

REVISED PROCEDURE: Over 90 Day Memo Preparer and PI/Supervisor Approvals for Salary Cost Transfer Journals submitted in myHR

In response to COVID-19, to protect the health and safety of faculty & staff involved in preparing, reviewing, and entering cost transfer journals in myHR, the email approval procedure described below may be substituted for PI/Supervisor physical signatures on over 90 day memos, for cost transfer journals submitted in myHR. **Preparer signature on the memo is no longer required**, since the department submitter's NetID/name is recorded upon journal submission to myHR. To submit a journal in myHR, an employee must have myHR access (per approved [HR Systems General Access Form](#)) and an active NetID with WebSSO login, so the electronic submission record constitutes an auditable department level approval in lieu of signature.

This revised procedure is consistent with [CDC recommendations](#) for social distancing, and supports business continuity during the outbreak, when many Northwestern personnel are working remotely and may not have access to printing/scanning equipment.

Effective March 16, 2020, PI/Supervisor approvals obtained via traditional scanned "wet" signature, secure electronic signature (such as Adobe digital signature), or the email approval procedure described below are all acceptable, but preparers/signers are advised to adhere to [CDC recommendations](#) and [Northwestern guidelines](#) as applicable.

PI/Supervisor Over 90 Day Memo Email Approval Procedure

Prior to submitting a cost transfer journal to myHR workflow, the department may obtain PI/Supervisor email approval of the 90 day memo (in lieu of signature), using the procedure/template described below.

1. Department saves the final 90 day memo according to the following file naming convention: "Last Name, First Name (emplID)_From Date_To Date".
 - Example file name: "Hernandez, Marcia (1234567)_09-01-17_11-30-17"
2. Department emails the file to the PI's (sponsored) or supervisor's (non-sponsored only) official Northwestern or NMG email address for approval, using the email template below. When the PI/Supervisor applies affirmatively, Department should combine the memo and full email chain (request + PI approval) into a single PDF, then upload to the cost transfer journal submission in myHR prior to submission.
 - Subject: Your PI/Supervisor Approval Needed for [File Name]
 - Attachment: [File Name]
 - Body: "Dear PI/Supervisor – please review the over 90 day memo attached for the [File Name] proposed cost transfer journal. If you approve, please reply to this email with confirmation, which will be saved as documentation of your approval, in lieu of physical signature on the memo."

Approval Date for Original Version: 03/16/20