Northwestern | myHR

myHR Administration

Managing Temporary Employees

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Revised February 2019

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 HRS102 training classes, and 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 (myHR Production); entries are not allowed in myHR Reporting.

Questions

For technical assistance contact:

myHR Help
Phone: 847-467-4800
Email: myHRhelp@northwestern.edu
Hours: Monday - Friday, 8:30am-5:00pm
Website: https://www.northwestern.edu/hr/essentials/hr-systems/myhr/administration/index.html

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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: payroll-time@northwestern.edu
Hours: Monday - Friday, 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 has 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 will usually 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 processed on the same pay schedule as regular biweekly-paid employees. For more information about time entry, please visit: https://www.northwestern.edu/hr/essentials/hr-systems/kronos/index.html.

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.	**Check for Previous Northwestern Relationships** Use the **Northwestern Job Summary** page in myHR to look up the individual by ID number or name (**Path**: Workforce Administration > Job Information > Review Job Information > Northwestern Job Summary). If the individual *does* exist, you must use their existing ID number (student or employee) when completing the Personal Data Form (Step 6).
2.	**Ensure an Electronic I-9 is Completed** An Electronic I-9 must be completed by every new employee within the first 3 days of hire; to ensure compliance, it is *highly recommended* that the I-9 be fully complete before the employee begins work. *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 *not* need to be completed. ● Electronic I-9 Login: https://northwestern.i9servicecenter.com/ ● Information About Electronic I-9: http://www.northwestern.edu/hr/payroll/e-verify/index.html

3. Obtain Tax Information for Employee

US citizens and residents 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 shorty after:

- 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

Nonresident US Aliens 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 *before* the employee begins working.

- FNIS Details: http://www.northwestern.edu/hr/foreign-nationals/paying-non-resident-student-employees/

4. Ensure Direct Deposit is set up

To protect sensitive personal information, all employees should directly enter their Direct Deposit information in myHR. Once logged in, employees will select the **Pay** tile and the **Direct Deposit** option.

To ensure the employee's first paycheck is processed on time, Direct Deposit must be set up at least seven days before their first pay date to allow for processing time.

If an employee is unable to complete their Direct Deposit online, they may submit a paper Direct Deposit form. The Direct Deposit form may be sent to Payroll along with the Personal Data Form (Step 6).

- Direct Deposit Form: https://www.northwestern.edu/hr/documents/forms/directdeposit.pdf

5. Contact the Temp Staffing Center to Obtain Background Check and DCFS Acknowledgement *(not required for full-time students)*

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:

- DCFS Form: https://www2.illinois.gov/dcfs/aboutus/notices/documents/cants22.pdf

6. Complete the Personal Data Form

If the individual has worked anywhere at Northwestern in the last 6 months:

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 *not* required for temp hires).

Otherwise:

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 *not* required for temp hires).

- Personal Data Form: https://www.northwestern.edu/hr/documents/forms/personaldataform.pdf

7. Complete the Work-Study Authorization Form *(work-study students only)*

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.

If the Authorization Form is not approved and submitted, 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.

- 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.

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 is also 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)

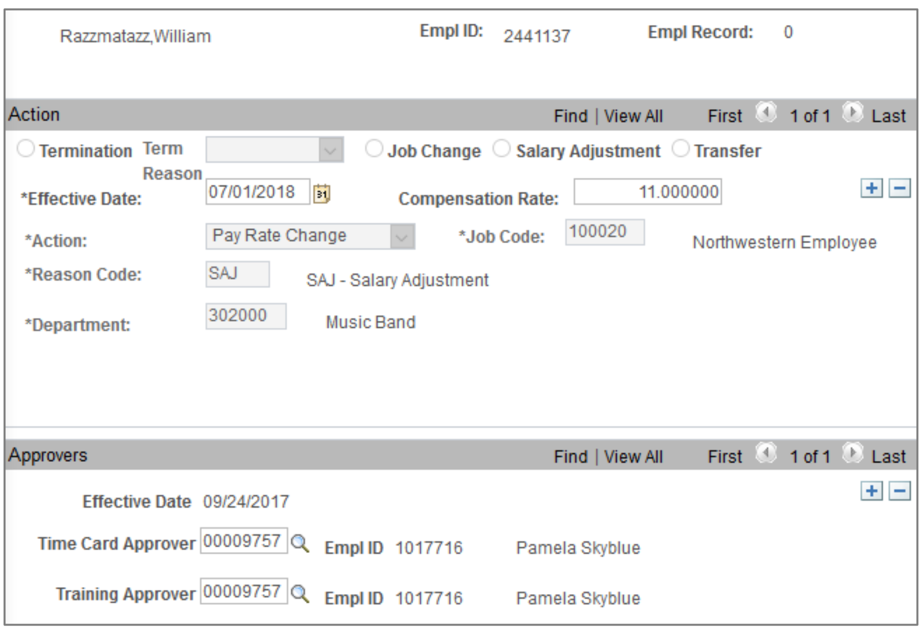
Navigation

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

Path: WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > 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:



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

Submitting Changes: If you have the proper authorization to submit updates, buttons will appear in the top right corner of each box.

TEMP PANEL ENTRY RULES

Rules for Using the Temp Panel

Data Entries:

- All entries must be performed in the main myHR database.
- 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 (if applicable) 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 payroll-time@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.

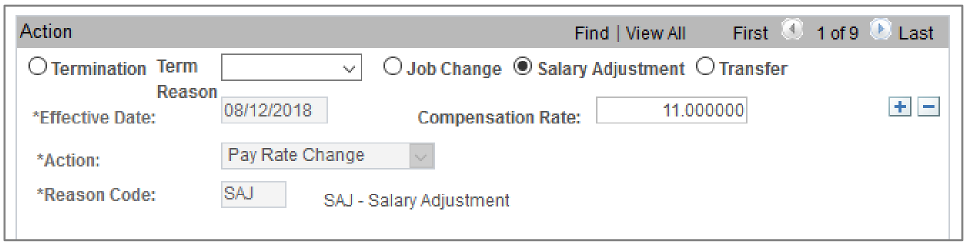
Notes:

- 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 *(see Page 10)* and search for your employee; select a Job Record if necessary. **Path:** Workforce Administration > Job Information > Temporary Assignments > Temp Panel
2.	In the top section of the Temp Panel, click the + button.
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 Save button.

Notes

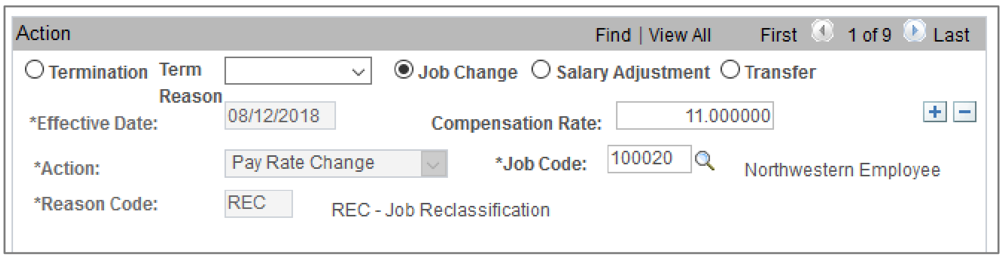
- **Salary changes take effect only at the beginning of a pay period.** The new Compensation Rate is automatically back-dated to the beginning of the current period; any hours the employee has already logged for the period will be paid at the new rate. *It is not possible to future-date compensation 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 must still 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 14).*

	Procedure
1.	Navigate to the Temp Panel *(see PAGE 10)* and search for your employee; select a Job Record if necessary. **Path:** WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > TEMP PANEL
2.	In the top section of the Temp Panel, click the + button.
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 5 and 32.)*
6.	Click the Save button.
7.	You may receive a warning stating: *"The Current Job row values for Compensation Frequency, Standard Hours and Work Period are defaulted from Salary Plan Table. ..."* This warning has no impact on the employee; click OK to proceed.
8.	You may receive another warning: *"Warning -- You have changed the job code and/or department. Please don't forget to review the funding for this employee."* → **If you entered a change *between* employee types** (Temporary Student, Temporary Non-Student, and NU Temp Center Employee), you must update the funding immediately *(see PAGE 22)*. If the employee was and remains a Work-Study employee, funding does not need to be updated. Click OK to continue and save the Job Change.

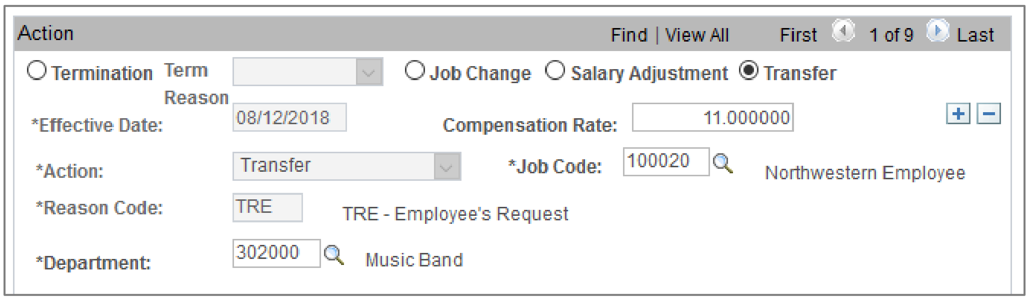
Note

- A Job Change should always be entered at least one day prior to the employee working the 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* two-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 *(see PAGE 10)* and search for your employee; select a Job Record if necessary. **Path:** WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > TEMP PANEL
2.	In the top section of the Temp Panel, click the + button.
3.	Click the **Transfer** option: 
4.	*(Optional)* If **Compensation Rate** is changing, enter the new hourly rate.
5.	Enter the **Job Code** associated with the new temporary job title. *(See PAGES 5 and 32.)*
6.	Enter the new HR **Department** number; it must have the same first four digits but *different* last two digits. *Note:* Remember, all Work-Study students must have a department number ending in 98. Non-work-study employees must *not* have a 98 department.
7.	Click the Save button.
8.	You will receive a funding warning: *"Warning -- You have changed the job code and/or department. Please don't forget to review the funding for this employee."* → **If you entered a change between employee types** (Work-Study Student, Temporary Student, Temporary Non-Student, and NU Temp Center Employee), you must update the funding account code immediately *(see PAGE 22)*. Click OK 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.

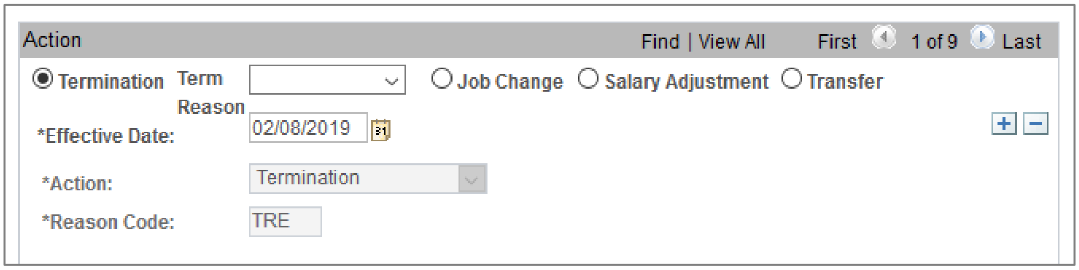
Procedure

1. Navigate to the Temp Panel *(see PAGE 10)* and search for your employee; select a Job Record if necessary.

   Path: WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > TEMP PANEL

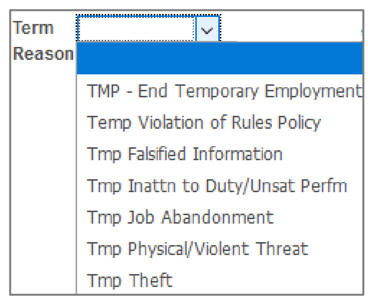
2. In the top section of the Temp Panel, click the + button.

3. Click the **Termination** option. The screen will update to show the termination fields:



4. Using the drop-down menu, choose the **Term Reason**.

   Note: 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. *(See PAGE 16 for more information.)*



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.

   Example: If an employee last logged hours on 2/1/2019, the Effective Date would be 2/<u>2</u>/2014. This may be a weekend or holiday; unlike the other Temp Panel actions, terminations may take effect mid-pay period.

6. Click the Save button.

7. You will receive either one or two warning messages regarding the termination. Click OK.

Notes

After the termination is entered, <u>regardless of the Effective Date</u>, 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

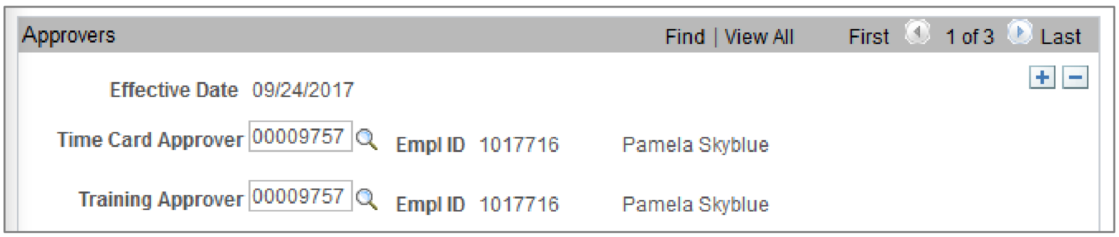
The following reasons apply to all temporary job terminations; the appropriate reason must be selected in STEP 4 above. **Note that the reason selected will remain on the employee's permanent record with Northwestern.**

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 – *any of these options makes the individual ineligible for rehire at Northwestern*	
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 *(see Page 10)* and search for the employee; select a Job Record if necessary. **Path:** Workforce Administration > Job Information > Temporary Assignments > Temp Panel
3.	In the <u>bottom</u> "Approvers" section of the Temp Panel, click the + button.
4.	In the **Time Card Approver** box, enter the 8-digit Position Number of the primary Kronos Time Card approver: 
5.	Press the Tab key or click out of the field with your mouse. The Empl ID and Name associated with that approver will update.
6.	*(optional)* If necessary, repeat Steps 4-5 to update the **Training Approver**.
7.	Click Save.

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" *(see Page 30).*
- 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

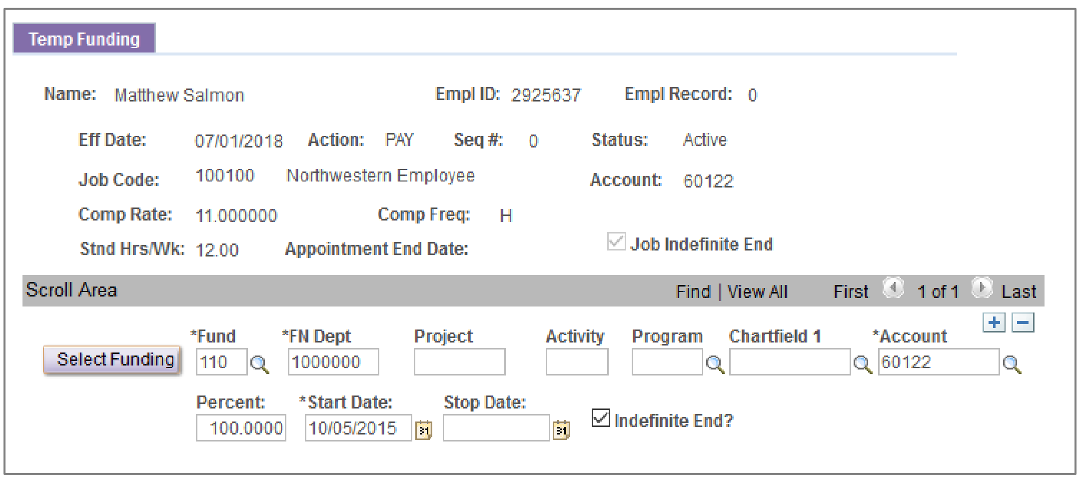
Admin Access: Log into myHR at https://www.northwestern.edu/myhr/index.html, select the Compass icon, and choose Classic Home.

Path: WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > 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:



Historical Data: Only one line is displayed by default. To view all funding lines, including history, click the View All link or use the arrow 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 5)*.

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.

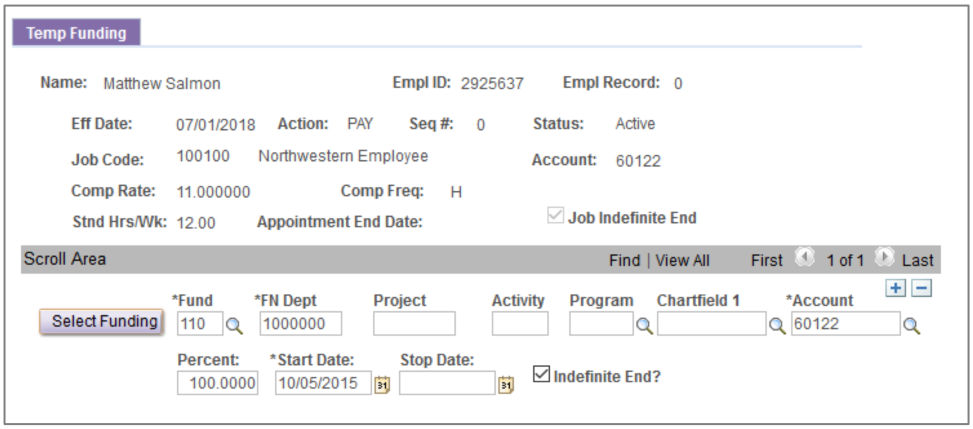
This procedure applies when you are extending the funding *only*, and no other changes are being made to the chartstring.

Procedure

1. Navigate to the Temp Funding page and search for your employee; select a Job Record if necessary.

Path: Workforce Administration > Job Information > Temporary Assignments > Temp Funding

2. 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 arrow icon if necessary.



3. 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.

Note: The Start Date and Stop Date (if entered) *must* correspond to the beginning and end of a pay period. Mid-pay period dates are only allowed if required by the grant.

4. Click the Save button.

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 5*.

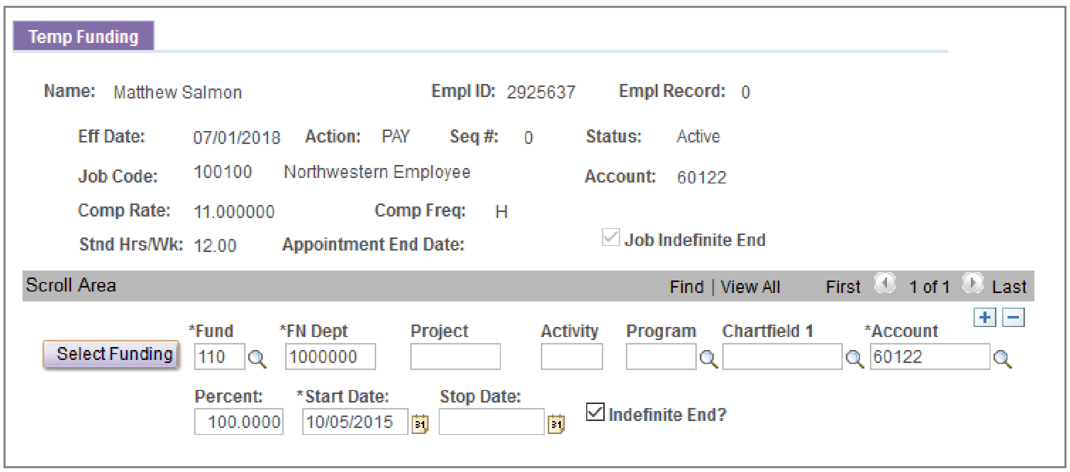
Procedure

1. Ensure you have first saved the associated JOB CHANGE or TRANSFER using the Temp Panel *(see PAGES 13-14).*

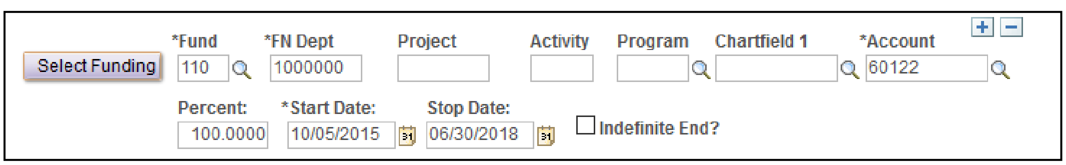
2. Navigate to the Temp Funding page and search for your employee; select a Job Record if necessary.

Path: WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > TEMP FUNDING

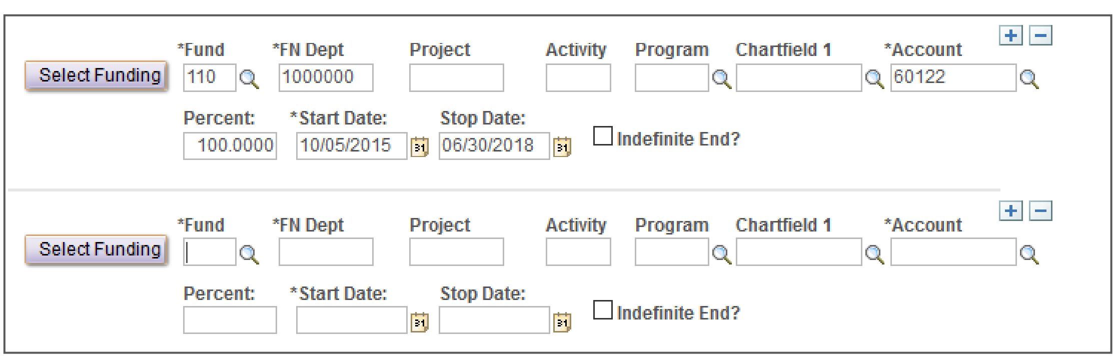
3. Locate the current funding line and *end* it by changing its **Stop Date.** The Stop Date must be the day *before* the **Eff Date** noted in the top of the screen:



In this example, we must uncheck **Indefinite End** and add a **Stop Date** of 6/30/2018:



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:



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, 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.
9.	If there is a **Stop Date** for the new funding, enter that; otherwise, click the **Indefinite End** checkbox.
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 26)*.

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.

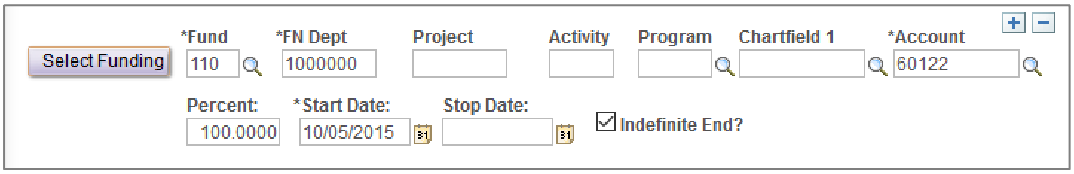
The example below illustrates a basic example, changing an employee's pay from one chartstring to another. For additional examples of other funding scenarios, refer to the instructions in the separate "Deployed Funding User's Guide" or attend the HRS102 training.

Procedure

1. Navigate to the Temp Funding page and search for your employee; select a Job Record if necessary.

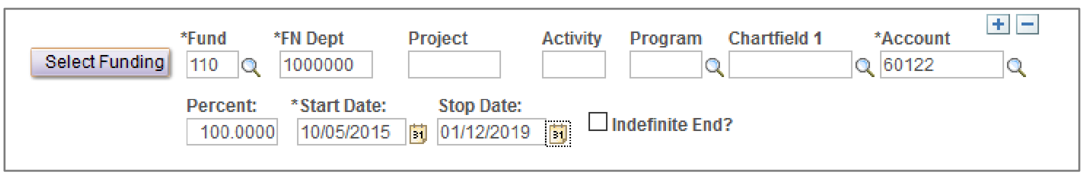
Path: WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > TEMP FUNDING

2. Locate the current funding line that you wish to end:



End this line by changing its **Stop Date**; the Stop Date *must* be the last day of the current or a future biweekly pay period, unless special grant circumstances require a mid-period funding change.

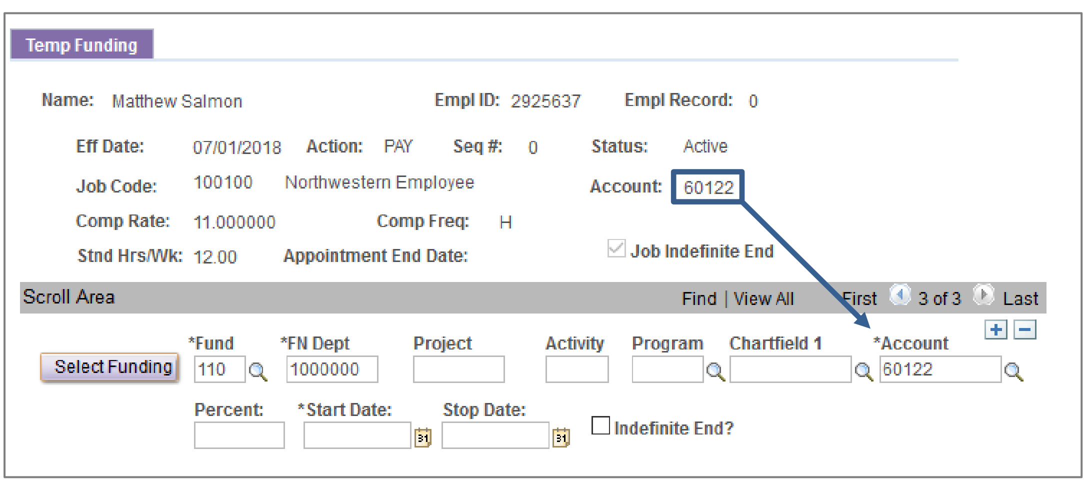
In this example, we will uncheck **Indefinite End** and add a **Stop Date** of 1/12/2019:



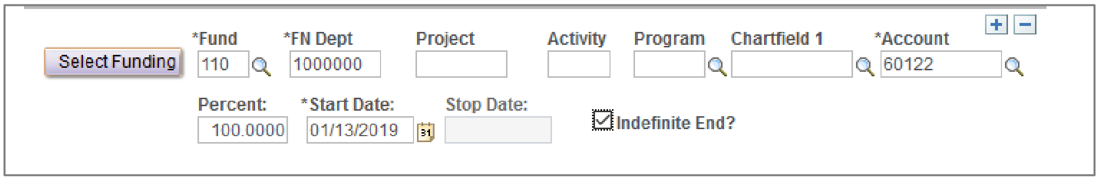
3. Click the + button to add a new row of funding. *(If desired, click the "View All" link in the blue bar to display the old and the new funding together.)*

4. 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.



5. Enter the **Percent** of the employee's pay to charge to this chartstring.

6.	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 1/13/2019.
7.	If there is a **Stop Date** for the new funding, enter that; otherwise, click the **Indefinite End** checkbox: 
8.	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.
9.	Click the  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 payment 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 Empl ID number:

Path: Payroll for North America > Payroll Processing USA > View Paycheck Information > Paycheck

2. Open each paycheck that needs to be corrected. For each paycheck, 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
1/13/2019	1/26/2019	110-2002300-60120	$75.00
1/27/2019	2/09/2019	110-2002300-60120	$134.50
Total			
1/13/2019	**2/09/2019**	**110-2002300-60120**	**$209.50**

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

4. Navigate to the Temp Funding page and search for your employee; select a Job Record if necessary.

Path: Workforce Administration > Job Information > Temporary Assignments > 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.

Path: Workforce Administration > Job Information > Temporary Assignments > 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.

Begin Date	End Date	Chartstring Charged Incorrectly	Amount Charged
1/13/2019	1/26/2019	110-2002300-60120	$75.00
1/27/2019	2/09/2019	110-2002300-60120	$134.50
Total			
1/13/2019	**2/09/2019**	**110-2002300-60120**	**$209.50**

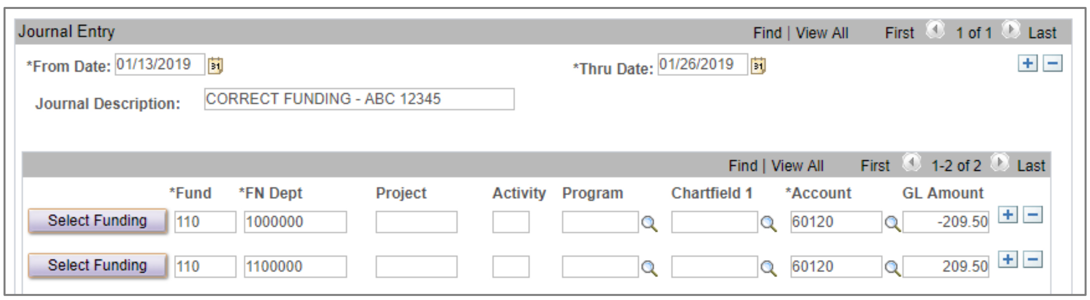
9. Enter a **Journal Description**: include a brief explanation, your initials, and your 5-digit phone extension, such as: "CORRECT FUNDING – ABC 12345."

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).

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

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.*



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 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.

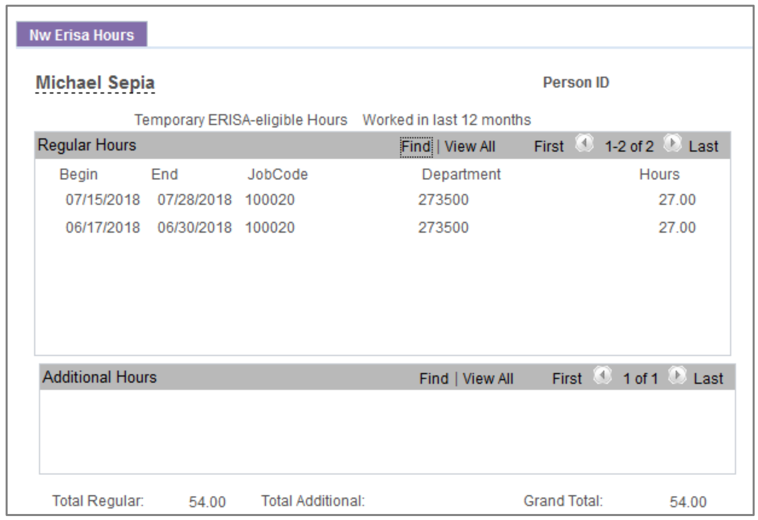
The ERISA Hours page in myHR allows administrators to track the total hours worked for temporary employees across all jobs to easily monitor progression toward the 1,000-hour limit.

Navigation

Path: 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:



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. *Note:* Hours for *all* departments in which the employee has worked in the last 12 months contribute toward the 1,000 hour limit.
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 17*) 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: **Path:** WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN KRONOS DATA > KRONOS BACKUP SUPERVISORS
2.	Search for a 6-digit HR Department ID number.
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.
4.	Enter the 8-digit Position Number for the employee(s) you wish to assign as backup approvers. If you are replacing old backups, type the new Position Number over the old one.
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**, wait until that pay period to enter the change. If you're 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 record 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 submit 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 myHR. The NetID Coordinator can be changed on the myHR NetID Coordinator page (refer to the "myHR Lookup Training Guide" for details).

Processing Work-Study Increases

You will be notified via the myHR 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" option 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. You can view the complete list here:
https://www.northwestern.edu/hr/documents/work-essentials/myhr-codes-jobcodes.pdf

These titles may not be used for non-work-study temps. For more information, please see PAGE 5.

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