

Access myHR Administration:

1. Log in to myHR at www.northwestern.edu/myhr with your NetID and NetID Password.
2. Click the Compass icon in the top right corner.
3. Click the CLASSIC HOME option.

Using the REPORTS TO Page

Any user with myHR Administration (Data Lookup) access may update “approvers” for a regular employee or graduate student within their department access. When a new job record is created, approvers default to the Department Manager, unless otherwise indicated on the hiring paperwork; approvers may be updated any time after hire as necessary.

The **myHR Reports To** page allows you to maintain four approvers:

- **Conflict of Interest:** the approver for a staff employee’s annual Conflict of Interest questionnaire
- **Performance Evaluation:** the manager responsible for an employee’s annual performance review
- **Training:** the approver responsible for confirming an individual’s training request (when payment is required)
- **Leave Accrual:**
 - For Exempt Staff/Librarians: approves the employee’s leave time in Kronos each month
 - For Non-Exempt Staff: approves the employee’s Kronos time card every two weeks

Note: The Time Card Approver and Training Approver for temporary employees may be edited by authorized users on the myHR Temp Panel; temporary employees will not display on this page.

Updating “Reports To” Approvers

1. Access myHR Administration (see above). Then, navigate to:
WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN APPROVER INFORMATION > REPORTS TO
2. Search for an employee or graduate student by **EmplID**, **Department ID**, or **Name** (firstname lastname).
Note: You can search for any active, regular employee or graduate student that is within your myHR Admin access. You will not find unpaid individuals, temporary employees, or any person outside of your myHR security access.
3. Click .
4. To adjust an approver, click  and search by Name; select the approver from your search list.
Tip: If you know the approver’s 8-digit Position Number, you may type it directly into the appropriate box. The approver must be a currently active, regular faculty or staff member.
5. After changing all necessary approvers, click .