



New employee onboarding checklist

Recommended day by which to complete	Task
3 Days Prior to your start date	<p>Review Commuting Options</p> <p>With Northeastern's continued commitment to the reduction of our carbon footprint, the University strongly encourages the use of public transportation. Please read the article on Commuting and Transportation and/ or visit the Commuting Services Website for information on your commuting options to Northeastern.</p>
3 Days Prior to your start date	<p>Contact your manager</p> <p>If your manager or local point of contact hasn't reached out yet, please contact them to discuss:</p> <ul style="list-style-type: none"> - Where you should go on day one - What time you should arrive - Assistance with commuting/parking for day one - Dress code, if necessary
3 Days Prior to your start date	<p>Review Northeastern's COVID protocols</p> <p>Northeastern University requires all employees to comply with its COVID-19 health and safety protocols. This includes providing proof of COVID vaccination, or supplying supporting documentation that may qualify you for either a medical or religious exemption.</p> <p>You will be expected to provide this information within the first 30 days of employment using the university's online wellness portal. You should review the university's COVID-19 information page and FAQs for information about the university's COVID-19 health and safety protocols.</p>
3 Days Prior to your start date	<p>Learn about the University's Policies</p> <p>You are responsible for compliance with University policies as a condition of your employment at Northeastern.</p> <p>Please learn about our policies by:</p> <ol style="list-style-type: none"> 1. Reviewing the University Policy Website. 2. Taking the required training mentioned in your offer letter and later in this onboarding plan within the required 30 days. 3. Asking your manager for clarification or more detailed explanation of any policy, as needed, so that you clearly understand your responsibilities.

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Day 1	<p>Create Your myNortheastern Account</p> <p>Register for your myNortheastern account to get email, systems access, sign up for benefits, view your NU ID number, commuting options and other resources.</p> <p>If you need assistance, contact the ITS Service Desk at 617.373.4357 (xHELP) or email help@northeastern.edu.</p>
Week 1	<p>Obtain your Husky Card</p> <p>Your Husky Card has many uses. On the Boston campus, go to 4 Speare Hall to get your picture taken and receive your Husky Card.</p> <p>On the Charlotte, San Jose, Seattle and Toronto campuses, work with your local contact to get your Husky ID printed on site. If you are working remotely or work on another campus, visit the Husky Card website for more information.</p> <p>NOTE: The photograph on your Northeastern Husky ID card can be used in additional applications sponsored by Northeastern such as Class Roster (which is used if you register for classes at Northeastern). The Husky ID photo will only be used in electronic systems managed by Northeastern. If you want your Husky ID photo to be used only for your Husky ID card and no other applications, you must opt out of using the photo for more than this purpose. To complete the opt out process:</p> <ul style="list-style-type: none"> • Login to myNortheastern • Go to Finance Services for Faculty and Staff • Select Husky Card Preferences • In top left corner, select Photo Opt-in/Opt-out • Select Opt-out and click Submit • If you have any questions, please contact Husky Card Services, 617.373.8740.
Week 1	<p>Review Time Tracking</p> <p>You must submit your time weekly to be paid. Talk to your manager or local Time Tracking Administrator to learn more about your department's processes for time tracking approvals.</p> <p>Here is information to assist you with this process:</p> <ul style="list-style-type: none"> • For all employees - Workday Getting Started • For all managers - Workday for Managers • For all Non Exempt Employees and Managers of these Employees Outside of Facilities Group - Time Tracking in Workday

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	<ul style="list-style-type: none"> For Facilities Trades, Services & Customer Service Employees - Time Tracking in Workday for Facilities Trades, Services & Customer Service Employees
By day 30	<p>Review and Enroll in Benefits options if eligible</p> <p>At Northeastern, we are dedicated to providing you with a broad spectrum of benefits and programs that meet your needs – wherever you are in life.</p> <p>Visit the HR Service Center and read the article Enrolling in Benefits for New Hires to learn about the comprehensive benefits programs Northeastern provides and to view and compare benefits including Medical, Dental, Vision, Retirement, Life and Disability Insurance, and Reimbursement Accounts.</p> <p>Use Benefits Navigator to learn about all benefits available to you, compare plans and enroll within 30 days from your start date.</p> <p>You can access Benefits Navigator through myNortheastern > Services & Links > HRM Benefits and Services.</p> <p>Now is a good time to review some of the additional benefits available to you.</p> <p>Examples include:</p> <ul style="list-style-type: none"> Fitness & Wellness programs Northeastern's Employee Assistance Program Auto/home insurance discounts Ticket discounts Tuition Reimbursement
By day 30	<p>Review and Return The Long Term Disability Waiver Form if eligible</p> <p>Benefits-eligible faculty and staff are eligible for the disability program on the first day of the month following completion of one year of service. The one-year waiting period will be waived if you were enrolled in long-term disability insurance with a prior employer within four months of joining Northeastern. Review more information about eligibility, the waiver form and how to enroll in the Retirement Knowledge Article.</p> <p>The waiver form is validated by your prior employer and must be returned within 30 days from your date of hire.</p>

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By day 30	<p>Review and Return the Retirement Plan Waiver Form if eligible</p> <p>Review the Life Insurance & Disability Knowledge Article to determine if you are eligible to waive the two year waiting period for the Basic Retirement Plan.</p> <p>The waiver form is validated by your prior employer and is combined with the Long Term Disability waiver form.</p> <p>Benefits eligible faculty and staff can start contributing to the Supplemental Retirement Plan once they enroll on Benefits Navigator and make an election.</p> <p>Contributions to the retirement plan(s) can begin in the first full pay period following the completion and approval of all paperwork. This is usually around the 30 day mark.</p>
By day 30	<p>Complete 30 Day Training Deadline</p> <p>All new employees are required to complete some initial training within their first 30 days. Click on the links below to access the training:</p> <ul style="list-style-type: none"> - Review University Policies - Code of Ethical Conduct video - Preventing Harassment and Discrimination - Information Security Essentials <p>You will receive email notification when you are enrolled in Preventing Harassment and Discrimination and IT Security Essentials.</p>
By day 30	<p>Review Retirement Options and Enroll</p> <p>To help you build a more secure financial future, Northeastern provides a comprehensive retirement program. Once you have completed two years of benefits-eligible service and are at least 21 years of age, you may enroll in the Basic Retirement Account. The best part of this account is that if you contribute, Northeastern will contribute, too.</p> <p>You are eligible to participate in the Supplemental Retirement Plan immediately – even if you have not yet qualified for the Basic Retirement Plan.</p> <p>Read the Retirement Knowledge Article to review your retirement options, eligibility requirements and to enroll.</p>

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Ongoing	Know Northeastern Visit the following page on the HR Service Center to learn more about Northeastern's vision, approach, leadership and resources.
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