

Onboarding Important Resources

New Employee Webpage

[Welcome New Employees: Human Resources - Northwestern University](#)

[Onboarding New Employees: Human Resources - Northwestern University](#)

Rehires:

- Please complete all paperwork requested from HR and your department.
- Please note: You will not receive a new Net ID activation email. You will use your previous Employee ID, NU Email, and Net ID as they will become active as your employee profile is updated with your new role information.

I-9 Processing

[Completing Your I-9: Human Resources - Northwestern University](#)

Direct Deposit

[Direct Deposit: Human Resources - Northwestern University](#)

Tax Forms

[Tax Information: Human Resources - Northwestern University](#)

Payroll Calendars

[Pay Dates: Human Resources - Northwestern University](#)

When will I receive my Net ID?

[NetID Assignment: Human Resources - Northwestern University](#)

Wild Card

[Wildcard - Northwestern University](#)

Parking

Evanston: [Evanston Parking: Transportation & Parking - Northwestern University](#)

Chicago: [Chicago Parking: Transportation & Parking - Northwestern University](#)

Student Loan Forgiveness

Federal Loan Forgiveness Programs: [Federal Loan Forgiveness Programs: Financial Wellness - Northwestern University](#)

Loan Repayment: [Loan Repayment: Financial Wellness - Northwestern University](#)

Repayment Assistance: [Repayment Assistance: Student Finance - Northwestern University](#)

Accommodation (Manager & New Hire)

[Disability Accommodations: Office of Equity - Northwestern University](#)

PTO Questions (Manager & New Hire)

[Leaves, Holidays, Time Off: Human Resources - Northwestern University](#)

Benefit eligibility/waiver eligibility/retirement/dependent/benefit enrollment (orientation)

Benefits eligibility: [Benefits Eligibility: Human Resources - Northwestern University](#)

Waiver eligibility: [403b-waiver-form.pdf \(northwestern.edu\)](#)

Retirement: [Retirement: Human Resources - Northwestern University](#)

Dependents: [Verify Dependents: Human Resources - Northwestern University](#)

Benefit enrollment: [inital-enrollment-guide.pdf \(northwestern.edu\)](#)

HR Office Hours/Location Details

- Office of Human Resources
- 1800 Sherman Avenue, 1st Floor
- Evanston, IL 60201
- Hours: Monday-Friday, 8:30am-5pm

Systems Access

[Access System Logins: Information Technology - Northwestern University](#)

Computer & Phone Setup

[NUIT Support](#)

Security

- [Department of Safety & Security - Northwestern University](#)
- Phone: 312-503-3456
- Fax: 312-503-2101
- Email: universitypolice@northwestern.edu

Hardware

[Hardware Replacement - Roles and Responsibilities: Procurement and Payment Services - Northwestern University](#)

First Day Logistics / dress code / work schedule

- [Introduce myHR Self Service Portal](#)
- [Pay Date Schedule](#)
- [Submitting Time Cards for Approval](#)
- [Campus Maps \(Evanston & Chicago\)](#)
- Dress Code
 - Departments or their supervisors may set standards of personal appearance and hygiene as reasonable and appropriate for the safety and operation of the department/unit.

Training schedule

[Training: Research Safety - Northwestern University](#)

Performance & Expectations

[Performance Excellence: Human Resources - Northwestern University](#)