

myHR Administration

Managing Temporary Employees

MYHR ASSISTANCE

Using the myHR Temp Administration Pages

The Temp Administration pages are accessed through myHR at <http://www.northwestern.edu/myhr> with your Northwestern NetID and Password. The HRS101 and HRS103 training classes, and a proper myHR Security Authorization, are required for access.

Any entry made on the Temp Panel or Temp Funding, as indicated in this manual, must be entered into the primary myHR database; entries are not allowed in myHR Reporting.

Questions

For technical assistance, including system lockouts or errors, contact:

myHR Help

Phone: 847-467-4800

Email: myhrhelp@northwestern.edu

Hours: M-F, 8:30am-5:00pm

Website: www.northwestern.edu/hr/managers-administrators/myhr-administration

Additional Contacts

Timekeeping Help Desk – *manages timecards, job records, and payroll for temporary employees*

Phone: 847-467-7606

Fax: 312-503-9702 (Chicago) / 847-491-3733 (Evanston)

Email: mytime@northwestern.edu

Hours: M-F, 8:00am-5:00pm

Work-Study Office – *manages work-study records and authorizes employment for undergraduate work-study students*

Phone: 847-491-7574

Fax: 847-467-5912

Email: nuworkstudy@northwestern.edu

Website: <http://undergradaid.northwestern.edu/work-study/>

NU Temporary Staffing Center – *assists with hiring and placing temp employees; conducts background checks for temps*

Phone: 312-503-1234 (Chicago) / 847-467-1048 (Evanston)

Fax: 847-563-1328 (Chicago) / 847-556-6518 (Evanston)

Email: tcadmin@northwestern.edu

Website: www.northwestern.edu/hr/careers/temporary-applicants/managers

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Section 1: **Introduction to Temporary Employees**

TEMPORARY EMPLOYEES

Northwestern University employs four types of temporary employees. Each type its own 6-digit Job Code and must be charged to a specific chartstring account:

EMPLOYEE TYPE	JOB CODE	CHARTSTRING ACCT	HR DEPTID
Temporary Non-Student	100020	60111	*
Temporary Student (non-work-study)	100029 **	60120	*
Work-Study Student	(See APPX. A)	60122	must end in -98
NU Temp Staffing Center Employee	104198	60113	*

* The HR DeptID for non-work-study temps usually will end in xxxx00 or xxxx01. Check with your department or school to determine if a specific HR DeptID is in use for your temps.

** Most non-work-study student temps will have the Job Code 100029. However, additional titles exist for specific use by individual departments. For more information, consult your department or school.

Time Entry & Payroll

All temporary employees must accurately record hours into Northwestern's Time Entry System. Time must be reviewed and approved by a designated Time Card Approver every two weeks, and paychecks are written on the same pay schedule as regular biweekly-paid employees. For more information about time entry, please visit: www.northwestern.edu/hr/kronos.

NU Temp Staffing Center Employees

You should *not* manage records for employees sourced directly through the NU Temp Staffing Center, though you may look up their record in myHR.

Requests to update data for a sourced temp should be directed to the Temp Staffing Center.

Special Pay Employees

Any individual paid via a Special Pay Request Form is hired into the system as a "temporary employee." These individuals will appear as temps in myHR, but are typically paid in one or more monthly lump sums for their contracted work and do not record hours into the Time Entry System.

These employees can be recognized by "(SP)" in their job title, indicating "Special Pay." These records cannot be managed on the Temp Administration pages, though payroll journals may be entered using the procedure contained in this manual.

HIRING A TEMPORARY EMPLOYEE

While departments typically hire student employees directly, the hiring of non-student temps should be conducted in coordination with the NU Temp Staffing Center. The Temp Center will assist in placing a temp with your department or hiring an individual that you have already identified.



Any temporary employee hired by your department that is not a full-time student must receive a background check and sign the DCFS Mandatory Reporter acknowledgement. Contact the NU Temp Staffing Center for assistance prior to hiring your temp.

The Role of the NU Temp Staffing Center

Northwestern's in-house Temp Staffing Center assists with hiring and placing non-student temporary employees, and processes background checks for all temps. The Temp Center has an existing pool of temporary employees that can be assigned to your department to cover vacations, leaves of absence, special projects, seasonal peaks, and unexpected business demands; if you already have identified an individual for temp hire, the Temp Center will assist in onboarding that temp into your department. All employees assigned through the Temp Center must submit an online job application and undergo an interview prior to placement.

For more information about utilizing the Temp Center, to request a temporary employee, or to initiate the background check for a new temp, contact:

Evanston: 847-467-1048 / **Chicago:** 312-503-1234 / **Email:** tcadmin@northwestern.edu

Hiring Temporary Employees

Paperwork for all temps and work-study students, regardless of status, is processed as follows:

Procedure	
1.	<p>Check for Previous Northwestern Relationships</p> <p>Use the Northwestern Job Summary page in myHR to look up the individual by student ID number or name (path: WORKFORCE ADMINISTRATION > JOB INFORMATION > REVIEW JOB INFORMATION > NORTHWESTERN JOB SUMMARY).</p> <p>If the individual <i>does</i> exist, you must use their existing ID number (student or employee) when completing the Personal Data Form (STEP 6).</p>
2.	<p>Ensure an Electronic I-9 is Completed</p> <p>An Electronic I-9 must be completed by every new employee within the first 3 days of hire; to ensure compliance, it is <i>highly recommended</i> that the I-9 be fully complete before the employee begins work.</p> <p>Note: If a US citizen or permanent resident has previously completed an I-9 at Northwestern, and the Hire Date on that I-9 was within 3 years, a new one does <i>not</i> need to be completed.</p> <ul style="list-style-type: none"> ● ELECTRONIC I-9 LOGIN: https://northwestern.i9servicecenter.com/ ● INFORMATION ABOUT ELECTRONIC I-9: http://www.northwestern.edu/hr/payroll/e-verify/index.html

	<p>3. Obtain Tax Information for Employee</p> <p><u>US citizens and residents</u> must complete the Illinois W-4 and Federal W-4 forms. These can be sent to the Payroll Office at the same time as the Personal Data Form (STEP 6), or shortly after:</p> <ul style="list-style-type: none"> ● ILLINOIS W-4: http://tax.illinois.gov/taxforms/Withholding/IL-W-4.pdf ● FEDERAL W-4: http://www.irs.gov/pub/irs-pdf/fw4.pdf <p><u>Nonresident US Aliens</u> must register for and submit information through the FOREIGN NATIONALS INFORMATION SYSTEM (FNIS). Enrollment can be requested directly by the individual or by the department using the FNIS Access Request Form. This step must be completed <i>before</i> the employee begins working.</p> <ul style="list-style-type: none"> ● FNIS DETAILS: http://www.northwestern.edu/hr/foreign-nationals/paying-non-resident-student-employees/
	<p>4. Obtain a Direct Deposit Form</p> <p>To ensure the employee's first paycheck is processed on time, a Direct Deposition Form should be completed. The form also may be completed electronically in myHR Self Service after the job has been processed.</p> <p>The Direct Deposit form may be sent to Payroll along with the Personal Data Form (STEP 6).</p> <ul style="list-style-type: none"> ● DIRECT DEPOSIT FORM: http://www.northwestern.edu/hr/policies-forms/forms/direct-deposit/DirectDeposit.pdf
	<p>5. Contact the Temp Staffing Center to Obtain Background Check and DCFS Acknowledgement (not required for full-time students)</p> <p>Initiate the background check and DCFS Acknowledgement process by contacting the NU Temp Staffing Center. Managers may obtain the DCFS Acknowledgement form directly and forward to the Temp Center if desired:</p> <ul style="list-style-type: none"> ● DCFS FORM: http://www.northwestern.edu/hr/policies-forms/forms/hiring/DCFS_form.pdf
	<p>6. Complete the Personal Data Form</p> <p><u>If the individual has worked anywhere at Northwestern in the last 6 months:</u></p> <p>Enter the Name and University ID Number on a Personal Data Form, check the "Rehire" box, and complete the Temp Employee information at the bottom. Fax or email a copy of the form to the Payroll Office (originals are <i>not</i> required for temp hires).</p> <p><u>Otherwise:</u></p> <p>The employee must complete and sign the Personal Data Form in full; if no ID number was found in Step 1, the "University ID No." box should be blank. Then complete the Temp Employee box at the bottom. Fax or email a copy of the form to the Payroll Office (originals are <i>not</i> required for temp hires).</p> <ul style="list-style-type: none"> ● PERSONAL DATA FORM: http://www.northwestern.edu/hr/policies-forms/forms/personal-information/PersonalDataForm.pdf
	<p>7. Complete the Work-Study Authorization Form (work-study students only)</p> <p>Any student hired into a Work-Study Job Code (and being paid out of Account Code 60122) must submit a completed, signed WORK-STUDY AUTHORIZATION FORM to the Work-Study Office. The form can be faxed, mailed, or dropped off by either the student or hiring department.</p> <p>If the Authorization Form is not submitted and approved, the Work-Study Office reserves the right to decline the work-study employment, transfer the employee to a regular Temp Student job, and recover any funds from your department that were paid out of the work-study account.</p> <ul style="list-style-type: none"> ● WORK-STUDY WEBSITE (including Form): http://undergradaid.northwestern.edu/work-study/

8. Confirm Job Entry in myHR

After the Personal Data Form has been processed, the individual will appear in the myHR system on the Job Data, Personal Data, and Temp Panel pages (note that temps *will not* appear on the Appointment Overview or Current Salary pages). Administrators may use these pages to ensure employee information has been entered correctly.

If the employee did *not* complete a Direct Deposit Form (STEP 4), they should complete it electronically in myHR as soon as possible.

Access to the employee's timecard in Kronos will be available the day *after* the hire is processed.

Electronic I-9s – It's the law!

When hiring a new employee, Northwestern is bound by two equally important regulations:

- Employees *must* complete the full Electronic I-9 (including presenting original documentation) **before or no later than 3 days after the employee's actual start date**. Failure to do so will result in fines being levied against the University and potential harm to the University's federally-funded grants.
- Employees must accurately record time worked, and *must* be paid for work performed within 13 days.

Therefore, the hiring paperwork for a temp should *never* be held – even if a potential violation of I-9 compliance exists. To ensure the University remains compliant in all aspects, it is recommended that hiring departments:

- Ensure the individual begins the Electronic I-9 **and possesses the required documentation** before the first day of work is determined. Communicate the documentation requirement to the individual when the job offer is extended.
- If a problem exists in obtaining original documentation for the I-9, the first day of work must be postponed.
- Ensure Section 1 is complete, and Section 2 or 3 of the I-9 is authorized within 3 days of the first day of work.
- Regardless of I-9 status, the Hire Date on the Personal Data Form must accurately reflect the **first day the employee reported for work**.
- Regardless of I-9 status, the employee's hours must be accurately logged in Kronos **on the correct days**. If necessary, Historical Hours can be entered into the timecard by a manager or the Kronos Help Desk. Missed hours must *never* be combined and added into one lump sum on a single day.

Section 2:

Entering Job Changes on the Temp Panel

USING THE TEMP PANEL

The Temp Panel is your main resource to review employment information and make adjustments to the employment record. Using the Temp Panel, you may:

- Update the temp's **Salary/Compensation Rate**
- Change the temp's **Job Title**
- **Transfer** a student employee between Work-Study and non-Work-Study status
- **Terminate** a temporary job

The Temp Panel also is used to update approvers associated with that temporary employee:

- The Kronos **Time Card Approver** (usually the temp employee's supervisor)
- The **Training Approver** (for internal training requests that include a registration or drop fee)

Navigation


Admin Access: Log into myHR at www.northwestern.edu/myHR, select the Compass icon, and choose Classic Home.

Path: WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN JOB INFORMATION-TEMPS > TEMP PANEL

Reviewing the Temp Panel

After searching for a temp and selecting a job record (if there is more than one result), the Temp Panel displays the most recent employment information and approvers:

Wildcat, Wilma	Empl ID: 2864646	Empl Record: 1
Action Find 1 of 1		
<input type="radio"/> Termination <input type="radio"/> Job Change <input type="radio"/> Salary Adjustment <input type="radio"/> Transfer Term Reason		
*Effective Date:	03/16/2014	Compensation Rate: 8.150000
*Action:	Pay Rate Change	*Job Code: 100044 NUC Aide 4 WS
*Reason Code:	SAJ SAJ - Salary Adjustment	
*Department:	202198 Norris Univ Ctr Outdoors	
Approvers Find 1 of 1		
Effective Date	08/03/2014	
Time Card Approver	00873321 Empl ID 1093212 Christopher Purple	
Training Approver	00806433 Empl ID 1090311 Brittany White	
Last Updated By	CONVERSION	Last Update 07/29/2014 3:08:11PM
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/>		

Historical Data: To view the history and past changes made to this employee's job record, click and use the  icon to scroll through the record chronologically.

Submitting Changes: If the Temp Panel is open and you have the proper authorization to submit updates, buttons will appear in the top right corner of each box. If the buttons are missing, then you are not allowed to make changes.

TEMP PANEL ENTRY RULES

Deadlines

The Temp Panel is open for entry only at specific times between pay periods. Refer to the Monthly Payroll Calendar, available on Payroll's website, for the following deadlines:

- **Temp Panel Opens:** Changes to an employee's record may be performed for the current pay period beginning at this time.
- **Temp Panel Closes:** This is the deadline to make changes for that pay period; entries are not allowed after the temp panel closes.

Rules for Using the Temp Panel

Data Entries:

- All entries must be performed in the main myHR database, and only during a time when the Temp Panel is "open."
- Approval is not required for changes made to a temp record; updates will take effect immediately upon clicking the "Save" button.
- Most job-related changes, except where noted in this manual, will take effect at the beginning of the pay period in which you make the entry.
- Any updates that impact Kronos (e.g. a change to Time Card Approver or Job Title) will be effective immediately in myHR but will not display in Kronos or on time clocks until the following morning.
- After a change has been saved, it cannot be deleted. If you saved incorrect information, you must add an additional entry on top of the prior one.

Past and Future Changes:

- Retroactive changes cannot be entered into the Temp Panel. To retroactively update a temp's record, first fix the current information as described in this manual. Then email relevant details to the Kronos Help Desk at mytime@northwestern.edu to process the change retroactively.
- Future changes cannot be entered; you must wait until the pay period in which the change takes effect to submit the entry.



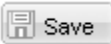
Notes:

- The Temp Panel will display only *active* temporary employee jobs, including Temporary Students, Temporary Non-students, and Work-Study Students. To view information for a terminated temp, use the regular myHR Job Data page.
- Changes to biweekly *regular* employees are processed through the use of the Position Data/Appointment Form and/or your HR Business Partner.
- Many temporary employees have multiple jobs at Northwestern. Always ensure you are making changes to the correct job record; use the Northwestern Job Summary page in myHR to confirm an employee's job record numbers and current employment information.

ENTERING A SALARY ADJUSTMENT

Salary Adjustment is used for pay changes that are *not* accompanied by a new Job Title or Department Number, such as:

- Quarterly work-study increases (mandatory \$0.05 increase each quarter for work-study employees)
- End-of-year merit raises (optional merit increase for returning employees each academic year)
- Other mid-year increases at the discretion of the manager

Procedure	
1.	Navigate to the Temp Panel (<i>see PAGE 13</i>) and search for your employee; select a Job Record if necessary. WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN JOB INFORMATION-TEMPS > TEMP PANEL
2.	In the top section of the Temp Panel, click the  button. <i>Note:</i> If the button does not appear, the Temp Panel is currently closed. Review the Monthly Payroll Calendar for open dates.
3.	Click the Salary Adjustment option. The screen will update to show the Compensation Rate field: 
4.	Enter the new salary in the Compensation Rate box.
5.	Click the  button.

Notes



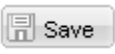
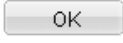
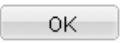
- **Salary Changes may take effect only at the beginning of a pay period.** The new Compensation Rate is automatically back-dated to the beginning of the current period; any hours the employee has already logged for the period will be paid at the new rate. *It is not possible to future-date compensation changes, or to change compensation mid-pay period.*
- myHR will allow you to enter and save *any* Compensation Rate. Be aware of current minimum wage laws when entering changes; ensure your entry is correct after saving it.
- Retroactive Salary changes must be submitted via email to the Kronos Help Desk, including the effective date, employee's name and ID, old salary, new salary, and total salary adjustment. The Kronos Help Desk will process the retroactive change for any hours that have already been paid; you still must enter the new rate in the Temp Panel for current and future pay periods.

CHANGING A JOB TITLE

This function is used to update an employee's job title, but *only* when the employee is staying in the same 6-digit department number. This typically occurs when:

- Work-study employees are remaining work-study, but changing titles due to a promotion or job change
- An employee is moving between Temporary Student and Temporary Non-Student status

Changes that involve moving a student into or out of a work-study position must be processed using the TRANSFER function (see PAGE 17).

Procedure	
1.	Navigate to the Temp Panel (see PAGE 13) and search for your employee; select a Job Record if necessary. WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN JOB INFORMATION-TEMPS > TEMP PANEL
2.	In the top section of the Temp Panel, click the  button. <i>Note:</i> If the button does not appear, the Temp Panel is currently closed. Review the Monthly Payroll Calendar for open dates.
3.	Click the Job Change option. The screen will update to show the necessary fields: 
4.	(Optional) If the employee's salary will be changing, enter the new rate in the Compensation Rate box.
5.	Enter the new six-digit Job Code associated with the new job title. (See PAGES 7 and 38.)
6.	Click the  button.
7.	You may receive a warning stating: <i>"The Current Job row values for Compensation Frequency, Standard Hours and Work Period are defaulted from Salary Plan Table. ..."</i> This warning has no impact on the employee; click  to proceed.
8.	You may receive another warning: <i>"Warning -- You have changed the jobcode and/or department. Please don't forget to review the funding for this employee."</i> → If you entered a change between employee types (Temporary Student, Temporary Non-Student, and NU Temp Center Employee), you <u>must</u> update the funding immediately (see PAGE 26). If the employee was and remains a Work-Study employee, funding does not need to be updated. Click  to continue and save the Job Change.


Note

- A Job Change should always be entered at least one day prior to the employee working that new job; this ensures that Kronos and the Kronos time clock (if applicable) are updated accurately.

USING THE "TRANSFER" FUNCTION

The Transfer function is used when transferring an employee within your base HR department number, but to a *different* 2-digit node. For example, Transfer can be used to move an employee from HR Department 186998 to 186900.

This function is most commonly used when an undergraduate student moves from work-study to non-work-study, or vice versa, due to a loss or gain of work-study funding.

Procedure	
1.	Navigate to the Temp Panel (<i>see PAGE 13</i>) and search for your employee; select a Job Record if necessary. WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN JOB INFORMATION-TEMPS > TEMP PANEL
2.	In the top section of the Temp Panel, click the button. <i>Note:</i> If the button does not appear, the Temp Panel is currently closed. Review the Monthly Payroll Calendar for open dates.
3.	Click the Transfer radio button: <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div>
4.	(<i>Optional</i>) If Compensation Rate is changing, enter the new hourly rate.
5.	Enter the Job Code associated with the new temporary job title. (<i>See PAGES 7 and 38.</i>)
6.	Enter the new HR Department number; it must have the same first 4 digits but <i>different</i> last two digits. <i>Note:</i> Remember, all Work-Study students must have a department number ending in <u>98</u> . Non-work-study employees must <i>not</i> have a <u>98</u> department.
7.	Click the button.
8.	You will receive a funding warning: <i>"Warning -- You have changed the jobcode and/or department. Please don't forget to review the funding for this employee."</i> → If you entered a change between employee types (Work-Study Student, Temporary Student, Temporary Non-Student, and NU Temp Center Employee), you <u>must</u> update the funding account code immediately (<i>see PAGE 26</i>). Click to continue and save the Transfer.



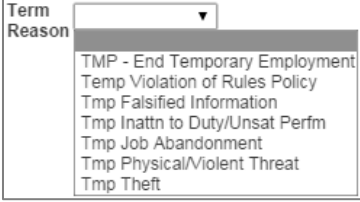
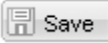

Note

- The first four digits of the DeptID *must be the same* to use this function. To move an employee to an entirely new department number, the employee must be terminated from this job and then rehired into the new department by submitting a new Personal Data Form.

TERMINATING A TEMPORARY JOB

Any temporary employee who will not be working in a job for at least 60 days should be terminated within myHR; all other temps should be terminated upon completion of their work.

Note: Student employees who are leaving for the summer but are expected to return to their job the following fall *do not* need to be terminated. However, remember to terminate any student that does not return as expected.

Procedure	
1.	Navigate to the Temp Panel (<i>see PAGE 13</i>) and search for your employee; select a Job Record if necessary. WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN JOB INFORMATION-TEMPS > TEMP PANEL
2.	In the top section of the Temp Panel, click the  button. <i>Note:</i> If the button does not appear, the Temp Panel is currently closed. Review the Monthly Payroll Calendar for open dates.
3.	Click the Termination radio button. The screen will update to show the termination fields: 
4.	Using the drop-down menu, choose the Term Reason . <i>Note:</i> Choosing the correct option is essential for Northwestern's employment reporting and will be saved on the employee's record. The first choice, "TMP - End of Temporary Employment", should be used unless another involuntary termination reason is more valid. (<i>See PAGE 19 for more information.</i>) 
5.	Enter the day <u>after</u> the employee's last day of work as the Effective Date of the termination. See Notes below for more information about this date. <i>Example:</i> If an employee last logged hours on 8/15/2014, the Effective Date would be 8/16/2014. This may be a weekend or holiday; unlike the other Temp Panel actions, terminations may take effect mid-pay period.
6.	Click the  button.
7.	You will receive either one or two warning messages regarding the termination. Click  .

Notes

After the termination is entered, regardless of the Effective Date, the following will occur:

- You will no longer have access to the employee in the Temp Panel, Temp Funding, and Journal Entry pages. You may view the employee's record using the Job Data page.
- Kronos will update the following morning, and the employee will no longer be able to access or input hours for this job. Additionally, the time card approver will not be able to enter future hours into Kronos for this individual.
- If the employee has no other affiliation with Northwestern, the employee's NetID, WildCARD, and email address will be deactivated automatically the next day.

As a result, it is imperative that you:

- *Never* enter a future-dated termination.
- Do not process a termination until *after* the employee has completed work and received the final paycheck, or until you are sure no pay or funding adjustments must be made.

Termination Reasons

The following reasons apply to all temporary job terminations; the appropriate reason must be selected in STEP 4 above.




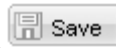
Note that the reason selected will remain on the employee's permanent record with Northwestern.

VOLUNTARY TERMINATION	
TMP - End Temporary Employment	Use for all voluntary terminations that are not the result of a violation of rules or policy as outlined below.
INVOLUNTARY TERMINATION – <i>any of these options makes the individual ineligible for rehire at Northwestern</i>	
Temp Violation of Rules Policy	The employee has violated established department rules or University policy.
Tmp Falsified Information	The employee has falsified information on any document submitted to the University, or within any papers related to professional duties.
Tmp Inattn to Duty/Unsat Perfm	The employee is being terminated as a direct result of unsatisfactory performance.
Tmp Job Abandonment	The employee has failed to call in or show for work for three or more consecutive, scheduled shifts.
Tmp Physical/Violent Threat	The employee has caused physical or violent harm to another individual or has threatened to do so.
Tmp Theft	The employee is being terminated as a direct result of theft.

If you are unsure which reason to assign for a particular situation or rules violation, contact your department's HR Business Partner for assistance.

CHANGING A TEMP'S TIME CARD / TRAINING APPROVER

It is important to maintain an accurate Time Card Approver for your temporary employee; this approver is the person with primary responsibility for approving the employee's timesheet in Kronos every two weeks.

Procedure	
1.	Locate the 8-digit Position Number of the employee that will be this temp's Time Card Approver. Position Numbers may be found by looking up the approver on the Job Data, Northwestern Job Summary, or Appointment Overview page in myHR.
2.	Navigate to the Temp Panel (<i>see PAGE 13</i>) and search for the employee; select a Job Record if necessary. WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN JOB INFORMATION-TEMPS > TEMP PANEL
3.	In the <u>bottom</u> "Approvers" section of the Temp Panel, click the  button. <i>Note:</i> If the button does not appear, the Temp Panel is currently closed. Review the Monthly Payroll Calendar for open dates.
4.	In the Time Card Approver box, enter the 8-digit Position Number of the primary Kronos Time Card approver: <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray;"> Approvers Find ◀ 1 of 1 ▶ </div> <p style="margin: 5px 0;">Effective Date 08/03/2014 + -</p> <p style="margin: 5px 0;">Time Card Approver <input type="text" value="00873321"/>  Empl ID 1093212 Christopher Purple</p> <p style="margin: 5px 0;">Training Approver <input type="text" value="00806433"/>  Empl ID 1090311 Brittany White</p> <p style="margin: 5px 0; display: flex; justify-content: space-between;"> Last Updated By CONVERSION Last Update 07/29/2014 3:08:11PM </p> </div>
5.	Press the TAB key or click out of the field with your mouse. The EmplID and Name associated with that approver will update.
6.	<i>(optional)</i> If necessary, repeat STEPS 4-5 to update the Training Approver .
7.	Click  .

Notes

- **If the Time Card Approver is changed:** Kronos will update overnight, at which point the new supervisor will have access to view and approve the employee's timecard.
- **If the Training Approver is changed:** Any new training request the employee submits through the Self Service Portal will be directed to the new approver beginning immediately.
- Undergraduate Students, Graduate Students, Adjunct Faculty, Temporary Employees, and any employee in a 1-to-Many position *cannot* be assigned as a supervisor.
- In addition to this primary supervisor, two additional backup approvers can be set up for Kronos approvals; for more information, see "ASSIGNING BACKUP APPROVERS FOR KRONOS."
- A Time Card approver *cannot be assigned* if the latest Effective Date is in the current pay period or in the future. If this is the case, you must wait until that period has ended or contact the Kronos Help Desk for immediate assistance.

Section 3: **Entering Funding Changes**

USING THE TEMP FUNDING PAGE

The Temp Funding page specifies which Northwestern account(s) or grant(s) are charged for the temporary employee's payroll. On this page you may:

- Extend the date of current funding
- Change the account code on the funding chartstring
- Remove, Replace, or Add any combination of chartstrings and grants to cover the employee's payroll

This document assumes basic familiarity with chartstrings and Northwestern's financial system.

Navigation

Admin Access: Log into myHR at www.northwestern.edu/myHR, select the Compass icon, and choose Classic Home.

Path: WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN JOB INFORMATION-TEMPS > TEMP FUNDING

Reviewing the Temp Funding Page

After searching for a temporary employee and selecting a job (if there is more than one result), the Temp Funding page displays a record of past and current funding for the employee's job.

Review the **Start Date** and **End Date** on each line to determine which funding is currently active:

Temp Funding

Name: [Redacted] **Empl ID:** [Redacted] **Empl Record:** 0

Eff Date: 09/05/2010 **Action:** PAY **Seq #:** 0 **Status:** Active

Job Code: 100052 NUC Aide 7 WS **Account:** 60122

Comp Rate: 10.250000 **Comp Freq:** H

Std Hrs/Wk: 12.00 **Appointment End Date:** Job Indefinite End

Scroll Area Find | View All First 2 of 2 Last

<input type="button" value="Select Funding"/>	*Fund 110	*FN Dept 2124500	Project	Activity	Program	Chartfield 1	*Account 60122
	Percent: 100.0000	*Start Date: 06/13/2010	Stop Date:			<input checked="" type="checkbox"/> Indefinite End?	

Historical Data: Only one line is displayed by default. To view all funding lines, including history, click the [View All](#) link or use the icon to scroll through each record.

TEMP FUNDING ENTRY RULES

Temp Funding vs. Regular Employee Funding

Funding and Journal Entries for temporary employees follow the same rules as funding for regular employees with the following differences:

- Temp Funding and Journal Entries must be entered on different pages in myHR (see the next sections).
- There are *no approvals*. Your entries do not have to wait for PTA or school approval, and changes to an existing entry may be made at any time before the deadline.

Funding Entry Deadline

All funding entries and payroll journals for temporary employees must be saved by the published **Deployment Deadline** for the **BIR GL** (biweekly payroll general ledger). Refer to the Monthly Payroll Calendar, available on Payroll's website, for this deadline.

Any funding change that is saved *after* the deadline will remain in the system but will not be processed until the following BIR GL date.

Rules for Temp Funding & Journals

All rules, except for approvals, are the same as those for regular employee funding:

- The entire chartstring must be valid, active, and open at the time the entry is processed.
- If the chartstring is a grant account, the appropriate Account Code must be open and available for use.
- The Account Code used must be the default Account Code for the type of temporary employee you are paying (*see PAGE 7*).

For retroactive changes processed with a Journal Entry:

- Consecutive pay periods may be combined and processed on one journal entry. **FEINBERG NOTE** Biweekly employee journals must also be split based on fiscal quarters.
- Journal dates must correspond to the start and end of biweekly pay periods, unless grant dates force a mid-pay period change.
- Journals may only be entered online for the previous 90 days. Any changes to a pay period over 90 days must be submitted using the 90-day paper journal process.


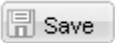
For Additional Information...

The following pages refer to basic data entry for common funding changes associated with *temporary* employees. For more detail about funding and journal entries, refer to the separate "Deployed Funding User's Guide" or attend the HRS102 Deployed Funding training.

EXTENDING THE FUNDING STOP DATE

While appropriated University funds (such as your budgeted department account) usually do not have a "Stop Date," grant accounts do. When a grant is renewed or extended, the funding for every employee on that grant must be extended as well.

This procedure applies when you are extending the funding *only*, and no other changes are being made to the chartstring.

Procedure																									
1.	<p>Navigate to the Temp Funding page and search for your employee; select a Job Record if necessary.</p> <p>WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN JOB INFORMATION-TEMPS > TEMP FUNDING</p>																								
2.	<p>Using the Start Date and Stop Date, locate the line of funding that is currently active and must be extended; use the View All link or  if necessary.</p> <div data-bbox="316 596 1365 1014" style="border: 1px solid gray; padding: 5px;"> <p>Temp Funding</p> <p>Name: <input type="text"/> Empl ID: <input type="text"/> Empl Record: 0</p> <p>Eff Date: 09/05/2010 Action: PAY Seq #: 0 Status: Active</p> <p>Job Code: 100052 NUC Aide 7 WS Account: 60122</p> <p>Comp Rate: 10.250000 Comp Freq: H</p> <p>Std Hrs/Wk: 12.00 Appointment End Date: <input type="checkbox"/> Job Indefinite End</p> <hr/> <p>Scroll Area Find View All First 2 of 2 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select Funding</th> <th>'Fund</th> <th>'FN Dept</th> <th>Project</th> <th>Activity</th> <th>Program</th> <th>Chartfield 1</th> <th>'Account</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Select Funding"/></td> <td><input type="text" value="110"/></td> <td><input type="text" value="2124500"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text" value="60122"/></td> </tr> <tr> <td></td> <td>Percent: <input type="text" value="100.0000"/></td> <td>'Start Date: <input type="text" value="06/13/2010"/></td> <td>Stop Date: <input type="text"/></td> <td colspan="4"><input checked="" type="checkbox"/> Indefinite End?</td> </tr> </tbody> </table> </div>	Select Funding	'Fund	'FN Dept	Project	Activity	Program	Chartfield 1	'Account	<input type="button" value="Select Funding"/>	<input type="text" value="110"/>	<input type="text" value="2124500"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="60122"/>		Percent: <input type="text" value="100.0000"/>	'Start Date: <input type="text" value="06/13/2010"/>	Stop Date: <input type="text"/>	<input checked="" type="checkbox"/> Indefinite End?			
Select Funding	'Fund	'FN Dept	Project	Activity	Program	Chartfield 1	'Account																		
<input type="button" value="Select Funding"/>	<input type="text" value="110"/>	<input type="text" value="2124500"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="60122"/>																		
	Percent: <input type="text" value="100.0000"/>	'Start Date: <input type="text" value="06/13/2010"/>	Stop Date: <input type="text"/>	<input checked="" type="checkbox"/> Indefinite End?																					
3.	<p>Type the new date over the existing one in the Stop Date box. If Indefinite End is checked, it must be unchecked before you can enter a stop date.</p> <p><i>Note:</i> The Start Date and Stop Date (if entered) <i>must</i> correspond to the beginning and end of a pay period. Mid-pay period dates are only allowed if required by the grant.</p>																								
4.	<p>Click the  button.</p>																								

Note

- This is the *only* instance in which a change should be made to funding by typing over existing information. When any part of the chartstring or Percent is being modified, a new line must be added to the record. See the following sections for more details.

UPDATING THE FUNDING ACCOUNT CODE

When an employee moves to a different temporary type using the Temp Panel's "TRANSFER" or "JOB CHANGE" function, the funding Account Code *must* be updated. This typically occurs when:

- A work-study Student loses or exhausts his/her work-study allotment, and you want to retain the employee as a Temp Student;
- A work-study student who exhausted funding the previous year returns to your department the following fall and needs to be changed *back* to work-study;
- A Temporary Student graduates and you wish to retain the employee as a Temporary Non-Student; or
- Any other change that moves the employee between "types" as outlined on PAGE 7.

Procedure	
1.	Ensure you have first saved the associated JOB CHANGE or TRANSFER using the Temp Panel (<i>see PAGES 16-17</i>).
2.	Navigate to the Temp Funding page and search for your employee; select a Job Record if necessary. WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN JOB INFORMATION-TEMPS > TEMP FUNDING
3.	Locate the current funding line and <i>end</i> it by changing its Stop Date . The Stop Date must be the day <i>before</i> the Eff Date noted in the top of the screen:

Temp Funding

Name: _____ **Empl ID:** _____ **Empl Record:** 0
Eff Date: 10/25/2010 **Action:** REH **Seq #:** 0 **Status:** Active
Job Code: 100029 Temporary Student **Account:** 60120
Comp Rate: 10.000000 **Comp Freq:** H
Std Hrs/Wk: 40.00 **Appointment End Date:** Job Indefinite End

Scroll Area

Find | View All | First 2 of 2 Last


<input type="button" value="Select Funding"/>	*Fund 110	*FN Dept 2125600	Project	Activity	Program	Chartfield 1	*Account 60122
Percent: 100.0000		*Start Date: 09/13/2009	Stop Date:	<input checked="" type="checkbox"/> Indefinite End?			



In this example, we must uncheck **Indefinite End** and add a **Stop Date** of 10/24/2010:



Scroll Area

Find | View All | First 2 of 2 Last

<input type="button" value="Select Funding"/>	*Fund 110	*FN Dept 2125600	Project	Activity	Program	Chartfield 1	*Account 60122
Percent: 100.0000		*Start Date: 09/13/2009	Stop Date: 10/24/2010	<input type="checkbox"/> Indefinite End?			

4. Click the  button to add a *new* line of funding. You will see a blank row; click the “[View All](#)” link in the blue bar to display the old and the new funding together:

Select Funding	*Fund 110	*FN Dept 2125600	Project	Activity	Program	Chartfield 1	*Account 60122	 
	Percent: 100.0000	*Start Date: 09/13/2009	Stop Date: 10/24/2010	<input type="checkbox"/> Indefinite End?				

Select Funding	*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account	 
	Percent:	*Start Date:	Stop Date:	<input type="checkbox"/> Indefinite End?				



5. In the blank line, enter the new chartstring: **Fund**, **FN Dept** are always required; **Project**, **Activity** are required for grant funding; **Program** and **Chartfield 1** may be used in rare cases.
If you are updating only the **Account** code, and the rest of the chartstring is remaining the same, simply enter the other fields exactly as they appear on the previous line.



6. Enter the **Account** code as noted at the top of the Temp Funding screen.

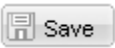
7. Enter the **Percent** of the employee’s pay to charge to this chartstring.
Note: You may split charges to numerous chartstrings by adding additional blank lines; the total of all percentages must sum to 100.

8. Enter a **Start Date** for the new funding; this should be the day *after* the Stop Date on the previous line, and the same as the **Eff Date** in the top left corner of the screen. In this case, it will be 10/25/10.

9. If there is a **Stop Date** for the new funding, enter that; otherwise, click the **Indefinite End** checkbox:

Select Funding	*Fund 110	*FN Dept 2125600	Project	Activity	Program	Chartfield 1	*Account 60122	 
	Percent: 100.0000	*Start Date: 09/13/2009	Stop Date: 10/24/2010	<input type="checkbox"/> Indefinite End?				

Select Funding	*Fund 110	*FN Dept 2125600	Project	Activity	Program	Chartfield 1	*Account 60122	 
	Percent: 100.0000	*Start Date: 10/25/2010	Stop Date:	<input checked="" type="checkbox"/> Indefinite End?				

10. Click the  button.

Notes

- If you are charging to multiple chartstrings, the total percentage of all funding must equal 100. If the total is less than 100, the difference will be charged to the department’s suspense account.
- It is imperative to use the Account code that is noted in the top portion of the Temp Funding page. Each Job Code is associated with a particular payroll Account code and that account must be used for payroll purposes.
- Although you may enter past dates into the funding page, payroll that has already been processed is not automatically corrected. If funding must be corrected for a previous pay check, a Journal Entry must be created (see PAGE 30).

CHANGING THE CHARTSTRING

At any time you may update the chartstring or grant that pays for the temporary employee's paycheck. It is also possible to "split" the employee's pay to be charged in specific proportions to multiple accounts at once.

The example below illustrates a basic example, changing an employee's pay from one chartstring to another. For additional examples of other funding scenarios, refer to the instructions in the separate "Deployed Funding User's Guide" or attend the HRS102 training.

Procedure																																	
1.	Navigate to the Temp Funding page and search for your employee; select a Job Record if necessary. WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN JOB INFORMATION-TEMPS > TEMP FUNDING																																
2.	Locate the current funding line that you wish to end: <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="font-size: small; margin: 0;">Scroll Area Find View All First 2 of 2</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><input type="button" value="Select Funding"/></td> <td style="width: 15%;">*Fund <input type="text" value="110"/></td> <td style="width: 15%;">*FN Dept <input type="text" value="4011100"/></td> <td style="width: 10%;">Project <input type="text"/></td> <td style="width: 10%;">Activity <input type="text"/></td> <td style="width: 10%;">Program <input type="text"/></td> <td style="width: 10%;">Chartfield 1 <input type="text"/></td> <td style="width: 10%;">*Account <input type="text" value="60111"/></td> </tr> <tr> <td colspan="2">Percent: <input type="text" value="100.0000"/></td> <td>*Start Date: <input type="text" value="11/11/2013"/></td> <td colspan="2">Stop Date: <input type="text"/></td> <td colspan="3" style="text-align: right;"><input checked="" type="checkbox"/> Indefinite End?</td> </tr> </table> </div> <p style="font-size: small; margin: 0;">End this line by changing its Stop Date; the Stop Date <i>must</i> be the last day of the current or a future biweekly pay period, unless special grant circumstances require a mid-period funding change.</p> <p style="font-size: small; margin: 0;">In this example, we will uncheck Indefinite End and add a Stop Date of 2/1/2014:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="font-size: small; margin: 0;">Scroll Area Find View All First 2 of 2</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><input type="button" value="Select Funding"/></td> <td style="width: 15%;">*Fund <input type="text" value="110"/></td> <td style="width: 15%;">*FN Dept <input type="text" value="4011100"/></td> <td style="width: 10%;">Project <input type="text"/></td> <td style="width: 10%;">Activity <input type="text"/></td> <td style="width: 10%;">Program <input type="text"/></td> <td style="width: 10%;">Chartfield 1 <input type="text"/></td> <td style="width: 10%;">*Account <input type="text" value="60111"/></td> </tr> <tr> <td colspan="2">Percent: <input type="text" value="100.0000"/></td> <td>*Start Date: <input type="text" value="11/11/2013"/></td> <td colspan="2">Stop Date: <input type="text" value="02/01/2014"/></td> <td colspan="3" style="text-align: right;"><input type="checkbox"/> Indefinite End?</td> </tr> </table> </div>	<input type="button" value="Select Funding"/>	*Fund <input type="text" value="110"/>	*FN Dept <input type="text" value="4011100"/>	Project <input type="text"/>	Activity <input type="text"/>	Program <input type="text"/>	Chartfield 1 <input type="text"/>	*Account <input type="text" value="60111"/>	Percent: <input type="text" value="100.0000"/>		*Start Date: <input type="text" value="11/11/2013"/>	Stop Date: <input type="text"/>		<input checked="" type="checkbox"/> Indefinite End?			<input type="button" value="Select Funding"/>	*Fund <input type="text" value="110"/>	*FN Dept <input type="text" value="4011100"/>	Project <input type="text"/>	Activity <input type="text"/>	Program <input type="text"/>	Chartfield 1 <input type="text"/>	*Account <input type="text" value="60111"/>	Percent: <input type="text" value="100.0000"/>		*Start Date: <input type="text" value="11/11/2013"/>	Stop Date: <input type="text" value="02/01/2014"/>		<input type="checkbox"/> Indefinite End?		
<input type="button" value="Select Funding"/>	*Fund <input type="text" value="110"/>	*FN Dept <input type="text" value="4011100"/>	Project <input type="text"/>	Activity <input type="text"/>	Program <input type="text"/>	Chartfield 1 <input type="text"/>	*Account <input type="text" value="60111"/>																										
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<input type="button" value="Select Funding"/>	*Fund <input type="text" value="110"/>	*FN Dept <input type="text" value="4011100"/>	Project <input type="text"/>	Activity <input type="text"/>	Program <input type="text"/>	Chartfield 1 <input type="text"/>	*Account <input type="text" value="60111"/>																										
Percent: <input type="text" value="100.0000"/>		*Start Date: <input type="text" value="11/11/2013"/>	Stop Date: <input type="text" value="02/01/2014"/>		<input type="checkbox"/> Indefinite End?																												
3.	Click the <input type="button" value="+"/> button to add a new row of funding. <i>(If desired, click the "View All" link in the blue bar to display the old and the new funding together.)</i> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="font-size: small; margin: 0;">Scroll Area Find View All First 3 of 3</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><input type="button" value="Select Funding"/></td> <td style="width: 15%;">*Fund <input type="text"/></td> <td style="width: 15%;">*FN Dept <input type="text"/></td> <td style="width: 10%;">Project <input type="text"/></td> <td style="width: 10%;">Activity <input type="text"/></td> <td style="width: 10%;">Program <input type="text"/></td> <td style="width: 10%;">Chartfield 1 <input type="text"/></td> <td style="width: 10%;">*Account <input type="text"/></td> </tr> <tr> <td colspan="2">Percent: <input type="text"/></td> <td>*Start Date: <input type="text"/></td> <td colspan="2">Stop Date: <input type="text"/></td> <td colspan="3" style="text-align: right;"><input type="checkbox"/> Indefinite End?</td> </tr> </table> </div>	<input type="button" value="Select Funding"/>	*Fund <input type="text"/>	*FN Dept <input type="text"/>	Project <input type="text"/>	Activity <input type="text"/>	Program <input type="text"/>	Chartfield 1 <input type="text"/>	*Account <input type="text"/>	Percent: <input type="text"/>		*Start Date: <input type="text"/>	Stop Date: <input type="text"/>		<input type="checkbox"/> Indefinite End?																		
<input type="button" value="Select Funding"/>	*Fund <input type="text"/>	*FN Dept <input type="text"/>	Project <input type="text"/>	Activity <input type="text"/>	Program <input type="text"/>	Chartfield 1 <input type="text"/>	*Account <input type="text"/>																										
Percent: <input type="text"/>		*Start Date: <input type="text"/>	Stop Date: <input type="text"/>		<input type="checkbox"/> Indefinite End?																												


- In the blank line, enter the new chartstring: **Fund, FN Dept** are always required; **Project, Activity** are required for grant funding; **Program** and **Chartfield 1** may be used in rare cases.

The **Account** code must be the Account associated with this type of temp employee, as listed at the top right of the funding screen.

The screenshot shows the 'Temp Funding' interface. At the top, it displays employee information: Name: Jeffrey TempEmployee#, Empl ID: 2625374, Empl Record: 0. Below this, it shows 'Eff Date: 02/13/2014', 'Action: TER', 'Seq #: 0', and 'Status: Terminated'. A box highlights the 'Account: 60111' field. Other fields include 'Job Code: 100020', 'Temporary Non-Student', 'Comp Rate: 9.500000', 'Comp Freq: H', and 'Appointment End Date:'. A checkbox for 'Job Indefinite End' is checked. Below the employee details is a 'Scroll Area' with a search bar and a table of funding entries. The table has columns for *Fund, *FN Dept, Project, Activity, Program, Chartfield 1, and *Account. The first entry shows *Fund: 110, *FN Dept: 2124500, and *Account: 60111. Below the table are fields for 'Percent', '*Start Date', and 'Stop Date', along with an 'Indefinite End?' checkbox.

- Enter the **Percent** of the employee's pay to charge to this chartstring.
- Enter a **Start Date** for the new funding; this should be the day *after* the Stop Date on the previous line, and the start of a new pay period. In this case, it will be 2/02/2014.
- If there is a **Stop Date** for the new funding, enter that; otherwise, click the **Indefinite End** checkbox:

This screenshot shows the 'Scroll Area' from the previous step. The 'Percent' field is now set to '100.0000'. The '*Start Date' field is set to '02/02/2014'. The 'Indefinite End?' checkbox is now checked. The other fields in the table remain the same as in the previous screenshot.

- If this chartstring is set for less than 100%, repeat STEPS 3-7 until you've added enough lines to cover 100% of the employee's pay.
- Click the  **Save** button.

JOURNALS: CORRECTING PAST PAYROLL CHARGES

When an employee's paycheck is charged to the incorrect department or grant account, a Journal Entry must be created to transfer the charge back to the correct account. A journal entry can be used to:

- Transfer all or a portion of an employee's pay that has already been charged to the wrong chartstring,
- Clear your department's suspense account if the employee's payroll was charged to suspense,
- Correct charges that were incorrectly charged to (or not charged to) the work-study account code, or
- Correct the chartstring to which the check for a Special Pay request was charged.

Journal Entries may be entered online only for charges that have occurred in the last 90 days; anything over 90 days old must be processed using the paper journal process. For more detailed information about payroll journals, including the paper journal process, refer to the instructions in the separate "Deployed Funding User's Guide" or attend the HRS102 training.

Processing a Temp Journal Entry

Procedure

A. Review the employee's paycheck to determine the dollar amount that was incorrectly charged to the wrong chartstring, and the dates (pay periods) during which that amount was charged.

1. Navigate to the Paycheck page and search for the employee using the EmplID number:
 PAYROLL FOR NORTH AMERICA > PAYROLL PROCESSING USA > VIEW PAYCHECK INFORMATION > PAYCHECK

2. Open each paycheck that needs to be corrected. For each check, make note of:

- The **Begin Date** and **End Date** in the "Earnings" box on the first tab
- The entire **Chartstring** and **Amount** noted on the last tab (PAYCHECK DISTRIBUTION) for each charge that needs to be corrected.

3. If there are multiple checks from the past 90 days that need to be corrected, combine the information as necessary. In this example, we will correct charges from two consecutive paychecks:

Begin Date	End Date	Chartstring Charged Incorrectly	Amount Charged
10/13/2013	10/26/2013	110-2002300-60120	75.00
10/27/2013	11/09/2013	110-2002300-60120	134.50
Total			
10/13/2013	11/09/2013	110-2002300-60120	209.50

B. Enter the correct chartstring on the Temp Funding page to ensure so future paychecks are charged correctly.

4. Navigate to the Temp Funding page and search for your employee; select a Job Record if necessary.
 WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN JOB INFORMATION-TEMPS > TEMP FUNDING

5. Follow the procedure in the previous section, **CHANGING THE CHARTSTRING**, to fix the chartstring for future dates. This will ensure that all subsequent paychecks are charged to the correct account.

C. Enter a Payroll Journal to correct the old checks that were already charged to the wrong account.

6. Navigate to the Temp Funding page and search for your employee; select a Job Record if necessary.
 WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN JOB INFORMATION-TEMPS > ENTER JOURNALS - TEMP

7. If the page is not blank, click the button.

8. In the empty Journal Entry screen, enter the combined **From Date** and **Thru Date** for any consecutive paychecks that need to be corrected. In this example...

Begin Date	End Date	Chartstring Charged Incorrectly	Amount Charged
10/13/2013	10/26/2013	110-2002300-60120	75.00
10/27/2013	11/09/2013	110-2002300-60120	134.50
Total			
10/13/2013	11/09/2013	110-2002300-60120	209.50

...the date range for both checks is combined:

The screenshot shows the 'Journal Entry' form with the following fields filled:

- *From Date: 10/13/2013
- *Thru Date: 11/09/2013
- Journal Description: (empty)
- General Ledger Tran Type: JNLJrnl Entry

 Below the form is a table for funding lines with columns: *Fund, *FN Dept, Project, Activity, Program, Chartfield 1, *Account, and GL Amount. The first row has *Fund: 110 and *Account: 60120.

9. Enter a **Journal Description**: include a brief explanation, your initials, and your 5-digit phone extension, such as: "CORRECT FUNDING - CMT 77112".

10. In the blank funding line, enter the chartstring that was **incorrectly** charged and needs to be credited; this is the chartstring that appeared on the original paycheck(s):

The screenshot shows the 'Journal Entry' form with the following fields filled:

- *From Date: 10/13/2013
- *Thru Date: 11/09/2013
- Journal Description: CORRECT FUNDING - CMT 77112
- General Ledger Tran Type: JNLJrnl Entry

 The funding line table now has:

- *Fund: 110
- *FN Dept: 2002300
- *Account: 60120
- GL Amount: (empty)

11. For the **GL Amount**, enter the total dollar amount that was originally charged. *This must be a negative number:*

The screenshot shows the funding line table with:

- GL Amount: -209.50

12. Click the **+** button next to the funding line to add a second row. In this row, enter the chartstring that **should have been** charged. *The GL Amount for this row must be a positive number.*

The screenshot shows the 'Journal Entry' form with two funding lines:

- Line 1: *Fund: 110, *FN Dept: 2002300, *Account: 60120, GL Amount: -209.50
- Line 2: *Fund: 110, *FN Dept: 2125600, *Account: 60120, GL Amount: 209.50

13. Repeat STEPS 11-12 if you need to add additional lines to credit or debit. You may add as many lines as necessary to include any accounts that *were* charged, and the new accounts that *should be* charged. The total amount for all lines must balance to zero.

14. Click the **Save** button.

Notes

- After the journal is saved, it will run on the next BIR General Ledger run. Unlike Deployment for regular positions, temporary journals cannot be denied; if there is an error in the data you entered, it may be corrected by simply editing and re-saving the journal.
- There is no way to completely delete a journal; if the entire journal was entered in error, you must reverse it by creating a second Journal Entry.

Section 4: **Additional Functions and Resources**

ERISA HOURS TRACKING

The Employee Retirement Income Security Act (ERISA) is a federal law which mandates that temporary employees may not work more than 1,000 hours in a 12-month period. If an employee reaches the limit, he/she must either stop working or be transferred into a benefits-eligible staff position.

The ERISA Hours page in FASIS allows administrators to track a temp employee's total hours worked across all jobs to easily monitor progression toward the 1,000-hour limit.

Navigation

WORKFORCE ADMINISTRATION > JOB INFORMATION > ERISA HOURS

Details

The ERISA hours page includes details for each pay period in the last 12 months that the employee received a paycheck:

Nw Erisa Hours					
C [redacted]					Person ID: 23 [redacted]
Temporary ERISA-eligible Hours Worked in last 12 months					
Regular Hours					
Begin	End	JobCode	Department	Hours	
04/18/2010	05/01/2010	100020	186101	40.00	
05/02/2010	05/15/2010	100020	186101	40.00	
05/16/2010	05/29/2010	100020	186101	45.00	
05/30/2010	06/12/2010	100020	186101	44.00	
06/13/2010	06/26/2010	100020	186101	63.00	
06/27/2010	07/10/2010	100020	186101	35.00	
Additional Hours					
Total Regular:		931.00	Total Additional:		
Grand Total:			931.00		

BEGIN/END	The first and last day of the biweekly pay period for which hours were accrued.
JOB CODE	The temporary employee Job Code associated with the position.
DEPARTMENT	The 6-digit HR Department ID number for which the hours were worked. <i>Note: Hours for all departments in which the employee has worked in the last 12 months contribute toward the 1,000 hour limit.</i>
HOURS	The total hours worked in that position for that pay period.
ADDITIONAL HOURS	Any non-regular pay the employee received that was not part of a specific temporary job.
GRAND TOTAL	The total number of hours the employee has worked in the last 12 months that are ERISA-eligible.

Notes

- The NU Temp Staffing Center regularly monitors all temporary employee hours and will notify the employee's manager after the temp passes 700 hours worked.
- Even though work-study students and temporary students are ERISA eligible, their hours will not display in this page.
- ERISA hours are calculated on a rolling 12-month period to include all paid hours from the employee's most recent paycheck and 12 months prior.

ASSIGNING BACKUP TIME CARD APPROVERS FOR KRONOS

The "Time Card Approver" as set in the Temp Panel (see PAGE 20) is the primary approver for a temporary employee's hours in Kronos. Additionally, up to two backup approvers may be assigned to provide backup assistance to the primary approver. Backup Approvers have full access to view, edit, and approve timecards in Kronos for the primary approver's employees.

Procedure																										
1.	Navigate to: WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN KRONOS DATA > KRONOS BACKUP SUPERVISORS																									
2.	Search for a 6-digit HR Department ID number: <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Kronos Backup Supervisor Enter any information you have and click Search. Leave fields blank for a list of all values. <div style="background-color: #f0f0f0; padding: 2px; margin: 5px 0;">Find an Existing Value</div> Maximum number of rows to return (up to 300): <input style="width: 50px;" type="text" value="300"/> Search by: Department <input style="width: 100px;" type="text" value="begins with 190098"/> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Search Advanced Search </div> </div>																									
3.	If there are multiple time card approvers within that department, you will be asked to choose the supervisor for whom you want to assign a backup: <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Search Results <div style="display: flex; justify-content: space-between; font-size: small;"> View All First <input type="button" value="◀"/> 1-4 of 4 <input type="button" value="▶"/> Last </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #f0f0f0;"> <th>Department</th> <th>Department</th> <th>Reports To</th> <th>Position Number</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>190098</td> <td>Norris Univ Ctr CSI</td> <td>00002914</td> <td></td> <td>T</td> </tr> <tr> <td>190098</td> <td>Norris Univ Ctr CSI</td> <td>00004315</td> <td></td> <td>J</td> </tr> <tr> <td>190098</td> <td>Norris Univ Ctr CSI</td> <td>00009026</td> <td></td> <td>N</td> </tr> <tr> <td>190098</td> <td>Norris Univ Ctr CSI</td> <td>00012123</td> <td></td> <td>J</td> </tr> </tbody> </table> </div>	Department	Department	Reports To	Position Number	Name	190098	Norris Univ Ctr CSI	00002914		T	190098	Norris Univ Ctr CSI	00004315		J	190098	Norris Univ Ctr CSI	00009026		N	190098	Norris Univ Ctr CSI	00012123		J
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190098	Norris Univ Ctr CSI	00009026		N																						
190098	Norris Univ Ctr CSI	00012123		J																						
4.	Enter the 8-digit Position Number for the employee(s) you wish to assign as backup approvers. If you are replacing old backups, simply type the new Position Number over the old one. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;">Nw Etes Backup</div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> Department: 190098 Norris Univ Ctr CSI Position: 00002914 </div> <div style="margin-bottom: 5px;">Supervisor: <input style="width: 100px;" type="text"/></div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px; font-size: x-small;">Find View All First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last</div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px; font-weight: bold; font-size: x-small;">Backup Supervisor I</div> <div style="margin-bottom: 5px;"> Position: <input style="width: 80px;" type="text" value="00004315"/> <input style="width: 20px;" type="button" value="🔍"/> Ast Dir Center Stu Involvement Empl ID: <input style="width: 100px;" type="text"/> </div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px; font-weight: bold; font-size: x-small;">Backup Supervisor II</div> <div style="margin-bottom: 5px;"> Position: <input style="width: 80px;" type="text" value="00005982"/> <input style="width: 20px;" type="button" value="🔍"/> Administrative Assistant 3 Empl ID: <input style="width: 100px;" type="text"/> </div> </div>																									
5.	Click the Save button.																									

Important Notes

- Backup approvers will be able to see the employees' records in Kronos the day after changes are entered in myHR.
- Backups will have access to *all* temporary, biweekly, and monthly timecards that the primary approver has access to in the listed department.

NOTES AND FAQs

Retroactive and Future Changes

You cannot make retroactive or future changes in the Temp Panel. To make **retroactive changes**, send an email to the Payroll Office on your campus with the details of the retroactive change (new job code, compensation, etc.), the effective date, and the employee's name and ID. For **future changes**, simply wait until that pay period to enter the change. If you're simply submitting **back pay** (same job and compensation), use the Historical Pay function in Kronos.

Temp Employee Terminations

There is no confirmation email or workflow tied to the termination of temps. When you save a termination in the Temp Panel, the job is immediately terminated and the employee is locked out of Self Service (if no other active job exists); they will be terminated in Kronos the next morning. To rehire a temp, you must fax a Personal Data Form to Payroll.

Temp Employee NetIDs

Temps retain the same NetID when they are rehired, but receive a new password. The NetID activation information will be sent to the person listed as the NetID Coordinator for the 6-digit department number in FASIS. The NetID Coordinator can be changed on the FASIS NetID Coordinator page (refer to the FASIS Lookup Training Guide for details).

Processing Work-Study Increases

You will be notified via the FASIS listserv when the temp panel will be available for entering quarterly and year-end raises. All work-study increases can be entered using the "Salary Adjustment" on the Temp Panel, assuming there is no change to the Job Code, or Department.

WORK-STUDY JOB CODES

The following Job Codes and titles may be assigned to any work-study student employee using the procedures outlined in this guide. Some titles are relevant only for a specific department or job (e.g. Beach Lifeguard), while numerous generic titles exist for use by any school or division (e.g. Administrative Aide, Clerical Aide, Computer Aide). Please exercise appropriate judgment to assign a title that accurately reflects the student's job. Note that this list is exhaustive; new titles cannot be created.

These titles may not be used for non-work-study temps. For more information, please see PAGE 7.

102719	Accounting Asst WS	101643	Customer Service Rep 1 WS	100532	Office Service Aide 3 WS
100100	Administrative Aide WS	100147	Customer Service Rep 2 WS	100160	Orchestra Aide 1 WS
102723	Aerobics Instructor WS	100932	Data Entry Opr 2 WS	101637	Patten Front Desk WS
100345	Art Studio Aide WS	101462	Distributed Systems Asst 1 WS	101639	Patten Supv WS
100179	Athletic Equipment Aide 1 WS	100275	Events Manager Aide WS	102722	Personal Trainer WS
101618	Athletic Equipment Aide 2 WS	102718	Facilities Assistant WS	100036	Piano Accompanist Aide WS
100116	Audio-Visual Aide 1 WS	101621	Grader Aide WS	100915	Pool Lifeguard WS
100090	Audio-Visual Aide 2 WS	100362	Guard Aide 1 WS	102716	Private Lessons WS
102515	Audio-Visual Aide 3 WS	101367	Guard Aide 2 WS	102714	Pro Shop WS
102516	Audio-Visual Aide 4 WS	100414	Guard Aide 3 WS	100155	Public Relations Aide 1 WS
100339	Band Aide 1 WS	102730	Intramurals WS	100024	Public Relations Aide 2 WS
100037	Band Aide 2 WS	100102	Journalism Assistant WS	100392	Recreation Facility Aide 3 WS
100462	Band Aide 3 WS	100232	Kids Play WS	100060	Research Aide 1 WS
102712	Beach Lifeguard WS	101376	Lab Assistant 1 WS	100199	Research Aide 2 WS
102728	Blomquist Front Desk WS	100556	Lab Assistant 2 WS	100074	Research Aide 3 WS
104075	Blomquist Supv WS	100097	Laboratory Aide 1 WS	100174	Research Aide 4 WS
100437	Box Office Aide WS	100254	Laboratory Aide 2 WS	100258	Resid Hall Security Aide 2 WS
102317	Building Supervisor WS	100075	Laboratory Aide 3 WS	100032	Residence Hall Security AideWS
100130	Clerical Aide 1 WS	100428	Laboratory Aide 4 WS	102724	Sailing Center WS
100175	Clerical Aide 2 WS	100669	Laboratory Aide 5 WS	102717	Semi-Private Lessons WS
100053	Clerical Aide 3 WS	100222	Language Lab Aide 1 WS	102316	SPAC/Patten Aide 6 WS
100035	Clerical Aide 4 WS	101034	Language Lab Aide 2 WS	102318	SPAC/Patten Aide 8 WS
100240	Clerical Aide 5 WS	100185	Language Lab Aide 3 WS	102889	Student Escort WS
100299	Clerk 2 WS	101623	Language Lab Aide 4 WS	100306	Student Services Aide WS
100833	Clerk Typist 2 WS	102715	Learn to Swim WS	101645	Teacher's Aide WS
100107	Community Service Aide WS	100047	Library Aide 2 WS	100920	Teaching Center Aide 1 WS
105057	Comp Cons Aide Premium WS	100112	Library Aide 3 WS	100481	Teaching Center Aide 2 WS
105058	Comp Cons Aide Rounds WS	100031	Library Aide 4 WS	101223	Teaching Center Aide 3 WS
100059	Composition Aide 1 WS	100342	Library Aide 5 WS	100500	Team Manager Aide 1 WS
100561	Composition Aide 2 WS	100132	Library Aide 6 WS	100426	Team Manager Aide 2 WS
100489	Composition Aide 3 WS	100129	Media Aide WS	102713	Tennis Reservations WS
100253	Computer Aide 1 WS	100263	Membership Office WS	100081	Theatre Aide WS
101484	Computer Aide 2 WS	102729	Miscellaneous Blomquist WS	100737	Trainer Aide WS
100406	Computer Aide 3 WS	102727	Miscellaneous Patten WS	100117	Tutor Aide WS
100136	Computer Consulting Aide 1 WS	102725	Miscellaneous SPAC 1 WS	105049	Weekday Dispatcher Aide WS
100170	Computer Consulting Aide 2 WS	102726	Miscellaneous SPAC 2 WS	105050	Weekday Driver Aide WS
100271	Computer Consulting Aide 3 WS	101421	NUC Aide 1 WS	105052	Weekend Dispatcher Aide WS
101620	Computer Programmer Aide 1 WS	100156	NUC Aide 3 WS	105051	Weekend Driver Aide WS
100043	Computer Programmer Aide 2 WS	100044	NUC Aide 4 WS	102731	Wildcat Camps WS
100436	Computer Programmer Aide 3 WS	100308	NUC Aide 5 WS		
100251	Computer Repair Aide WS	100411	NUC Aide 6 WS		
102720	Computing Assistant WS	100052	NUC Aide 7 WS		
102721	Conditioning Room WS	100864	Nurses Aide WS		
100991	Counseling Aide WS	100122	Office Service Aide 1 WS		