

Hiring Manager Guide: Onboarding External Temp Contractors

The following instructions are intended to serve as a guide to McCormick Hiring Managers (HM) onboarding external temp contractors, as there are several elements that differ from NU internal temp or regular employee process. This guide is intended to highlight some of the unique differences in the onboarding process to improve the overall experience.

McCormick Administration will facilitate communication with external temp agency to confirm details of the assignment start date and pay rate as well as obtain necessary information to set up NU profile: NetID, campus email, and EmplID (if applicable). NetID credentials will be shared with the external agency for activation prior to start. Please note, EmplID set up is only required for temp contractors who need access to university systems, i.e. NU Financials, myHR, etc.

<p>Prepare for arrival, to be completed prior to first day</p>	<ol style="list-style-type: none"> 1. HM receives NetID, campus email, and EmplID (if applicable) from McCormick Administration 2. HM submits a laptop or PC request to action@mccormick.northwestern.edu. Be sure to include the temp contractor's NetID, full name, start date and note that set up is for a non-NU temp contractor.
<p>On the first day</p>	<ol style="list-style-type: none"> 1. HM requests a photo from the temp contractor that abides by NU photo ID guidelines. HM uploads photo and submits the Contractor ID request. Once confirmation is received that the ID is ready, the temp contractor can then pick it up at Norris (photo ID needed). 2. Temp contractor may go to the Parking Office after picking up their contractor ID to pay and activate their card. Parking is available in the North Garage on a monthly or three-month basis. A chaser ticket for comped first-day parking will be provided by the parking office.
<p>Systems Access</p>	<ol style="list-style-type: none"> 1. CAESAR, myHR and NUFin systems can all be used by temp contractors – fill out necessary security forms as would happen for a new employee. A <i>Non-NU Employee Security Form</i> must be filled out/signed and included with the completed FFRA or GSA financial security form. Please review Financial guide here, myHR guide here, and CAESAR guide here. 2. There is restricted access to some panels in myHR and budgeting/individual payroll data, as well as Research Portal. 3. Temp contractors cannot be issued a corp card for purchasing.
<p>Timekeeping and Billing</p>	<ol style="list-style-type: none"> 1. Temp contractors are paid through their temporary agency on a weekly basis. Timecards will be issued via email. 2. HMs are responsible for reviewing and approving timecards through the agency's timekeeping platform. 3. Invoices are issued to and processed by the department or AFF&P depending on agreement and set up.

Applicant Information

Date		NetID	
Name (Last, First MI)		EMPLID	
NU Email		Title	
Department		Work Phone	
Affiliate			

Your FFRA Security request (attached) is for an applicant who is not employed by Northwestern University. Please complete and sign this form to authorize access to FFRA Systems for a non-NU employee.

* REQUIRED SIGNATURES

We acknowledge that we have evaluated the business circumstances within the unit and have concluded that other NU employees are unable to complete the required tasks within FFRA Systems. Therefore, it is necessary to grant access to NUFInancials to a non-NU employee. We also acknowledge that we have confirmed the legitimacy of the individual's employment with our affiliate and we will be accountable for their activity within the system to ensure adherence to University policies and procedures.

Department Head Name (print): _____ **NetID:** _____

Department Head Signature: _____ **Date:** _____

Dean's Office Name (print): _____ **NetID:** _____

Dean's Office Signature: _____ **Date:** _____

Email to: foitsecurity@northwestern.edu or mail completed originals to:
FOIT Security, Financial Operations IT, 619 CLARK #118, Evanston Campus 1116

FOR OFFICE USE ONLY: Date Rec'd:	Date Completed:	Form:	Admin:
----------------------------------	-----------------	-------	--------