Employee Onboarding Guide

Hourly & Part-Time, Foreign National Employees

*Human Resources*

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## Welcome

Welcome to Northern Arizona University!

Congratulations on your new position with NAU. Below you will find the appropriate steps you need to take to ensure a smooth onboarding process.

This Employee Onboarding Guide will assist you with the necessary items that must be completed before you begin working and will assist you with the transition into your new role. The items are broken down into a [checklist format](#_Employee_Onboarding_Guide) at the end of this document.

## The New NAU Charter

**Vision:**

NAU aims to be the nation’s preeminent engine of opportunity, vehicle of economic mobility, and driver of social impact by delivering equitable postsecondary value in Arizona and beyond.

**Mission:**

NAU transforms lives and enriches communities through high quality academics and impactful scholarship, creative endeavors, and public service.

**Commitment:**

NAU will educate, support, and empower students from all backgrounds, identities, and lived experiences to reach their full potential and contribute to more just, equitable, inclusive, prosperous, and sustainable future.

**NAU 2025 – Elevating Excellence:**

*NAU 2025 – Elevating Excellence* is our roadmap for delivering a bold and boundless future for all. The strategic priorities described represent a robust synthesis of the NAU community’s thoughtful engagement and bold aspirations for the future, and it reflects the evolving challenges and opportunities that we face as an engaged public institution of higher education. Together, we will capitalize on NAU’s 122-year history of distinctive excellence as an engine of opportunity to drive social impact and economic mobility for the people of Arizona and beyond.

Learn more on the [NAU 2025 – Elevating Excellence website](https://nau.edu/president/strategic-plan/).

## Correspondence to Expect & Action Items – Prior to Start Date

### First Steps – Foreign National Employee

As a new foreign national employee beginning employment with NAU, you will need to check in with the [NAU Center for International Education – International Student & Scholar Services (ISSS)](http://www.nau.edu/isss) to confirm that you have arrived in Flagstaff and are ready to begin employment.

* If you are sponsored through NAU for an H1B or O1 visa, [make an appointment](https://nau.edu/isss/) and pick up your original copies of sponsorship documents at ISSS.
* If you have approved employment authorization that you are bringing with you from outside of NAU, please [schedule an appointment with ISSS](https://nau.edu/isss/) or [visit them during drop-in hours](https://nau.edu/isss/) so we can update your NAU records accordingly. You will need to provide a copy of your passport and employment authorization document.

**Center for International Education – International Student & Scholar Services (ISSS)**

**Building #2 on NAU’s North Campus**

**523 Knoles Drive, Flagstaff, AZ 86011**

If you **do not** already have a Social Security Number (SSN), your first step is to apply for an SSN. You can make this request at the Social Security Administration.

* **Where is the Social Security Administration located?**
	+ Flagstaff – US Social Security Administration

[2715 S. Woodlands Village Blvd, Flagstaff, AZ 86001](https://goo.gl/maps/ssG4PonhdLRvvVLF8)

* **What should I take with me?**
	+ Completed Application for a Social Security Card (SS-5)
	+ Passport & Visa
	+ Form I-94
	+ Work Authorization Document (EAD Card, Notice of Action Form, etc.)

**Once you have applied for a Social Security Number (SSN),** you will need to go to NAU’s Human Resources office to provide specific documents (listed below):

* **Where is NAU Human Resources located?**
	+ Flagstaff – Centennial Building (#91) on the NAU campus

[411 S. Beaver Street, Flagstaff, AZ 86011](https://goo.gl/maps/ASsLjW2DDth4E2Ma7)
For fastest service, [schedule an appointment online](https://waitwhile.com/welcome/nauhumanresources2).

* **What should I take with me?**
	+ Work Authorization Document (EAD Card, Notice of Action Form, etc.)
	+ Passport & Visa
	+ Form I-94
	+ Social Security Card or Social Security Card Receipt

Human Resources will have you complete paperwork and will initiate specific tax information on your behalf after your appointment.

### New Hire Packet

**Due Date:** As soon as possible after receipt, but no later than your start date.

**Please note that you cannot continue working for NAU if this step is not completed by the end of your start date.**

* If you have not worked for NAU in the past 6 months, you will need to complete the New Hire Packet in order to be paid.
* If you do not have a Social Security Number (SSN), you will complete a paper version of the New Hire Packet at an in-person appointment ([schedule an appointment online](https://waitwhile.com/welcome/nauhumanresources2)).
* If you have a Social Security Number, the New Hire Packet will be to you via an email with the subject line, “**Welcome to Northern Arizona University**”.[[1]](#footnote-1)
	+ This email contains a link with instructions on how to log in and start your New Hire Packet.
	+ The initial login information remains active for 5 days. If you have not logged in and need to reset your password within the 5-day window, please reach out to the NAU HR Office at 928-523-2223.

### Employment Eligibility & Form I-9 Completion

**Due Date:** May be done before start date, but no later than 3 business days after start date.

**Please note that you cannot continue working for NAU and your paycheck may be delayed if this step is not completed.**

If you completed a paper New Hire Packet

Your I-9 verification was completed at your original New Hire Packet appointment. You have 90 days from your start date to return to HR and present your physical Social Security Number (SSN) card to complete the Form I-9 requirement.

If you completed an online New Hire Packet

* After completing the online New Hire Packet, you will receive a follow up email regarding the employment eligibility verification and Form I-9 completion; this must be completed before or within the first 3 business days of your start date.
* [Review the list of unexpired, acceptable, original documents](http://www.uscis.gov/i-9-central/acceptable-documents); **we cannot accept any copies or scans of the documents.**
* You will need to physically present the original documents (no copies, scans, or pictures) at a NAU Human Resources Office:
	+ **Flagstaff Location**
	[*411 S Beaver St, Flagstaff, AZ 86011*](https://goo.gl/maps/ASsLjW2DDth4E2Ma7) *Centennial Building, #91*[Register online for an appointment](https://waitwhile.com/welcome/nauhumanresources2) for fastest service.
	Current office hours are listed on the [HR website](https://nau.edu/hr).
	+ **Phoenix Location***NAU – Phoenix Bioscience Core
	435 N. 5th St, Phoenix, AZ 85004*
	Services available by [appointment only](https://waitwhile.com/welcome/nauhumanresourcesphx).
* If you regularly work remotely and/or outside the state of Arizona, please inform your HR Onboarding Specialist as soon as possible to identify other options for Form I-9 completion.

### Background Check

**Due Date:** As soon as invitation is received.

**If the background check is not completed or able to be reviewed by HR before your anticipated start date, your start date will be pushed back.**

* The Background Check will be sent via electronic invitation from A-Check Global with the subject line, "**Northern Arizona University - Background Screening Invitation**".[[2]](#footnote-2)
* This invitation must be completed **as soon as possible**.
	+ NOTE: Please be sure to include any overseas addresses you lived at as a part of your invitation.
* NAU policy requires a minimum verification of a criminal conviction investigation and an employment investigation for Safety/Security Sensitive positions and a criminal conviction investigation for employees who make a criminal disclosure in the New Hire Packet.

### Safety/Security Sensitive & Fingerprinting

**Due Date:** Fingerprinting appointment must be scheduled within 1 week of your start date.

* Verify in your original **Welcome Email** if your position is Safety/Security Sensitive (SSS) and if fingerprinting is required for your position.
* If your position is SSS, you will be required to be fingerprinted in addition to completing a background check.
* Fingerprinting services are offered at our [Flagstaff](https://waitwhile.com/welcome/nauhumanresources2) and [Phoenix](https://waitwhile.com/welcome/nauhumanresourcesphx) locations. For fastest service, use the location links to schedule your appointment online.
	+ NOTE: Fingerprinting services are available [by appointment only](https://waitwhile.com/welcome/nauhumanresourcesphx) in Phoenix.
	+ You can be fingerprinted and complete your Form I-9 review during the same appointment if you are within the Form I-9 deadline/timeframe.
* If you regularly work remotely and/or outside the state of Arizona, please inform your HR Onboarding Specialist as soon as possible to identify other options for completing your fingerprint requirement.

### Hire ePAR

Human Resources will initiate the electronic Personnel Action Request (ePAR) that will place you in the system as an active employee. The Hire ePAR will only be able to be fully authorized into the system when your pre-employment screening activities (including the New Hire Packet, Form I-9, and Background Check) are fully completed.

If any of these items are incomplete, the ePAR will not be able to authorize into the system. This will delay the creation of your timesheet, system access, etc.

## Getting Started on Your First Day

The information below will help guide you through your first days in your new position. If you have trouble accessing or working through the specific components below, please reach out to your supervisor and/or your HR Onboarding Specialist.

### Obtain Your User ID & Password

Your User ID will be your initials followed by a number combination (ex. abc12). This provides you access to your email, online services, online training, etc.

Contact the ITS Solution Center at 928-523-3335 and provide your Employee ID originally listed in your **Welcome Email** *(this is the student ID number that is on your Jacks Card).*

### Required Trainings

These trainings are mandatory for all NAU employees (administrators, staff, faculty, graduate assistants, part-time/temporary employees, and student employees) and must be completed within **30 days** of your start date.

Access your specific required [Learning Path through Udemy](https://nau.udemy.com/learning-paths/1683644/) to complete all mandatory trainings; use the checklist below to track your completion:

[ ]  New Employee Welcome

[ ]  Harassment and Discrimination Prevention and Accommodating Disabilities trainings

[ ]  Information Security Essentials

[ ]  CERT: Conduct, Ethics, Reporting and Transparency Disclosure

[ ]  Loss Prevention Training

[ ]  FERPA: Family Education Rights and Privacy Act (*Highly recommended*)

[ ]  Diversity, Inclusion, and Bias Prevention (*Optional*)

NOTE: your department may have some additional trainings for you to complete that are outside of these standard required trainings.

### Enter Time in Your Timesheet

The [Time & Labor website](https://in.nau.edu/human-resources/time-and-labor/) has videos and instructions about how to access and enter your time for approval.

* You can [clock in and out of your timesheet](https://in.nau.edu/wp-content/uploads/sites/5/2018/08/Student-Temporary-Hourly-Webclock-Instructions.docx-ek.pdf) through Time & Labor in LOUIE.
* You can also clock in and out of your timesheet in the NAUGo app.
* NOTE: Graduate Assistants do not need to clock in and out for their assistantship work.

### Obtain Your Parking Permit

For positions located in Flagstaff, visit the [Parking Services](https://nau.edu/parking-shuttle-services/) online portal to register your vehicle and obtain a parking permit.

For positions located in Phoenix, please contact your supervisor or building manager for instructions about obtaining a parking permit.

### Payroll Resources

* [Time & Labor supervisor and employee resources](https://in.nau.edu/human-resources/time-and-labor/)
* [Time and leave reporting](https://in.nau.edu/human-resources/time-and-labor/)
* [General payroll information](https://in.nau.edu/human-resources/payroll-information/)
* [HR Payroll Homepage](https://in.nau.edu/human-resources/payroll/)

### Workplace Health & Safety / Authorized Driver

Task- or Job-Specific Safety Training

Certain job roles and activities trigger mandatory OSHA Safety Training Requirements. If you perform tasks in a non-office setting; use tools, ladders, or specialty equipment; work at heights or potentially hazardous environments, or with chemicals or biological agents, then you will be required to complete specific safety training prior to beginning any potentially hazardous activities. Consult with your supervisor or [NAU Environmental Health and Safety](http://www.nau.edu/ehs) for access to the required training.

Authorization to Drive on University Business

Learn more on the [Authorized Driver website](https://in.nau.edu/environmental-health-and-safety/occupational-safety/). Pursuant to the [Motor Vehicle Use for University Business policy](https://nau.edu/university-policy-library/motor-vehicle-use-for-university-business/), employees or authorized volunteers who wish to become authorized to drive on university business must follow the steps below. Driving on University business includes driving that is a regular part of your job, driving between campuses, and driving between locations on NAU’s mountain campus.

* Complete the [Driver’s Authorization Certificate Request form](https://onbase.nau.edu/appnet/UnityForm.aspx?d1=AeOal9VUb01PUF62NuTdwhOhDCL8HjOEgi8r8W3TcnDN7b7bGkb5L1O%2BTwWIbRibGnwfV8J44kuHcVOzcWhYDfNPQXlo5v7jdgMtXhNMRP92e75ddSYfMh%2FenfW0aTFzTIxmYIbJ1bori443kdprwgHoEPd5la7dcPsuGs%2Fl1R8GLJD6Dh9EqSj1%2BMKeOlwhDr3SkRil5KY6bcMp0pt%2Blto%3D), including registering your driver’s license.
	+ NOTE: State law requires licensed drivers who work in Arizona to obtain an Arizona Driver’s License. Students are exempt from this law and may continue to use licenses from their home state.
* Follow the instructions you receive by email for accessing and completing the required training.
* Your driving record will be reviewed by NAU to ensure you meet the specific requirements to be authorized to drive under state law:
	+ **Acceptable Driving Record**: 5 or fewer points on your 39-month vehicle history report.
	+ **Conditional Approval**: 6-7 points on your 39-month vehicle history report.
	+ **Unacceptable-Not Approved**: 8 or more points on your 39-month vehicle history report.

### Additional Resources

[Community Housing Assistance Program](https://in.nau.edu/wp-content/uploads/sites/5/2022/06/CHAP-Program.pdf)

[eCERT Program Tools/Resources](https://in.nau.edu/human-resources/nau-cert-program/)

[Campus Maps](https://nau.edu/maps/)

[NAU News](https://news.nau.edu/)

# **Employee Onboarding Guide - Checklist**

Employee Name:

Employee ID Number:

User ID:

### Prior to Start Date

[ ]  Sign offer letter and return to hiring supervisor

[ ]  Review Welcome Email sent by HR (Email subject: **Welcome to NAU! HR Onboarding Steps**)

[ ]  Complete online New Hire Packet

[ ]  Complete online Background Check (if applicable)

[ ]  Complete Form I-9

[ ]  Schedule/complete fingerprinting appointment (if applicable)

### First Week – First Month

[ ]  Meet with supervisor to assist with getting started in your new role and to define training plan.

[ ]  Contact ITS to gain access to email and gain login credentials.

[ ]  Complete the [required trainings learning path](#_Required_Trainings).

[ ]  Complete any required OSHA safety trainings or department specific safety trainings.

[ ]  [Submit time in your timesheet](#_Enter_Time_in) and/or review [timesheet trainings](#_Payroll_Resources).

[ ]  [Obtain parking permit](#_Obtain_Your_Parking) (if applicable).

[ ]  Complete [Authorized Driver requirements](#_Workplace_Health_&) (if applicable).

[ ]  Complete department-specific trainings and onboarding plan.

## Welcome to NAU!

1. Check your spam/junk inbox if you don’t see the invitation within 24 hours of receiving the Welcome Email from your HR Onboarding Specialist. Reply to your Welcome Email if you need a new invitation. [↑](#footnote-ref-1)
2. Check your spam/junk inbox if you don’t see the invitation within 24 hours of receiving the Welcome Email from your HR Onboarding Specialist. Reply to your Welcome Email if you need a new invitation. [↑](#footnote-ref-2)