

## Selected upcoming deadlines

- This week: Memorial Day – Employees should approve their timecards by 5pm Friday, May 26. Employees scheduled to work on Saturday should approve their timecards at the completion of their scheduled work period. Supervisors should review and approve employee timecards by 1pm Sunday, May 28.
- Juneteenth 6/19 – Forms for bi-weekly payroll due Thursday, June 15
- Fourth of July – Forms for bi-weekly payroll due Friday, June 30
- Adjustment confirm takes place Monday 7/03
- Summer salary requests follow the *monthly* appointment form cutoffs.

>> [View payroll deadlines on the Payroll Calendars](#) (NetID required)

### 9/01 paid appointment processing held until 8/16/2023 salary planning import

**Paid** reappointments and salary adjustments that occur on September 1<sup>st</sup> or later must wait for processing until after the salary load that occurs on Wednesday, August 16<sup>th</sup>.

- Why? myHR requires the 9/01 salary load rows to be placed on jobs (as sequence 0) before any other 9/01 or later changes.

### **New hires, rehires, hire/adds, unpaid appointments and terminations** for

September 1<sup>st</sup> may be submitted and processed now.

All graduate student (MGW) appointments must end before or on 8/31/2023.

### I-9 no longer required for scholarship / fellowship

I-9 completion is *no longer required* for U.S citizens and permanent residents nor foreign nationals who are receiving payments on account codes 78050, 78010, 78020 or any other code beginning with **7xxxx**. (Foreign nationals *do* need to complete FNIS, however.)

- These payments, often referred to as scholarships, fellowships or grants, are flat-rate monthly appointments and not categorized as payment for work (wages).
- Codes beginning with **6xxxx** do require I9, as these indicate wage payments.

## Timekeeping: Pay dates for amended timecards, late hires

**Amending a timecard:** In most cases, as long as a Workforce amendment has been entered and approved by the manager or delegate by the end of day (11:59 pm) Saturday, it'll be included in the next payroll run's payment (next bi-weekly pay date or next adjustment pay date).

**Late hires:** If a bi-weekly employee is hired after their start date, and a timesheet was created for a previous pay period, **the manager or delegate must manually enter and approve hours** for the employee's prior pay period as soon as the timecard has been created. If not entered and approved, the employee will **not** receive pay for the prior hours.

>> [View Timekeeping information](#)

## Are any appointments expiring? Check query and submit one month ahead

If a delay in reappointment, or an expired NetID, would disrupt your unit's or employee's work, please make sure to submit all reappointment paperwork *the month before the expiration date* (for example, appointments ending on July 31 should be submitted in June).

Please see the following myHR query for a list of expiring appointments. Appointments on the list will terminate, based on their end date, via the monthly termination process.

>> [myHR > Workforce Administrator > Reports > Position Management > NWPOS001 Expiring Appointments](#)

## Temp hiring

Temp hires should be submitted as "Temp Paperwork" on the [HR Operations upload page](#). Those submitted as "Personal Data Update" lack information needed for processing.

**Non-student temps** route first to Talent Acquisition (TA) for a background check. Once cleared, the hire moves to HR Operations for processing. The 5-10 day turnaround time for HR Operations begins when HR Operations receives the paperwork from TA.

**Student temps** who will register again as students in fall quarter may remain as student temps over summer, while students who leave NU or graduate must be rehired as non-students.

Students leaving/graduating must have their student jobs terminated, paperwork submitted to rehire as a non-student temp, and a background check completed. The move from student to non-student **cannot** be processed via the Temp Panel.

**Work-study allotments** end Friday, June 10, 2023. Please either terminate the work-study temps by that date, or transfer them to a student temp job using the Temp Panel. See instructions below.

**If your work-study student employee will continue working with you during the summer,** update the following *anytime between June 11th – June 24th*.

1. *myHR Temp Panel:*
  - Transfer the position to a regular student temp employee, position number **100029**.

## Foreign national hiring

Please remember that foreign nationals must complete FNIS for both wages and scholarships, and cannot be paid until FNIS is completed.

Though not required for scholarships, completing I-9 at the same time as FNIS is recommended, as the I-9 requires the same documents and will save the employee or student a future visit to AskHR.

>> See [Onboarding Nonresident Students & Employees](#)

>> See [Social Security and Tax Identification Numbers](#)

- Update the HR Dept ID to the parent ID code ending in "00."

### 2. *myHR Temp Funding:*

- Assign a **stop date of 6/10/23** to the account code 60122
- Add a row with your department chartstring, account code **60120** with a start funding date of **6/11/2023**.

>> Find detailed instructions in the [Managing Temporary Employees](#) guide.

## When are late paperwork and payments processed?

A payroll is considered closed once the "confirm" is run. Confirms happen in early morning – generally - every other Tuesday for Friday's bi-weekly pay dates, and on varying dates for monthly payrolls.

>> View payroll confirms on the [Payroll Calendars](#) (*NetID required*)

Once the payroll confirms, no further changes can be made to a payment except on a future adjustment payroll.

Any paperwork submitted for a pay period that has already confirmed is known as a "retro."

- A retro payment will be processed for the employee or student's next regular pay date for no charge.
- If you require the retro payment earlier, a \$100 fee will be assessed to place the payment on direct deposit on an earlier payroll, if possible, or to create a paper check. Paper checks are created only on Tuesdays and Fridays.

## When will my HR Operations request be processed?

From June to early November the University experiences a high season for hiring all types of positions. Documents submitted to HR Operations are expected to be processed within 10 days, with occasional turnaround exceeding 10 days (particularly in October). We appreciate your understanding.

**Need your request's status?** Please a) wait 8-10 business days from submission and b) confirm the request is not on Job Data in [myHR > Navigator > Job Data](#) before reaching out for request status. If 8-10 business days have passed since submission, **and** the change is not on Job Data, email [Julie Phelan, HR Operations Manager](#).

**Requests to expedite processing:** We are often asked to move a request up in the queue, and unfortunately cannot do so except in rare circumstances, e.g. loss of insurance. Please email all requests for urgent processing [to Julie Phelan](#).

>> [Further details: When Will My Request Be Processed?](#)

## Hiring form submission and expected departmental quality assurance

### What forms are needed and submitted upon hire or rehire?

- *Personal data forms* for new hires **must** accompany the posn/appt form upload or temp hire upload; **do not** direct new hires to give personal data forms to askHR. For new hires and over ~6-month rehires, the completed personal data form is required; for rehires within 6 months, a blank copy may be uploaded, and the hire should update their data in myHR Self-Service. Personal data forms must include SSN, date of birth, marital status, citizenship, address, legal name. Display Name (preferred name) and preferred email address are set up by the employee in NUValidate after hire.
- *Federal W-4* forms should *not* be requested from new hires. The employee or student will complete their [form directly in myHR Self Service](#) (except special pay recipients, who submit paper forms)
- *State W-4 or other tax* forms, for those [states in which Northwestern collects taxes](#), may be accepted. Handwritten signatures – not typed – are required (electronic/stylus or paper/scan). Note that the state on new hires' personal data form is the state used for initial tax setup. Please see "State Taxes," below.
- *Foreign National tax* forms: Foreign nationals will work with the Foreign National Team (see [Tax Information for Foreign Nationals](#)) to complete their tax forms.
- *DCFS forms*: Employees, other than special pay, attest for themselves in myHR. For special pay, the department attests in myHR based on the paper form and then stores the form. Do *not* submit DCFS forms to HR Operations.

### Quality assurance expected before uploading paperwork

Departments are expected to verify the following information before uploading documents to HR Operations. Forms with issues in any of the following will be rejected as being incomplete/inaccurate and must be corrected and re-uploaded.

1. *Does the hire have an existing EmplID?* Whenever a hire appears not to have a student ID or EmplID, each unit must [visit Northwestern Job Summary in myHR](#) and use SSN or Date of Birth plus part of name – we recommend first initial of first name – to locate any existing ID.
2. *Are chartstrings valid?* Paperwork submitted with inactive or invalid chartstrings will be rejected. Each unit is expected to check all chartstrings being submitted, using the [View Valid Chartstrings panel](#), before uploading paperwork.
3. *Does the new hire have an SSN?* [Social Security and Tax Identification Numbers](#)
4. *Is the supervisor's Position Number provided, and correct?*
5. *Has a work-study student been offered, and accepted, their work-study award?* [Hiring Forms: Work-Study Program](#)

## State taxes

### Moved to, or preparing to move to, Illinois? Leaving Illinois?

Initial myHR setup of state taxes is determined by the address on the Personal Data form submitted at hire, and state tax setup does *not* change automatically with an address update in myHR (for instance, when an employee has moved to Illinois after hire, or moved away after hire).

>> [View more information online regarding address and state taxation.](#)