Employee Onboarding Guide

Hourly & Part-Time 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 for you to appropriately keep track of the items that you have completed– *the checklist is available on the last page*.

Please be sure to read all of the information below.

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.

Elevating Excellence:

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.

Read more about Elevating Excellence

Correspondence to Expect & Action Items – Prior to Start Date

New Hire Packet

Due Date: 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 enroll in benefits and be paid.

- If you do not have a Social Security Number, you will complete a paper-version of the New Hire Packet.

- If you have a Social Security Number, the New Hire Packet will be sent via electronic invitation with the subject line, "**Welcome to Northern Arizona University**".
    - 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.
    - *Check your spam/junk inbox if the invitation is not received within 24 hours - reach out to your HR Onboarding Specialist for a new invitation.

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 that a delay in your paycheck may occur if this step is not completed.

- 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 employment start date.

- [Review the list of unexpired, acceptable, original documents](#)

- You can complete your Form I-9 through one of the following options:
    - In person in Flagstaff, AZ (https://waitwhile.com/locations/nauhumanresources2/welcome)
    - In person in Phoenix, AZ (https://waitwhile.com/locations/nauhumanresourcesphx/welcome)
    - Online via the Virtual I-9 process (learn more: https://in.nau.edu/human-resources/virtual-i9-faqs/)

- If your position is remote (not in Flagstaff), work with your HR Onboarding Specialist to receive information on Remote Form I-9 Completion Steps.

Background Check

Due Date: As soon as invitation is received.

*If the background check is not completed nor returned by your anticipated start date, your start date will be pushed back.

- The Background Check will be sent via electronic invitation from NAU's authorized background check vendor, First Advantage, with the subject line, "**Action Required from NAU - Background Screening Instructions**".
- This invitation must be completed as soon as possible.
- *Check your spam/junk inbox if the invitation is not received within 24 hours - reach out to your HR Onboarding Specialist for a new invitation.

Safety/Security Sensitive & Fingerprinting

Due Date: Fingerprinting Appointment must be scheduled within 1 week of start date.

- Verify in your original Welcome Email if your position is Safety/Security Sensitive (SSS) & if fingerprints will be needed.
- If your position is SSS, you will be required to be fingerprints in addition to completing a background check.
- Use NAU's electronic fingerprinting process to complete your fingerprint requirement.
  - NOTE: You should not need to pay to complete your fingerprint. Follow the instructions on the website carefully. If you have questions, contact your HR Onboarding Specialist.
- * If you need complete Form I-9 verification and are getting fingerprinted at NAU HR in Flagstaff, AZ, you can complete your fingerprinting and I-9 appointments at the same time.

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 New Hire Packet, Form I-9, and Background Check are fully completed.

If any of these items are not completed, the ePAR will not be able to authorize into the system, which will delay the creation of timesheets, access, ability to enroll in benefits, and other details from being able to properly populate.

Getting Started on Your First Day

Utilize the below menus and links to help guide you through your first day, and beyond, in your new position.

If you have trouble accessing or working through the specific components below, please partner with your supervisor and/or your initial 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 same number as your Student ID Number).*

Required Trainings

Mandatory for all NAU employees (administrators, staff, faculty, graduate assistants, part-time/temporary employees, and student employees) to complete within **30 days** of your start date.

Access your specific [Required Training Learning Path through Udemy](#) to complete all required 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
- ☐ Diversity, Inclusion, and Bias Prevention (*Optional*)

*Please note that your department may have some additional trainings for you to complete that are outside of the HR Required Trainings.

Enter Time in Your Timesheet

- [Time & Labor Webpage](#) – Videos and Additional Instructions available
- [Clocking in and out in your timesheet through Time & Labor in LOUIE](#)
- ***Graduate Assistants –** you will not log hours, your stipend will be paid out across your appointment

Human Resources

Obtain Your Parking Permit

Visit the [University Transit Services](#) online portal to register your vehicle and obtain a parking permit.

For Flagstaff Mountain Campus Employees:
New employees may obtain a two-week temporary permit at no fee to ensure they are permitted to park on their first day of work. Email ask.parking@nau.edu and include your offer letter, start date, license plate, state, make, model, and color.
Note: the permit is **virtual**, based on the license plate, and therefore **required to park with the license plate facing the drive aisle** in employee lots only.
- Visit [University Transit Services](#) for more information.

Payroll Resources

- [Time & Labor supervisor and employee resources](#)
- [Time and leave reporting](#)
- [General payroll information](#)
- [HR Payroll Homepage](#)

Workplace Health & Safety / Authorized Driver

Task 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](#) for access to the required training.

Authorization to Drive on University Business

- [Authorized Driver Homepage](#)
- Pursuant to the [Motor Vehicle Use for University Business policy](#), in order to be authorized to drive on University business, employees, or authorized volunteers who wish to become Authorized Drivers 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](#), 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

Faculty and Staff [temporary housing resources](#)

[Community Housing Assistance Program](#)

[eCERT Program Tools/Resources](#)

[Campus Maps](#)

[NAU News](#)

Human Resources

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 the HR Team

☐ Complete online New Hire Packet

☐ Complete online Background Check (if applicable)

☐ Complete Form I-9

☐ Complete Fingerprinting (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.

☐ Complete any required OSHA safety trainings or department specific safety trainings.

☐ Review Timesheet Trainings.

☐ Obtain Parking Permit (if applicable).

☐ Complete Authorized Driver Requirements (if applicable).

☐ Complete department-specific trainings and onboarding plan.

Welcome to NAU!