



NLYOU Personal Onboarding Plan *Helping You Succeed at National Louis University*

The NLYOU Personal Onboarding Plan serves as a resource for new employees. It is a checklist that outlines the types of preparation tasks and discussions that will help you transition successfully to NLU. It outlines actions across three phases:

PRE-ARRIVAL	UNIVERSITY ORIENTATION	DEPARTMENT ORIENTATION
BEFORE YOU ARRIVE Review Welcome Packet - The electronic Welcome Packet includes your official offer letter and link to NLU Onboarding webpage Complete New Hire Paperwork - Employment Eligibility Verification Form (I-9) - Personal Information Sheet - Payroll Forms: Federal W-4, IL W-4 - Direct Deposit Form (including voided check) Benefits at National Louis University - Review the Benefits packet via NLU Onboarding webpage for a description of benefits available to NLU employees Explore the HR Webpage for New Employees - Visit the NLU Onboarding webpage for directions to campus, the NLU Onboarding Agenda and other useful resources for new employees	TRANSITIONING TO NLU Participate in New Hire Orientation - New Hire Orientation is a half-day program held once a month on the Chicago campus. An invitation will be sent directly to your email with more information. Complete and Return New Hire Acknowledgments - Visit the NLU Onboarding webpage for Policies and Acknowledgments - All Policies and Procedures can be located on our community webpage here - Conflict of Interest, FERPA, Active Shooter, Drug & Alcohol Free Workplace, Employment Outside the University, and Employee Handbook Acknowledgments Submit New Hire Paperwork - HR Forms: If you have not done so already, please submit any new hire forms to HR (hr@nl.edu) - Payroll Forms: Federal W-4, State Tax Forms (where applicable) and Direct deposit form. Provide a Valid Form of Identification for I-9 Eligibility Form - A list of valid forms of identification can be found online or on the I-9 Form. Note: <i>You must present valid identification to HR within your first three days of employment at NLU. During COVID, we are able to accept these documentations electronically. Once we are back on campus, HR will need to visually inspect these documents in person.</i> Enroll in Benefits within 30 days of your start date - Salary Reduction Form should be submitted to HR if you would like to participate in our 403(b) retirement savings plan. All other benefits enrollment can be done online and must be completed within 30 days. Complete Sexual Harassment Prevention Training: - You will receive an email with instructions from our vendor, Get Inclusive, within 30 days of your hire date to complete our mandatory sexual harassment training. This training is mandatory and must be completed within 90 days of your hire date	THE NEW WORKPLACE Learn about Department Functions - Organizational chart of your department - Goals, current priorities and operational activities - Relationship of the department to other university departments - Your role in relationship to other jobs within the departments Review Your Job Duties and Responsibilities - Current job description, initial performance goals, and expected results - Set performance goals with your manager - Daily work hours, overtime needs, and extra assignment requirements - Types of assistance available – who to ask for help Review Policies and Procedures - Policies and procedures unique to job and/or department (not conflicting with university policies and procedures) - Building evacuation procedures - Voicemail, email, private and public network drives/directories - Timekeeping - Keys, copy codes, reimbursement - Breaks, lunch duration/time Take Part in a Guided Tour - Department introductions and facilities, restrooms, supply cabinet, copy machines (once campus operations resume)