Announcement: HR Operations and Payroll processes are changing

Dear Colleagues,

To provide you with a consistently high level of personal service, HR Operations and Payroll is implementing changes to our processes. We designed these changes to increase timeliness, to more consistently utilize myHR self-service, and to make it easier for you to complete your payrolls and related tasks.

Please share this information within your areas.

Already in effect:

More staff resources on the Chicago campus
To better serve our clients on the Chicago campus, a Payroll Analyst has joined the Chicago Operations and Payroll team on the eighth floor of Abbott Hall. In addition, the HR Operations Lead will be present in the Chicago office a minimum of four days per month.

Payroll Calendar - The Temp panel remains open one additional day
The Temp Panel remains open one extra day, providing you extra time to enter necessary changes. You may continue to work on the Temp Panel until Thursday at 5 p.m. (exceptions apply for pay periods with early cutoffs).

Vacation payouts made after one pay cycle
Effective immediately, departments will have one pay cycle to review and approve terminated staff’s leave accrual balances in Kronos. If the Kronos record is not approved by the former employee’s supervisor or the department’s designated timecard approver within one pay cycle, the employees’ unused Kronos leave balances will be paid.

Mailbox at 720 University Place is closed
Due to low usage, the basement door mailbox at 720 University Place is closed. Operations and Payroll are available to accept mail on the second floor of 720 University between 8 a.m. and 5 p.m. every weekday.

Reminder – Employees or their managers enter DCFS (Mandated Reporter) attestations directly in myHR
All University personnel, including students, are required to report suspected cases of child abuse and neglect to the Illinois Department of Children and Family Services. As has been the process since the policy began, personnel acknowledge this status via an online or paper form. If completed on paper, the employee’s manager attests in myHR for the employee and then retains the paper in their records.

Further information is available on the Northwestern website. Please search for “mandated reporter” at https://www.northwestern.edu.

Changes effective JULY 1, 2018:

Employees enter Direct Deposit information directly in myHR
Reminder – To protect sensitive personal information all employees, including new hires, should directly enter their Direct Deposit information into myHR self-service online: https://myhr.northwestern.edu.
Starting July 1, to ensure accuracy of the paper forms that are submitted for processing, all forms will require an attached voided check or bank-generated printout containing routing and account information.

- Further information is available on the Northwestern website. Please search for “direct deposit” at https://www.northwestern.edu.

Special Pay

- **A completed personal data form and I-9 are required for Special Pay processing**
  The following changes will significantly shorten Special Pay processing times. Special Pay requests for new employees must be accompanied by a completed and signed Personal Data Form. Also, all employees receiving a Special Pay must have a complete and current I-9 on file in Human Resources. Any Special Pays missing these requirements will not be processed.

- **Special Pay will be processed on Bi-Weekly payrolls**
  Special Pay forms will be processed only on Bi-Weekly payrolls (not on Adjustment or Monthly payrolls). This change will allow our team faster turnaround on other requests.

Temporary worker records should be terminated at end of assignment

Procedures related to new county and city sick leave ordinances are being implemented for non-benefits eligible staff. For accurate maintenance of their staff’s sick time accrual, departments should terminate temporary employee records in the Temp Panel in myHR immediately upon an assignment’s end.

HR Operations will additionally assist each month by automatically terminating any records not paid for 60 days or more, except for those schools and units with whom a prior termination arrangement exists.

Manual check fee increasing to $100 per check

The manual check fee of $45 will increase to $100. This fee, which has not increased in many years, supports the significant administrative resources required to provide this service to the Northwestern community.

Imputed Income reviewed monthly

The Payroll Office will review imputed income payments on a monthly basis. As such, departments should report all payments the University makes on an employee’s behalf (e.g., moving expenses, event tickets, department-sponsored tuition) to the Payroll Office as the payments occur. This improved reporting frequency will ensure the payments are taxed in accordance with the new Federal tax guidelines.

**Changes effective SEPTEMBER 1, 2018:**

Credit Union deductions must be processed via Direct Deposit

All Credit Union deductions must be set up via Direct Deposit in myHR. This change to Direct Deposit will allow employees to directly manage their banking information in myHR. HR Operations will contact impacted employees in the near future.

We hope that these improvements further strengthen the service we provide to you. Please reach out to us if we can answer any questions or be of assistance.

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