

## May 2026 Human Resources Operations, Payroll and Tax Updates

Colleagues,

We hope you find the information below helpful as we near the summer and fall hiring seasons. What would you like to hear about in a future newsletter? Please contact Julie Phelan at [j-phelan@northwestern.edu](mailto:j-phelan@northwestern.edu).

For further assistance on any item below, please contact [askHR@northwestern.edu](mailto:askHR@northwestern.edu).

*Human Resources Operations, Payroll, Tax and Support*

### Starting June 1, Ops will process temps even if funding isn't valid

Big temp funding process change coming as of June 1 (Temp and Special Pay form deadline at 5 pm, Monday June 1).

Ops will, starting with temps submitted for the June 1 deadline, attempt to enter funding – as we do now. **However, different from now, if the temp funding submitted is \*not\* valid** when entered into the myHR “View Valid Chartstring” page, instead of rejecting the entire request we will

- a) enter the request
- b) terminate the current funding on the record, and
- c) add a note about the invalid funding to the confirmation email we send. It will be important to check the confirmation emails to determine whether the submitted funding was valid and entered.

Departments can then fix funding on the Temp Funding page in myHR and if necessary, enter a Temp Journal. This change matches temp funding processing with that of position/appointment forms, and we hope that it gets temp requests in faster and with fewer paperwork rejections.

## Temp requests are processed on a bi-weekly cadence

HR Ops is, as of this newsletter, formally recognizing that we process hourly Temp and Special Pay requests on a bi-weekly rhythm – that is, we generally work on temp requests for a week, then on non-temp requests for a week, then return to temps again.

**How does this affect you?** *If your temp submission misses a form deadline, it might take a week to a week and a half before our team processes it.*

Here's a typical bi-weekly schedule, as an example:

### 1. Week One schedule

- a. Monday, 5 pm – **Temp and Special Pay Form deadline** – Departments submit temp requests by 5 pm. Ops is working on temp processing.
- b. Thursday, ~ 5 pm – This is **Ops' deadline to enter** the temp requests submitted by the Monday deadline.
- c. Friday morning – Starting Friday, Ops must **hold off entering any temp** requests until at least the bi-weekly payroll confirm the following Tuesday. This pause is necessary because the temp “paylines” – basically the drafts of the coming paychecks – have been created and are being error-checked by Payroll; no further paylines can be added during Payroll's review.

### 2. Week Two schedule

- a. Tuesday morning – The **bi-weekly payroll runs**. Pay is sent to banks for distribution and checks are mailed. Mid-pay period transitions (e.g., a temp employee moves to a monthly job) can now be entered.
- b. Wednesday – Friday – Individual Ops coordinators may return to temps if time allows, but most will continue with **non-temp processing**.
- c. Friday – **Bi-weekly pay date**.

### 3. Back to Week One schedule

The following Monday we return to the “Week One” schedule (temp form deadline hits at 5 pm Monday, we enter temps through Thursday evening, etc...)

This information has been added to the instructions on the Ops upload page at [HR Operations Document Submission: Human Resources - Northwestern University](#)

## Town Halls: What would be useful?

In anticipation of an upcoming HR Operations, Payroll & Support Town Hall, we'd love your

input to make the presentations even more effective and efficient. Please complete this short survey to gauge your interest in specific topics.

- [Pre-Town Hall Survey](#)

## New Ops assignments released 5/18

HR Operations occasionally restructures the schools and units with whom our coordinators work to accommodate changes in the amount and type of work being submitted and for the professional development of our staff.

We've reached one of these inflection points and will be updating many of our **partner relationships starting next Saturday 5/16**. Though most questions will start with askHR, your coordinator is an important contact for situations like urgent terminations or complex hiring questions. Any work already submitted will remain with the current Ops partner; items submitted after Saturday will be assigned to the new partner.

Please reach out to [Julie Phelan](#) if you have questions after this transition.

McCormick School of Engineering	Jo	Athletics	Ro
NU in Qatar		Human Resources	
Administration	Karen	Recreation	
Business and Finance		School of Professional Studies	Sandra
Global Marketing and Communications		Feinberg School of Medicine 2	
Information Technology		Pritzker School of Law	Silvya
Investment Office		Alumni Relations and Development	
Medill School of Journalism		Facilities Management	
Office of the President		Weinberg College of Arts and Sciences	Yohana
University Operations		Office of the Provost	
Feinberg School of Medicine 1	School of Communication		
The Graduate School	Liliana	Student Affairs	
University Libraries		University Housing	
Bienen School of Music	Lizette		
Kellogg School of Management			
Research Centers and Institutes			
Research Operations			
School of Education and Social Policy			

## Which form does \*not\* go to HR Operations when hiring with Special Pay?

That's right, it's the DCFS form! When you receive the signed DCFS form from your Special Pay recipient, **please attest in myHR on their behalf, then retain the DCFS form with your department's files**. The attestation is completed via the menu on *myHR > Workforce Administrator > myHR Administration > Attestations & Reports To > DCFS and Staff Handbook*.

Not sure when to pay with Special Pay or some other way? Feel free to reach out to [Julie Phelan](#) to talk it over; we'll also present on this topic in a future Town Hall. We'd love to reduce the number of Special Pay requests, which are very labor intensive for all of us and don't give the payee access to myHR Self-Service for direct deposit, pay stub and W-2 access.

## Work-study and graduating temp records need attention end of quarter

It's that time! What should happen with your student temp records during summer? Could be a lot of things. Please review the instructions below.

*Note: The 90-day temp terminations will occur, as always, in May and August for any record not paid in 90+ days. If your temp record is terminated by that process, submit a request to Ops to have them rehired when they're actually going to start work again. If the I-9 is active they may return to work before their new paperwork is processed.*

**Work-study:** The last day for students to earn Federal Work Study (FWS) wages is **6/12/26**.

- If a FWS student is graduating, their position should be terminated in the myHR Manage Temp Job Panel on or before Saturday 6/6/26 (the end of the pay period prior to the 6/12 end date).
- If a FWS student will return to work for you in the fall, the last day for students to enter hours on their work-study timekeeping record is Friday 6/12/26. You do not need to terminate them; their record can stay active (and unused) over the summer break.
- Not sure if your temp receives FWS? Contact the work-study office at [nuworkstudy@northwestern.edu](mailto:nuworkstudy@northwestern.edu).

**Graduating student temp:** The job records for all non-work study, graduating student temps must be terminated by Saturday 6/20 (the end of the June 7 – June 20 pay period).

- If the graduating student will continue to work as a temp, a new request to hire them as a non-student (“direct”) temp must be submitted, and they will receive a background check before being hired.

**Student temp records that are neither work-study nor held by graduating students:** The policy of the last few years will continue this year, namely that student temps who have been registered at least half-time in Spring quarter, who will continue to be registered at

least half-time in Fall quarter, or who are taking NU classes in the summer, do not need their temp job records terminated over the summer (and may continue to work as student temps during the summer quarter if the department chooses). This policy may change in the future due to changing regulatory guidelines.

## End of June: Facelift in myHR

A heads-up that myHR Self-Service will get a visual makeover in an upgrade going live at the end of June. The majority of pages and functionality will remain the same; some common links will become easier to locate.