Safe Campus

Online Education Audience Definition

The intent is to include all "regular" faculty and staff with primary work location on a Northwestern campus, excluding Qatar. This should include postdocs and fellows. This should exclude visiting scholars and other transient members of the community.

Invited/Expected and Tracked	Include/Exclude
General	
Appointment is "active"	Include
Appointment is "regular"	Include
Position type is 'faculty', 'staff'	Include
Pay status is "Paid"	Include
Status is retiree	Exclude
Leave status is "On Leave"	Exclude
Position type is "Temp"	Exclude
Location is "Qatar" or not a Northwestern campus	Exclude
Faculty Subgroups	
Status is "Emeritus"	Include
Status is 'Visiting'	Exclude
Status is "Adjunct"	Exclude
Status is "President Emeritus"	Include
Status is n 'Health Svcs Clinicians'	Exclude
Status is 'Academic Full/Part Time'	Exclude
Status is 'Faculty affiliates'	Exclude
Status is "Contributed Services"	Exclude
Staff Subgroups	
Staff type is postdoc or fellow	Include
Other staff	Include
Students Subgroups	
Students who are paid by University	Exclude
Employee is TSS tier 1 undergrads. (They are entered by emplID and will need maintenance to keep current.)	Exclude

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About New Employee Records

New employees and students with active job records are given access to myHR Learn every 10 minutes throughout the day.

The entry of new hires into our enterprise systems differs by type of employee.

- Staff new hire paperwork is completed by Talent Acquisition and submitted to HR-OPS.
- Faculty new hire paperwork is completed by the Provost and submitted to HR-OPS.
- Research professional new hire paperwork is completed by personnel in the hiring office. Timing varies because this responsibility is widely distributed.
- Temp new hire paperwork is completed by personnel in the hiring office. Timing varies because this responsibility is widely distributed.

After paperwork is submitted to HR-OPS, they activate the job record, and training is available within 10 minutes.