Northwestern | OFFICE OF HUMAN RESOURCES

April 2025 Human Resources Operations, Payroll and Tax Updates

Colleagues,

We hope you find the information below helpful as we near summer break.

For further assistance on any item below, please contact askHR@northwestern.edu.

Human Resources Operations, Payroll, Tax and Support

Are any appointments expiring? Submit ahead to avoid missing pay and benefits

If a delay in reappointment, or an expired NetID, would disrupt your unit's or employee's work, please make sure to submit all reappointment paperwork the month before the expiration date (for example, appointments ending on **July 31** should be submitted ahead in **June**).

In addition to work disruption and loss of system access, late reappointments regularly surprise employees by leaving them unpaid on anticipated pay dates, triggering PTO to pay out, and even terminating benefits coverage.

Please regularly review the following myHR query to find expiring appointments. Appointments on the list will be terminated, based on their end date, via the monthly termination process (listed on the Department Payroll Calendar).

- myHR > Workforce Administrator > Reports > Position Management > NWPOS001 Expiring Appointments

Timekeeping – Is an employee (full time or temp) leaving NU? Approve their timecards **before** termination

Supervisors must review and approve all vacation, personal floating holidays, and paid leave balances in Workforce for any staff or temporary employee separating from NU.

This must be done on the employee's last day of work, as all accrual banks are cleared that evening. This ensures the payroll system provides the appropriate payout for unused balances according to NU policy (https://hr.northwestern.edu/benefits/leaves-holidays/vacation-time.html).

Timekeeping – Know Your Assignment Group!

In Workforce Timekeeping, an Assignment Group is a group of employees with a shared attribute (same supervisor, department, etc). Assignment Groups are used to determine access to view, edit, and approve timecards.

Primary Approvers

Supervisors maintain an assignment group of their direct reports' timecards, and can view, edit, and approve the timecards in their assignment group.

An employee's supervisor is established in the (Temp) Reports To tile in myHR. If a supervisor does not see a direct report in their assignment group (or sees an employee in their assignment group that they do not supervise), a department administrator may need to review the (Temp) Reports To tile.

For instructions updating Reports To

For instructions updating Temp Reports To

Please note that employees *Report To* a position number, meaning that if a supervisor changes position numbers, any direct reports will not automatically follow.

Delegates

Primary Approvers can delegate their Assignment Group to another approver. The delegate (previously referred to as Backup Approvers in Kronos) will have access to the new Assignment Group, and the primary approver will also retain their access.

Note that this function is used to delegate entire Assignment Groups, not individual employees.

See more at [Manage Delegations]

Power Users

Power Users have access to assignment groups in Workforce Software that are not directly under their supervision (previously known as Super Users in Kronos). For example, a Dean's Office staff member may be able to manage WFS timecards for all employees in their school.

To request Power User access for a specific area, have your supervisor send a request on your behalf to askhr@northwestern.edu.

New forms! New forms! Please don't use saved copies any more; share links instead

The myHR Security Access Request form, Personal Data form and Direct Deposit forms (which is used only for Special Pay) have all been recently, and significantly, updated. We would appreciate your sharing these out with employees using the direct links to the forms, instead of sending saved copies, to ensure they are always getting the most current version. We keep the links the same, even when the underlying form gets updated.

- HR Systems Security Access Request Form
- Personal Data Form
- Direct Deposit Form
- All forms: Forms: Human Resources - Northwestern University

The HR Systems Security Access Request Form updates:

- Added: **Annual Salary Management** [Enter annual merit increase in myHR] *Request role for new Salary Planners only.*
- New role (and new report!): **HR010 Graduate Workers BU Eligibility Report** [View graduate students that may be eligible for the NU Graduate Workers Bargaining Unit. Contains FERPA protected data, which requires access assigned in CAESAR.]
- Updated role: **myHR Reports Dashboard and Query Viewer** [View and run myHR reports and public queries in one dashboard.] *Combines previously separate roles*
- Updated role: **Cognos Employee Search and Effort Reports** [View appointment, salary details using specified criteria and dates. View ER001 and ER002 Committed and Certified effort and payroll reports.] *Combines previously separate roles*

I-9 things

Every hire – including adjuncts and people with special pay appointments – needs the department to check the employee I-9 each and every time someone is returning to work. I-9s expire when work stops. Some can be reactivated when work re-starts, and some cannot.

Temp hiring, including Students and Work-Study

Departments must provide temps a firm start date, which they will in turn provide for their I-9, and it must match what the department submits in OnBase for processing.

- **I-9 compliance is extremely strict on having the start date on the I-9 match the start date in myHR.**
- For students and work-studies, we've observed that departments sending the start date in an email is a very effective way for students to know the correct date for their I-9.
- Training must be paid: Please remember, when training precedes a job start date, that training must be paid. Therefore, a start date should be set that takes the first day of training into account.

Seasonal Employees

- If an employee is a U.S. citizen or permanent resident and holds the same job, in the same dept, at the same time of year – annually – they may qualify as a seasonal worker, and an inactive I-9 may be "unterminated" to make it active again.
    - Let HR Operations know using the upload form's comments if you believe an I-9 should be unterminated because the person is a seasonal worker.
    - You can review the requirements using the information on page 3 of the Section 3 Rehire Job Aid.

Who needs an I-9?

I-9 completion is not required for U.S citizens and permanent residents nor foreign nationals who are receiving payments *only* on account codes 78050, 78010, 78020 or any other code beginning with 7xxxx, which indicate scholarship. (Foreign nationals *do* need to complete FNIS, however.)

Account codes beginning with 6xxxx do require an I-9, as these indicate wage payments. I-9 is required by the fourth day of payment of a wage.

Summer internship and undergraduate research payments follow the same account code rules.

Work-study and student temp jobs

Work-study

- **June 13:** Last day students may earn FWS wages for 2024-25
- **June 14- September 13:** Summer! But **NO FWS WAGES!** Please either:
    - Terminate the student's job record on FWS or
    - If your student will work during this timeframe, add a new row to the myHR Temp Funding panel to switch to department wages starting as of 6/14/25
- **June 27:** Last day to submit requests in 2024-25 FWS adjustments including retroactive payments.
- **June 30:** end of Federal fiscal year - no more FWS adjustments.
- **September 14:** First day eligible students may earn FWS in 2025-26

Student (non-work study) work over the summer

Student temps who will register again as students in fall quarter may remain as student temps over summer

Students leaving/graduating NU must have their student jobs terminated, paperwork submitted to rehire as a *non-student* temp, and a background check completed. The move from student to non-student cannot be processed via the Manage Temp Job panel.

- See detailed instructions: https://askhr.deskpro.com/guides/managing-temporary-employees/using-the-transfer-function