

# HR Updates

## Salary History Ban

- Effective 9/29/19 prohibits employers from:
  - Soliciting information regarding wage, salary and benefit history from job applicants, or their previous employers
  - Considering wage, salary or benefit history in compensation and hiring decisions, if voluntarily provided by an applicant
  - Requiring employees to sign a contract or waiver prohibiting them from discussing compensation with other employees
- Employers Can:
  - Share information with an applicant about the wage, salary or benefits being offered for a position
  - Discuss an applicant's expectations with respect to wage, salary or benefit information

# Updates, continued

- Don't ask:
  - What were you earning in your last position?
  - What is included in your current benefit package?
- Do ask:
  - What are your salary expectations for this role? Or, at this point in your career, what are your salary expectations?
  - What compensation and benefits are you seeking?

# Updates, continued

## Temp Hiring Update

- Request process is moving to OnBase for sourced and direct temps. Will roll this out slowly with Institutes and Centers.
- Direct Temps:
  - I-9 sections 1 and 2 must be completed by candidate prior to submitting request
  - Personal Data form information must be complete and correct
  - Non-student direct temp checklist:  
<https://www.northwestern.edu/hr/documents/for-managers/temphirechecklist-nonstudent.pdf>