

# New Employee Welcome Guide



**Northeastern University**

**Welcome to Northeastern – Charlotte!**

In this booklet you'll find the information you need to get oriented and ready for working at the Charlotte 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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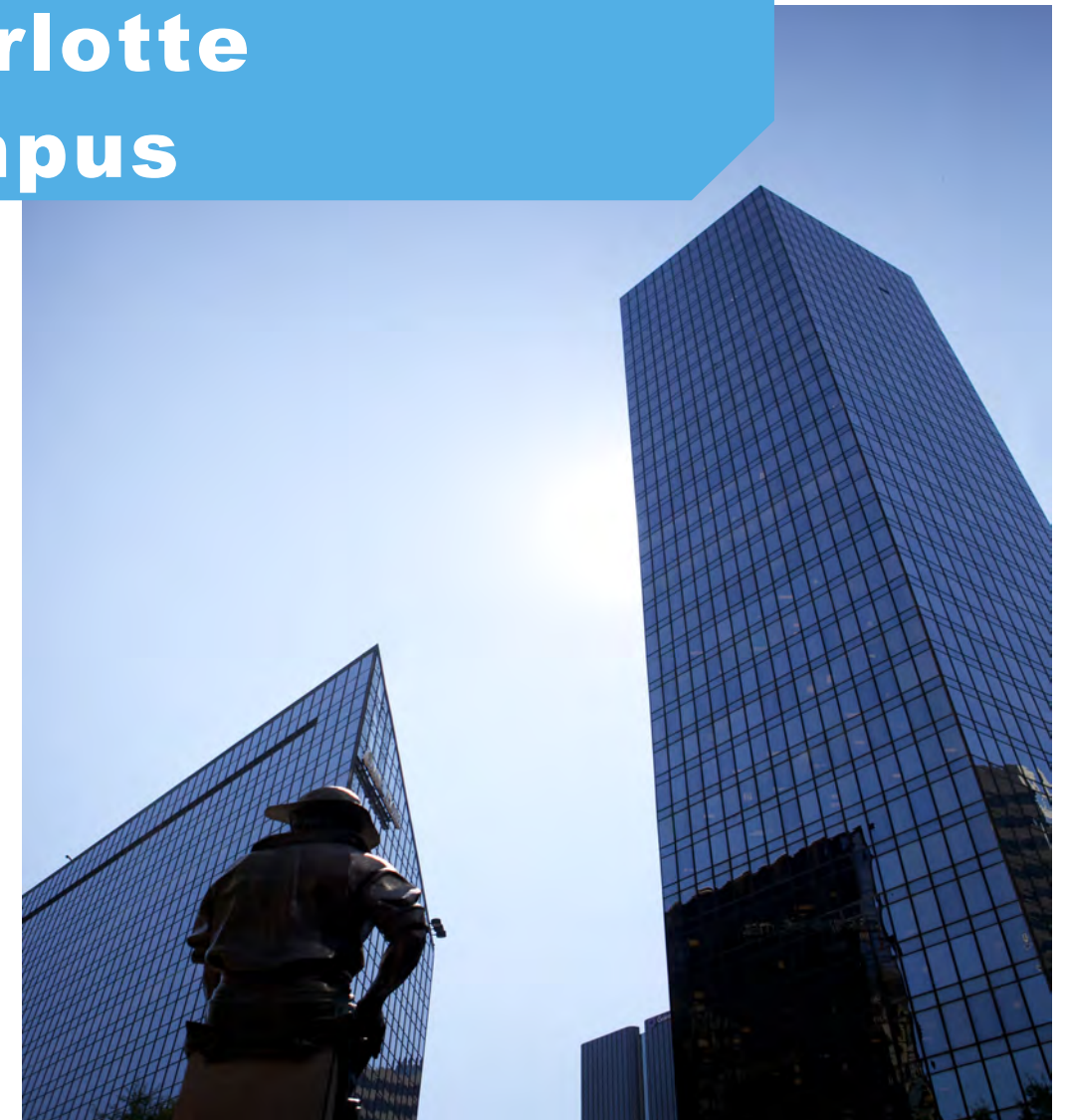
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# The Charlotte Campus



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 Charlotte 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 Charlotte Team Directory.

The About the Campus will help you navigate until you get to know things for yourself. Please note that...

- Office supplies can be found in the hallway across from offices 1105 and 1106 near the staff printers.
- Marketing and Campus Branding supplies are available upon request, please speak to Chris Smith to discuss your needs.

At some point, you may want digital letterhead or logos. For access to official University logos, please speak to Chris Smith.



Our Building

The campus is located in Uptown Charlotte. The address of the building is, 101 N Tryon St Suite 1100, Charlotte, NC 28246. Within the building, Northeastern occupies one floor, which is the 11th. See our [Campus Map Here](#).



Parking and Commuting Tips

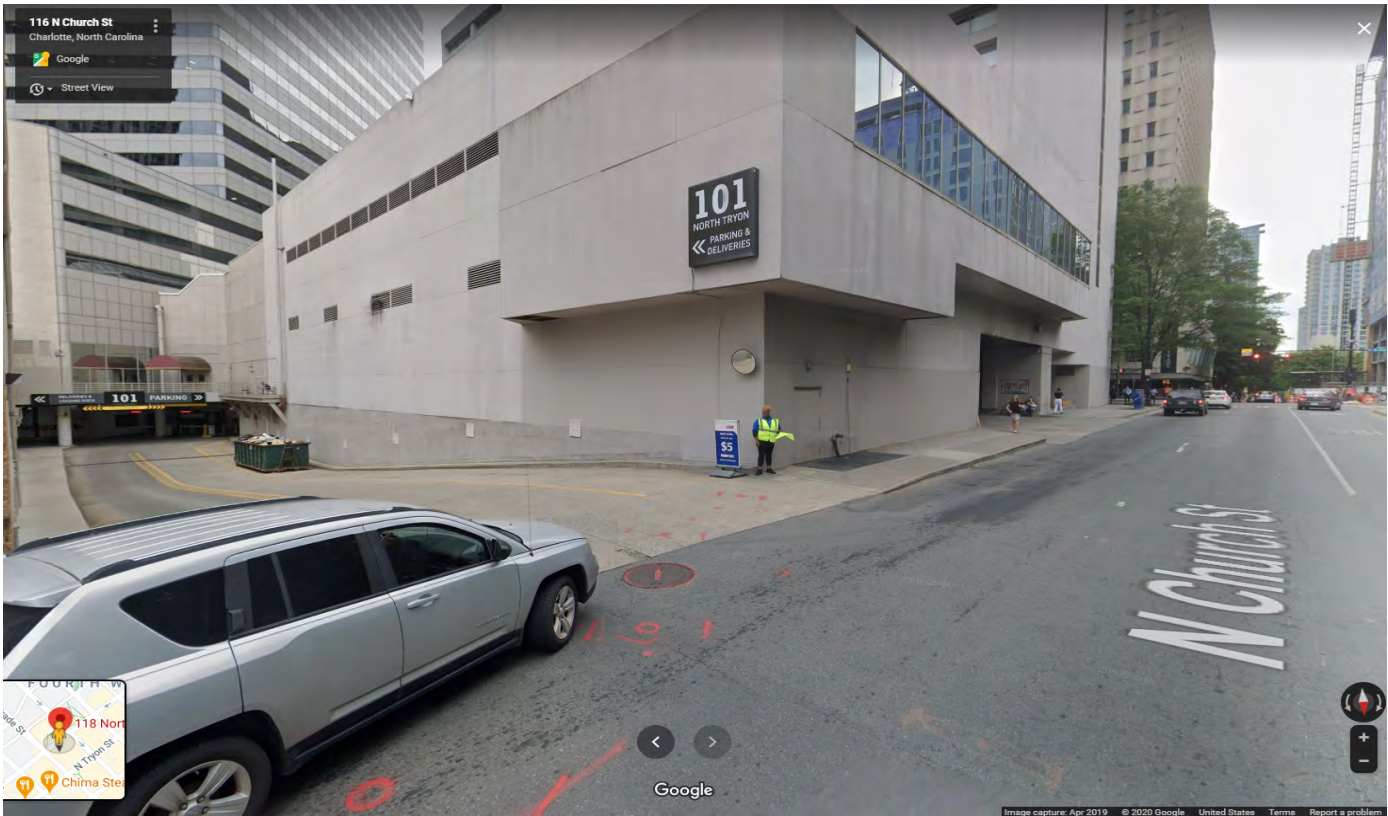
Uptown Charlotte is a busy, high-traffic area. Sometimes it can be difficult to get around. Please keep the following points in mind as you figure out the best way to get to campus.

Public parking is available around the area, but limited! There are 2 main parking lot companies in the area, **Preferred Parking** and **Laz Parking** that charge by the hour and also by the day. You are also able to buy a monthly parking pass from either of these companies. Their website will show the location of their parking lots.

There is also a parking garage located in our building. The GPS address to the garage entrance is 116 N. Church St. LAZ Parking is the garage manager and charges \$3 for the first thirty minutes. Then \$3 for every additional 30 minutes after. All day parking, (three and a half or more hours) is \$21 a day. After 5pm, parking is a \$5 flat rate. The parking garage of the building fills up quickly, however, if early enough, you will be able to find a spot. If you are interested in monthly parking in the building's garage, please contact Chris Smith as there are some allocated spots for Northeastern employees.

There is also street parking available (sometimes!), for \$1 an hour but there is a 2 hour maximum.

It's typically best to take some form of public transit to get to the Charlotte campus and we offer **Discounted CATS Tickets** as well! For bus services, see the **CATS website** to find your appropriate route. For train service, the **LYNX Blue Line System** runs from the UNC Charlotte campus, passing through Uptown, and making their final stop at the 485 Station near the SC border. At each stop the traveler is able to purchase a LYNX Blue Line ticket, if necessary, as well.







## Biking to Campus

There are secured bike lockers available in the parking garage of the building. For access to the building bike locker, please contact Chris Smith.

## Food and Study Spots

There are plenty of food and coffee options throughout Uptown. In the 101 N. Tryon building, there are various amounts of places to grab a quick drink and bite to eat. The building features a Starbucks and a soon-to-be Bistro. There is also an extremely popular Hallal food truck outside of the building. The [Northeastern Charlotte Food and Study Map](#) helps tremendously when searching for drinks and food around the Charlotte Uptown area. With this map, you can find just about anything you may be craving! As for the students, if they need a place to study off campus, there are many places nearby to satisfy their needs as well!

# CAMPUS SAFETY GUIDLINES

## Safety Procedures

Everyone is required to have their Husky ID visible at all times while on campus. Visitors must check-in at the building's security team on the first floor of the 101 N Tryon building. A daily visitor list is provided to the security team each morning. If the visitor(s) are not on the list, security will call the front desk for verification. Please add all expected visitors to the Daily Guest List on the shared Charlotte Campus Calendar

In the event of an emergency, you should follow the campus' safety procedures and continue through the evacuation plan if necessary.

The evacuation locations and plans for the building is as follows:

- In case of a Fire Emergency: Evacuate through the nearest Emergency Stairwell to Tryon St. Gather at the outdoor plaza and wait for direction from emergency services
- In case of a Medical Emergency: Call 911. Give location of 101 N. Tryon St and floor number, your phone number if they need to call you back, and stay on the line until they hang up
- In case of a Tornado/Severe Storm Emergency: Move away from the exterior glass, leave exterior offices and close the door. Take cover in the inner core areas of the floor. Do not leave the building.

NU Charlotte has a Campus Response Team (CRT) lead by the Campus Dean and comprised of the Associate Dean and the Campus Operations Manager. This is 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 Campus Operations Manager 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 Campus Operations Manager aware so that appropriate measures are taken.

## Safety Resources

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

- [Ready.gov](#)
- North Carolina Emergency Management
- [City of Charlotte – Winter Weather Response](#)
- [National Weather Service](#)
- [North Carolina Hurricane Updates](#)

## HELFPUL LINKS

[The Northeastern - Charlotte Website](#)

[University policies](#)

Your [myNortheastern](#) portal

How do I get ITS support?

Please email [regionalhelp@northeastern.edu](mailto: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 Charlotte campus. Instead, we observe Good Friday as a campus holiday.

What are your benefits?

[General Overview](#)

[Tuition Reimbursement](#)

[Fitness and Wellness Programs](#)

[Technology Discounts](#)

[Northeastern's Employee Assistance Program](#)

[Child care with Care.com](#)

[MetLaw Hyatt Legal Plan](#)

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 don't see the email.
- ❑ Email a photo for your HuskyID

## How to get your Husky ID

Submit an email with your photo to [Ch.Smith@northeastern.edu](mailto:Ch.Smith@northeastern.edu).  
Subject line: Husky ID photo, Your Name

### 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 Chris Smith – Campus Operations Manager
  - To claim your Northeastern 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!
  - Enroll in Duo 2FA
  - Discuss campus safety procedures, computer set-up, Microsoft Office Suite
  - Obtain Elevator ID, Husky ID, and office keys
  - How to navigate MyNortheastern and updating your personal information
- ❑ Meet with Marjorie Belizaire – Campus HR Representative
  - 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.
  - Complete personal information questionnaire.
  - Order business cards.



- ❑ Set up your email signature line  
Here's an example:  
  
**Example Name** | Title of Position  
**Northeastern University – Charlotte**  
101 N Tryon St. Suite 1100  
Charlotte, NC 28246  
Office: 704-xxx-xxxx  
Email: [ex.name@northeastern.edu](mailto:ex.name@northeastern.edu)  
[Northeastern.edu/Charlotte](http://Northeastern.edu/Charlotte)
- ❑ 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 Charlotte 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
- ❑ 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
- ❑ 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 Charlotte campus! This will also help you gain an understanding of how the university functions and how Charlotte 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.

