## Faculty and Staff Overview Pages

<table>
<thead>
<tr>
<th>Faculty and Staff Overview</th>
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<td>These pages provide access to <em>all</em> of an employee’s appointments/salaries at the University, as long as you have access to at least one of them. Only FAC, STF, and NON appointments can be viewed here. For more details, refer to the FASIS Lookup User’s Guide.</td>
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</tbody>
</table>

**Appointment Overview**  
Overview of all of an employee’s appointments as long as at least one is within your FASIS access.  
FACULTY AND STAFF INFORMATION > NW APPOINTMENT OVERVIEW

**Appointment History**  
Transactional history for all of the employee’s appointment/job data, showing changes over time.  
FACULTY AND STAFF INFORMATION > NW APPOINTMENT HISTORY

**Current Salary**  
Overview of all salary information for an employee as long as one paid appointment is within your FASIS access.  
FACULTY AND STAFF INFORMATION > NW CURRENT SALARY

**Salary History**  
Transactional history for all of the employee’s salaries, showing changes over time.  
FACULTY AND STAFF INFORMATION > NW SALARY HISTORY

## Data Lookup Pages

<table>
<thead>
<tr>
<th>Position Data</th>
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| **Position Data**  
All position information and current incumbent; includes a history of all changes to the Position record over time.  
ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ADD/Maintain Positions > POSITION DATA |
| **NU Position History**  
History of all employees in the position, including entry and exit dates and compensation.  
ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW POSITION/BUDGET INFO > NU POSITION HISTORY |
| **Vacant Budgeted Positions**  
Search by DeptID to find a list of all active but empty positions in that department.  
ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW POSITION/BUDGET INFO > VACANT BUDGETED POSITIONS |
| **Position Funding**¹  
View all current and historical funding chartstrings for a position.  
ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ADD/Maintain Positions > POSITION FUNDING-NOT DEPLOYED |
| **View Valid Chartstrings**¹  
Data for every chartstring including open payroll accounts, approvers, and start/end dates for grants.  
ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > VIEW VALID CHARTSTRINGS |

## Appointment (Job) Data

<table>
<thead>
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| **Job Data**  
Complete job information, including a transactional history of all changes to the Job record over time.  
WORKFORCE ADMINISTRATION > JOB INFORMATION > JOB DATA |
| **Northwestern Job Summary**  
Basic job details for anyone at the University, regardless of your security access.  
WORKFORCE ADMINISTRATION > JOB INFORMATION > REVIEW JOB INFORMATION > NORTHWESTERN JOB SUMMARY |
| **Job Summary**  
Chronological view of all changes to an employee’s Job record.  
WORKFORCE ADMINISTRATION > JOB INFORMATION > REVIEW JOB INFORMATION > JOB SUMMARY |
| **Employment Info**  
Current information and salaries for all Job records for an employee, as long as you have FASIS access to one.  
WORKFORCE ADMINISTRATION > JOB INFORMATION > REVIEW JOB INFORMATION > EMPLOYMENT INFO |
| **Faculty Tenure**  
Tenure information for faculty, including current tenure status and tenure clock.  
WORKFORCE ADMINISTRATION > JOB INFORMATION > FACULTY INFORMATION > FACULTY TENURE |
Personal Data

**Personal Data**  Employee’s personal information, including date of birth, address, phone, email, and NetID.

  WORKFORCE ADMINISTRATION > PERSONAL INFORMATION > PERSONAL DATA

**Identification Data**  Citizenship information and Visa/Permit data.

  WORKFORCE ADMINISTRATION > PERSONAL INFORMATION > CITIZENSHIP > IDENTIFICATION DATA

**Emergency Contacts**  Employee-reported emergency contact names and phone numbers.

  WORKFORCE ADMINISTRATION > PERSONAL INFORMATION > PERSONAL RELATIONSHIPS > EMERGENCY CONTACT

Paycheck Data

**Paycheck**  Full paycheck information including earnings, deductions, funding chartstrings, and deposit accounts.

  PAYROLL FOR NORTH AMERICA > PAYROLL PROCESSING USA > VIEW PAYCHECK INFORMATION > PAYCHECK

**Review Self Service Paycheck**  Access and print an employee’s pay stub in PDF format.

  PAYROLL FOR NORTH AMERICA > PAYROLL PROCESSING USA > VIEW PAYCHECK INFORMATION > REVIEW SELF SERVICE PAYCHECK

**Check Year-to-Date**  View an employee’s year-to-date earnings totals for the current or past calendar years.

  PAYROLL FOR NORTH AMERICA > PERIODIC PAYROLL EVENTS USA > BALANCE REVIEWS > CHECK YEAR-TO-DATE

**Additional Pay**  Earnings code, amount, and dates for any additional or special pay paid to an employee.

  PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USA > ADDITIONAL PAY

**Additional Pay Distribution**  Chartstrings charged for Additional/Special Pay payments.

  PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USA > ADDITIONAL PAY DISTRIBUTION

**Tax Data**  Employee’s federal and state W-4s and withholding allowances.

  PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USA > TAX INFORMATION > EMPLOYEE TAX DATA

Administrative Functions

**Administrative Functions**

Most administrative functions are available to any Lookup user to make changes when required. For detailed documentation regarding any of these functions, refer to the complete FASIS Lookup User’s Guide.

**DCFS and Staff Handbook Attestations**  View status of attestations or record a paper attestation that has been received.

  WORKFORCE ADMINISTRATION > ATTESTATIONS > DCFS AND STAFF HANDBOOK

**Reports To**  Set approvers for an employee’s Training requests, Kronos Exempt Leave approvals, and Staff Conflict of Interest.

  WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN APPROVER INFORMATION > REPORTS TO

**Online Directory for Managers**  Allows managers to update their employees’ information in the NU directory.

  WORKFORCE ADMINISTRATION > JOB INFORMATION > ONLINE DIR HR

**NetID Coordinator**  Set a department’s NetID coordinator – the person who receives new hires’ NetID information.

  WORKFORCE ADMINISTRATION > JOB INFORMATION > NETID COORDINATOR

**Kronos Backup Supervisors**  Set up to two backup supervisors for Kronos approvals for each 6-digit HR Dept ID.

  WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN KRONOS DATA > KRONOS BACKUP SUPERVISORS

**Job Code Matrix**  Grid view of all active Job Codes with the associated information, including pay category and chartstring account.

  WORKFORCE ADMINISTRATION > JOB INFORMATION > VIEW JOB CODE MATRIX
Additional Pages and Functions

Temporary Employee Data

These pages are view-only for regular Lookup users. For access to enter/edit information, proper security authorization and the HRS103 training class is required.

**Temp Panel**  
Update Job Code, Salary, or Supervisor; terminate temporary employees.  
WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN JOB INFORMATION-TEMPS > TEMP PANEL

**Temp Funding**  
View/change the funding chartstrings for temporary employees.  
WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN JOB INFORMATION-TEMPS > TEMP FUNDING

**Temp Payroll Journals**  
View/enter payroll correction journals for temporary employees.  
WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN JOB INFORMATION-TEMPS > ENTER JOURNALS-TEMP

**ERISA Hours**  
Track ERISA-eligible hours worked by a temporary employee in the last 12 months.  
WORKFORCE ADMINISTRATION > JOB INFORMATION > ERISA HOURS

Position Data/Appointment Forms

These pages are available only after taking the HRS401 training course.

**Print Forms by Employee ID**  
Print forms for one or more employee, searching by EmplID.  
WORKFORCE ADMINISTRATION > JOB INFORMATION > REPORTS > POSITION/APPOINTMENT BY EMPL (include current funding only)  
WORKFORCE ADMINISTRATION > JOB INFORMATION > REPORTS > POSITION/APPOINTMENT—DETAIL (to print all historical funding)

**Print Forms by Position Number**  
Print forms for one or more employee/position, searching by Posn Number.  
ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > POSITION REPORTS > POS/APPT FORM BY POSITION (current funding only)  
ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > POSITION REPORTS > POS/APPT FORM BY POS—DETAIL (all historical funding)

Query Reporting

These pages should be accessed in the Reporting database only; queries cannot be run in the Production database. Access to queries requires security authorization.

**Query Viewer**  
Run existing public queries created by FASIS and other query users.  
REPORTING TOOLS > QUERY > QUERY VIEWER

**Query Manager**  
Create, edit, and run private and public queries. (HRS104 training class is required)  
REPORTING TOOLS > QUERY > QUERY MANAGER

**Notes:**

1) These pages are covered in more detail in the HRS102 Deployed Funding training class. All users have access to view data on these pages; Deployed Funding users receive access to update and enter information. Additional funding-related pages not listed here are covered in the HRS102 training.

2) Access to assign backup Kronos approvers is available to any Lookup user, but is only provided upon request.

For Additional Information:

- FASIS Help Desk: fasishelp@northwestern.edu, 847-467-4800
- FASIS Administration System Login (on-campus or VPN only): https://hrweb.northwestern.edu
- FASIS Informational Website (codes, forms, classes, and documentation): www.northwestern.edu/hr/fasis