

## 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.

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### Changes effective SEPTEMBER, 2018:

Payroll forms will be uploaded to HR Operations via online upload

Any school or unit that has opted in with HR Operations to submit their payroll forms via electronic upload may do so beginning early September, replacing the need to mail or walk over a hard copy. In addition to providing automatic email notification when forms have been received and processed, the upload will also accept digital signatures on most forms.

The upload option is *not* mandatory; your school or unit may opt out or may decide to go live at a later date. Therefore, before submitting any forms, **check with your school administration office for approval to submit forms electronically**. For questions regarding the process for faculty appointment/position forms, please contact the Office of the Provost at [facultyrecords@northwestern.edu](mailto:facultyrecords@northwestern.edu).

- Please note that the online payroll forms, along with the required signatures, remain the same as the hard copy forms. To simplify the online submission process, electronic signatures will now be accepted on most paperwork (Federal and state W-4 forms still require wet signatures). While electronic signatures are allowed, it is the responsibility of the person uploading the forms to ensure signatures are appropriate and authentic.
- Submitting documents online ensures they are immediately stamped and queued for processing with the correct HR Operations personnel. It also provides easier tracking of your request, including optional “received” and “completed” email notifications.
- Direct deposit forms will not be accepted online. Employees with active NetIDs should set up direct deposit in myHR; those without active NetIDs will send paper forms, with required documentation attached, to the Evanston or Chicago payroll offices (720 University or Abbott Hall 8<sup>th</sup> floor).
- For those that submitted Summer Salary forms this year, this process is similar to the online submission process piloted for summer salary.

If you or your team has any questions, feel free to reach out to Julie Phelan, HR Operations Manager, for further discussion or a brief demonstration ([j-phelan@northwestern.edu](mailto:j-phelan@northwestern.edu) or (847) 491-4860).

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.

## Changes 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 will remain open at all times

Changes have been made that allow the Temp Panel to remain open during Payroll processing, allowing departments to access the Temp Panel at all times. Please note, however, once the bi-weekly paycheck records are created (which typically occurs the day before the bi-weekly pay period ends), entries made in the Temp Panel will be effective for the start date of the subsequent pay period.

### 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.

### Quick guide and calculator available for administrators processing non-exempt additional pay requests

Issuing non-exempt employees additional pay for special projects is a common practice at Northwestern. This practice, however, may be complex for bi-weekly employees and department administrators. To help simplify the non-exempt employee additional pay request process, the Office of Human Resources has developed two new tools—the [Non-Exempt Employee Additional Pay Request Guide](#) and the [Non-Exempt Employee Additional Pay Calculator](#). To learn more about processing additional pay in myHR, HRS107, myHR Deployed Additional Pay training, is available and online registration is through [myHR Learn](#).

### *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.

- o Further information is available on the Northwestern website. Please search for "mandated reporter" at <https://www.northwestern.edu>.

### 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.

### 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.

## Off-Cycle Payroll Processing

The focus of the University’s off-cycle (adjustment) payrolls will change. These payrolls will include payments for the following items *only*:

- Historical bi-weekly hours entered in Kronos
- Additional pay with University-paid taxes (gross-ups)
- International independent contractors
- Vacation payouts to terminated employees

If a retroactive payment is needed sooner than the employee’s next regularly scheduled payroll cycle, departments may request a manual check for the payment. A \$100 manual check processing fee will apply.

## 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.

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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