Northwestern | HUMAN RESOURCES
Talent Acquisition

Non-Student Direct Temp Checklist

Congratulations on your new assignment! This email contains instructions regarding the steps you must take prior to your start date. Please read the instructions carefully and complete all steps.

Pre-Hire Instructions

Step 1: Complete Paperwork – All forms must be returned to the Hiring Manager after completion.
- **Personal Data Form** (required)
- **Illinois W4** (optional)

Step 2: Complete your Background Check
- After submitting your forms to the Hiring Manager, you will receive a separate email from our vendor – HireRight – with further instructions. Please initiate the background check within three business days of receiving the link to avoid losing access. If you do not receive the email, please confirm it is not in your email Junk or Spam folder.

Step 3: Complete I-9/E-Verify
- *Section 1 – Complete Section 1 online by visiting the I-9 Service Center*
  - When prompted, please enter the School/Area and Department/Center of your hiring department. Review the Quick Information Guide for step-by-step instructions.

- *Section 2 – Complete Section 2 with Northwestern staff or authorized remote agent*
  - Complete with your hiring department prior to your first day of employment.
    - If your hiring department is unable to complete Section 2, please bring your **Acceptable Documentation** to the **AskHR Service Center** at 1800 Sherman Avenue, First Floor, Evanston
    - If you are unable to visit in person, please see Completing Your I-9: Human Resources - Northwestern University
    - You will need to have your *original, paper documentation* (copies, photos and scans **not** accepted) to complete I-9 employment verification. Before coming in, review your documents to ensure they meet Acceptable Documentation requirements

- *Foreign National Information System (FNIS)*
  - If you are a foreign national, please complete the Foreign National Information System (FNIS) request form and bring to the **AskHR Service Center** or email the form to fntax@northwestern.edu.

- Once you submit your FNIS form to the Payroll Office, you will receive an email within 48 hours to log on to our Foreign National Information System and complete your immigration information and personal history.
- When notified by email, bring your FNIS tax forms (also printable at the AskHR Service Center), data summary page, immigration document, passport, visa, and I-94 (available on DHS website) to the AskHR Service Center to complete the process
- *Please note:* A Social Security number is required at the time of hire to receive payment for hours worked. See further information on Social Security numbers at the *Office of International Student & Scholar Services* website.

Post-Hire Instructions

- o NetID
  - Each department has a NetID Coordinator – this may not be your manager. Once your paperwork is processed, you will receive communications from the NetID Coordinator in regard to your NetID.
  - The NetID allows you to log into myHR, view your paycheck, and complete the necessary myHR Self-Service onboarding steps.
  - For assistance with your NetID, please contact AskHR@northwestern.edu.

- o Complete onboarding in myHR Self-Service
  - Log into https://myhr.northwestern.edu with your NetID
    a) **Direct Deposit (to receive your payments)**
      - myHR > Pay > My Direct Deposit
    b) **Federal Form W-4**
      - myHR > Pay > W-4 Tax Information
    c) **DCFS Attestation**
      - Click on "Attestations," read the form and attest.
        o If unable to attest in myHR, please print, read, sign and return this printable form: English | Spanish

- o Staff Handbook
  - Please review the Temp Staff Handbook.

If you have any questions regarding the hiring process, please feel free to contact the Talent Acquisition team by email at HRTA@northwestern.edu or by phone at 847-467-5872.
For I-9 assistance, please reach out to AskHR@northwestern.edu.

Welcome to Northwestern!

Sincerely,
Talent Acquisition