myHR Deployed Funding

Quick Reference

Accessing myHR Admin

1. Log in to myHR with your NetID and NetID Password at: www.northwestern.edu/myHR.
2. Click ⊙ in the top right corner.
3. Select **CLASSIC HOME**.
4. From the Classic Home menu, follow the paths indicated below.

Deployed Funding Pages

Review Current Salary and Paid Earnings

Current Salary   *Current salary for each of the employee's appointments, including encumbered and pre-encumbered amounts.*

FACULTY AND STAFF INFORMATION > CURRENT SALARY

Paycheck *Full paycheck information including earnings, funding chartstrings, and the amount charged to each chartstring.*

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

Review Chartstrings and Approvers

View Valid Chartstrings   *Ensure that chartstring is valid and Project/Account are open for funding purposes.*

ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > VIEW VALID CHARTSTRINGS

Payroll Transaction Approvers   *View or modify Payroll Transaction Approvers for a specific chartstring/grant.*

ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > PAYROLL TRANSACTION APPROVER

Enter Funding and Journals

Position Funding   *View, enter, or update funding chartstrings.*

ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ADD/MAINTAIN POSITIONS > POSITION FUNDING

Payroll Journals   *View or enter payroll journals, when change in existing funding is not required.*

ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ENTER JOURNALS > ENTER JOURNALS

Track Funding and Journal Entries

Track Funding Entries   *View the progress of a funding change entered this cycle.*

ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > TRACK DEPLOYMENT BY POS#/DEPT

Track Journal Entries   *View the progress of a payroll journal entered this cycle.*

ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > TRACK JOURNALS BY EMPLID/DEPT

GL Journal View   *View all payroll journals that have been processed for a particular employee.*

PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USA > VIEW MISC PAYROLL DATA > GL JOURNAL VIEW *(FY09 and later)*
PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USA > VIEW MISC PAYROLL DATA > JOURNAL VIEW-CUFS *(FY08 and earlier)*

Accessing Funding Approvals

1. Log in to myHR with your NetID and NetID Password at: www.northwestern.edu/myHR.
2. In the top center of the screen, change "Self Service" to "Manager Self Service" *(do not go to Classic Home).*
3. Select the **APPROVALS** tile.
4. Click **FUNDING CHANGE** in the left menu.
5. Select a pending transaction to review and approve or deny accordingly.