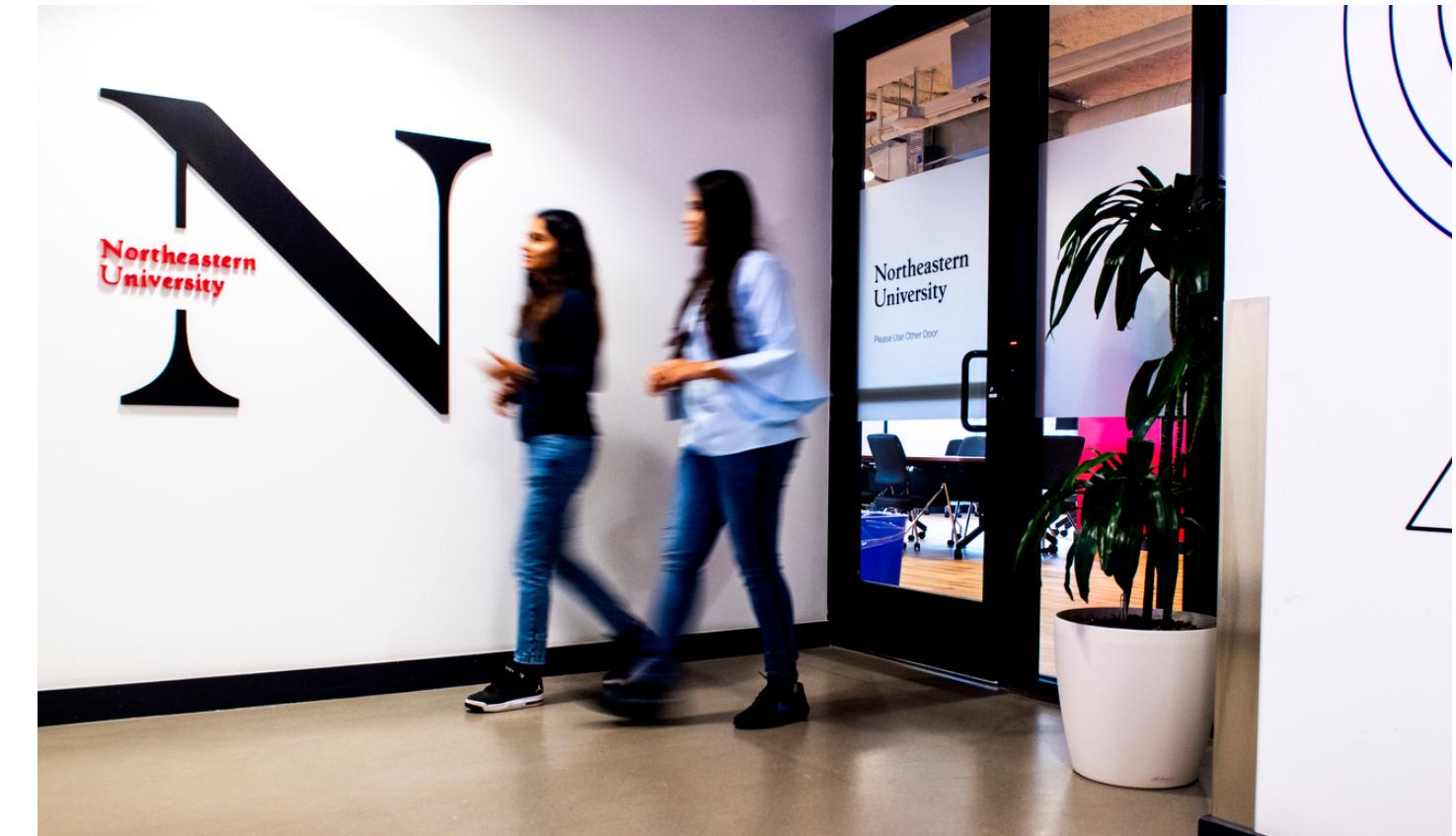


TABLE OF CONTENTS

- [The Vancouver Campus](#)
- [Campus Safety](#)
- [Helpful Links](#)
- [Full-Time Faculty & Staff](#)
- [TNS Staff](#)

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

Additional information related to WeWork's space and campus operations can be found in the Campus Operations Manual located in the Vancouver Teams Page.

Our Building and Spaces

When you become faculty or staff at the campus, you also become a WeWork member at this location. WeWork is a coworking community and collection of modern day workspaces for businesses to grow and innovate. This environment gives you a unique opportunity to mingle with fellow members, grow your network, attend free events, reserve meeting rooms, and more. Some campus resources you will have access to include high-speed WiFi, phone booths, community kitchens and lounges, social events, and a Mother's room.

You'll need your WeWork card to get onto campus and around the building. These cards will be issued to you on your first day and all WeWork members are responsible for safeguarding their cards and remembering to bring them to the building each time. WeWork does not issue day cards or temporary cards if forgotten. Cards should never be shared or swapped as each one is linked to the specific cardholder through official ID for security purposes.

Classroom Space

Classrooms are typically intended for student use for up to 30 minutes before the start of a class session.

However, anyone interested in hosting or collaborating on an event using one or more classrooms should contact operational staff at least 3-4 weeks in advance of the event date.

Facilities requests may be sent to Vancouver operational staff.



Meeting Rooms

Meeting rooms can be reserved for access Monday through Friday 9:00 AM to 8:00 PM.

Access to the booking system can be found by logging into the WeWork member site www.members.wework.com.

Transportation

Our campus is located directly across the street from the Waterfront Station transit hub in Downtown Vancouver and is accessible by Skytrain (Canada Line and Expo Line), Bus, SeaBus, and West Coast Express. Information on these services is available on the [Translink website](#).



Parking

Underground parking in the 333 Seymour Street building is managed by Impark and available for monthly rental at \$200/month plus taxes for an unreserved spot and at \$300/month plus taxes for a reserved spot. Daily parking is not available. The entrance to the underground is accessible from Pender Street.

Some local parkades, such as the lots across the street on either side of the Waterfront Station, do offer hourly and daily rates. For additional information about parking in the area, or to purchase a monthly parking spot, visit the [Impark website](#).

Bike parking is also available in the building. Entry to the lockers is based on WeWork swipe card access, which will require a \$25 deposit. Each card needs to be associated with one person for the building's security purposes and will require a first name, last name, email, and phone number to be issued.

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 location for our building is as follows:

Parking lot adjacent to Waterfront Station / Rogue Kitchen

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 Manager aware so that appropriate measures are taken from Operations.

Safety Resources

Below are some of the safety resources used by the Vancouver Team:

[BC Thrive Health \(COVID-19 Support\)](#)

[BC Government Emergency Information](#)

[Air Quality Advisory](#)

[Vancouver Winter Conditions](#)

[Translink Travel Alerts](#)

[National Weather](#)

HELPFUL LINKS

[The Northeastern – Vancouver Website](#)

[University Policies](#)

Your [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 Vancouver campus. Please clarify the details with your supervisor.

What are your benefits?

[General Overview](#) - Canadian specific questions should go to Christine Callendar

[Tuition Reimbursement](#)

[Fitness and Wellness Programs](#)

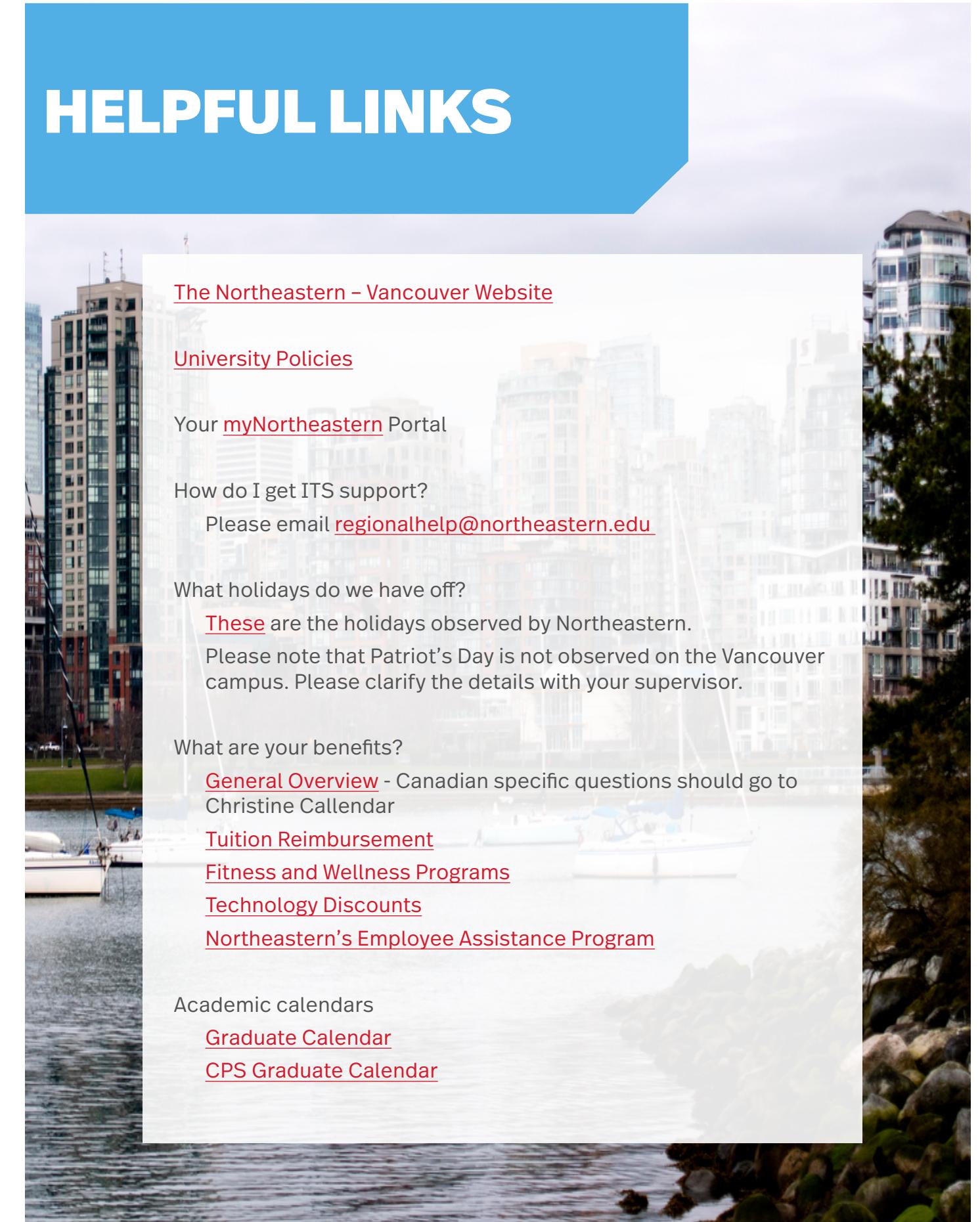
[Technology Discounts](#)

[Northeastern's Employee Assistance Program](#)

Academic calendars

[Graduate Calendar](#)

[CPS Graduate Calendar](#)



FULL-TIME FACULTY & STAFF

These checklists will help guide you through the essential tasks you'll need to complete during your entire onboarding period – from before you get here to three months after you've arrived.

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 first day

- Sign and return offer letter
- Submit hiring paperwork

Your first week

- Request Husky ID
Your Husky ID is printed in Toronto will be provided to you once it arrives. You need to have your Husky ID visible at all times while on campus.

How to get your Husky ID

Complete this [Husky Card Request Form](#)

The form should be submitted with your NU sponsored email address.

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 – preferably white
- No hats, sunglasses, graduation caps, or other people or objects visible



- 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! PDF instructions to claim your account will be sent to you by Chandra.
- Obtain Husky ID and building access card
Meet with [Chandra Stalker](#) on your first day to receive your WeWork access card.
- Meet with Chandra Stalker to discuss campus safety procedures, 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

Name (pronouns)
Title of Position
Northeastern University – Vancouver
333 Seymour Street, 9th Floor
Vancouver, BC, V6B 5A6
Office: 604-xxx-xxxx
Email: name@northeastern.edu

N Northeastern University (Hyperlink for image: Northeastern.edu/vancouver)
Vancouver

- To add Social Media Channels to your signature:

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

Hyperlinks for each Vancouver channel:

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

<https://twitter.com/NortheasternVAN>

<https://www.linkedin.com/showcase/northeasternvancouver>

You can adapt the links to align with your college/department if preferred.

- Fill in personal information in Employee Self Service Banner

Go to [myNortheastern](#) > HRM Benefits and Services Section > Employee Self Service Banner > Personal Information Tab

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

On the Vancouver 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!

- Talk to Chandra about your bio and headshot for the Northeastern Vancouver website.

- Order business cards

Check with Chandra to begin this process. She 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. Chandra will coordinate this with someone from HR.

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

Chandra 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 Sarah Russo directly.

Your First 30 days

- Complete these university required trainings

[Review University Policies](#)

[Code of Ethical Conduct video](#)

[Preventing Harassment and Discrimination](#)

[Information Security Awareness](#)

Title IX Training (invitation to training will be sent via HRM)

- Completing your Meet and Greet tour

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

- Enroll in benefits

Human Resources will provide the Benefits enrollment form which must be returned directly to them.

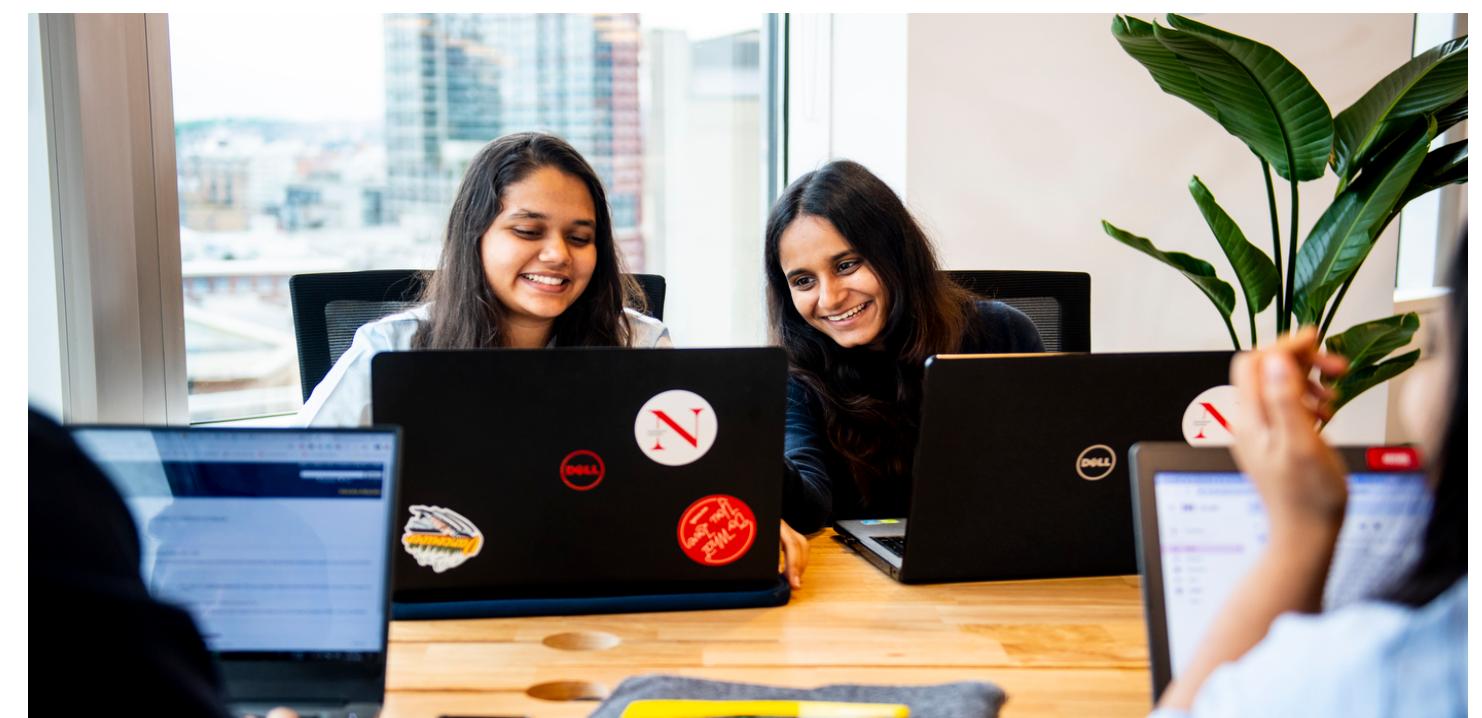
Additional benefits information can be found in the Benefits Navigator, accessed through myNortheastern. Questions about US vs Canadian eligibility can be brought to Chandra Stalker.

- Sign up for ADP to receive pay-stubs and tax forms online. Instructions will be emailed to you by Chandra.

Your First 90 days

Complete probationary period paperwork

You must work with your supervisor on this.



TNS STAFF

These checklists will help guide you through the essential tasks you'll need to complete during your entire onboarding period – from before you get here to three months after you've arrived.

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.

Before your first day

- Sign and return offer letter
- Submit hiring paperwork

Your first week

- Request Husky ID
Your Husky ID is printed in Toronto will be provided to you once it arrives. You need to have your Husky ID visible at all times while on campus.

How to get your Husky ID

Complete this [Husky Card Request Form](#)

The form should be submitted with your NU sponsored email address.

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 – preferably white
No hats, sunglasses, graduation caps, or other people or objects visible



- Obtain Husky ID and building access card
Meet with [Chandra Stalker](#), on your first day to receive your WeWork access card.
- 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!
PDF instructions to claim your account will be sent to you by Chandra.
[Request a Northeastern Sponsored Account](#)
Enroll in [Duo 2FA](#)
- Meet with Chandra Stalker to discuss campus safety procedures, Time Tracking, Outlook calendars, and how to navigate [myNortheastern](#)
- Time tracking and employee benefits
Hours will be tracked through ADP Canada, our payroll vendor (HR will email link)
Employee sick time is paid out on each cheque
Family sick time of 40 hours per year will be pro-rated based on your appointment
- Set up your email signature line
Name (pronouns)
Title of Position
Northeastern University – Vancouver
333 Seymour Street, 9th Floor
Vancouver, BC, V6B 5A6
Office: 604-xxx-xxxx
Email: name@northeastern.edu

- To add Social Media Channels to your signature:

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

Hyperlinks for each Vancouver channel:

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

<https://twitter.com/NortheasternVAN>

<https://www.linkedin.com/showcase/northeasternvancouver>

Fill in personal information in Employee Self Service Banner

- Go to [myNortheastern](#) > HRM Benefits and Services Section --> Employee Self Service Banner > Personal Information Tab
- Complete the [Vancouver Campus faculty/staff survey](#)
On the Vancouver 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!
- Talk to Chandra about your bio and headshot for the Northeastern Vancouver website.
- Order business cards (if applicable)
Chandra will order cards for you once all the necessary information is obtained.

Your First 30 days

- Complete these university required trainings
[Review University Policies](#)
[Code of Ethical Conduct video](#)
[Preventing Harassment and Discrimination](#)
(email help@northeastern.edu for assistance with login problems)
[Information Security Awareness](#)
- Completing your Meet and Greet tour
We want you to have a chance to meet everyone on the Vancouver campus! This will also help you gain an understanding of how the university functions and how Vancouver fits into the global picture.
- Sign up for ADP to receive pay-stubs and tax forms online. Instructions will be emailed to you by Chandra.

Your First 90 days

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