

Accessing myHR Admin Pages

To access myHR Administration, log in with your NetID and NetID Password at www.northwestern.edu/myhr:


myHR LOGIN

Production Database: Use for real-time data access, data entry, form printing, and accessing common public queries/reports.

myHR REPORTING LOGIN

Reporting Database: Use for creating or running your own queries, or accessing queries created by other school/department users. No data entry is allowed, and all data is as of 6:00 am.

After logging in:

1. Click  in the top right corner.
2. Select **CLASSIC HOME** or **MENU**.
3. From any menu, follow the paths indicated below to access any myHR Administration page within your security access.

Summary Pages

Faculty and Staff Overview

These pages provide access to *all* of an employee's appointments/salaries at the University, as long as you have access to at least one of them. Only FAC, STF, and NON appointments can be viewed here. For more details, refer to the [myHR Data Lookup Guide](#).

Appointment Overview *Overview of all of an employee's appointments as long as at least one is within your myHR access.*

FACULTY AND STAFF INFORMATION > NW APPOINTMENT OVERVIEW

Appointment History *Transactional history for all of the employee's appointment/job data, showing changes over time.*

FACULTY AND STAFF INFORMATION > NW APPOINTMENT HISTORY

Current Salary *Overview of all salary information for an employee as long as one paid appointment is within your myHR access.*

FACULTY AND STAFF INFORMATION > NW CURRENT SALARY

Salary History *Transactional history for all of the employee's salaries, showing changes over time.*

FACULTY AND STAFF INFORMATION > NW SALARY HISTORY

Individual Data Lookup Pages

Position Data

Position Data *All position information and current incumbent; includes a history of all changes to the Position record over time.*

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

NU Position History *History of all employees in the position, including entry and exit dates and compensation.*

ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW POSITION/BUDGET INFO > NU POSITION HISTORY

Vacant Budgeted Positions *Search by DeptID to find a list of all active but empty positions in that department.*

ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW POSITION/BUDGET INFO > VACANT BUDGETED POSITIONS

Position Funding *View all current and historical funding chartstrings for a position.*

ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ADD/MAINTAIN POSITIONS > POSITION FUNDING-NOT DEPLOYED

ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ADD/MAINTAIN POSITIONS > POSITION FUNDING (if deployed for entry)

View Valid Chartstrings *Data for every chartstring including open payroll accounts, approvers, and start/end dates for grants.*

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

Appointment (Job) Data

Manage Job *Complete job information, including a transactional history of all changes to the job record over time.*

EMPLOYEE SELF SERVICE > WORKFORCE ADMINISTRATOR > MANAGE JOB

Northwestern Job Summary *Basic job details for anyone at Northwestern, regardless of your security access.*

WORKFORCE ADMINISTRATION > JOB INFORMATION > REVIEW JOB INFORMATION > NORTHWESTERN JOB SUMMARY

Job Summary *Chronological view of all changes to an employee's Job record.*

WORKFORCE ADMINISTRATION > JOB INFORMATION > REVIEW JOB INFORMATION > JOB SUMMARY

Employment Info *Current information and salaries for all Job records for an employee, as long as you have myHR access to one.*

WORKFORCE ADMINISTRATION > JOB INFORMATION > REVIEW JOB INFORMATION > EMPLOYMENT INFO

Faculty Tenure *Tenure information for faculty, including current tenure status and tenure clock.*

WORKFORCE ADMINISTRATION > JOB INFORMATION > FACULTY INFORMATION > FACULTY TENURE

Personal Data

Personal Data *Employee's personal information, including date of birth, address, phone, email, and NetID.*

WORKFORCE ADMINISTRATION > PERSONAL INFORMATION > PERSONAL DATA

Identification Data *Citizenship information and Visa/Permit data.*

WORKFORCE ADMINISTRATION > PERSONAL INFORMATION > CITIZENSHIP > IDENTIFICATION DATA

Emergency Contacts *Employee-reported emergency contact names and phone numbers.*

WORKFORCE ADMINISTRATION > PERSONAL INFORMATION > PERSONAL RELATIONSHIPS > EMERGENCY CONTACT

Paycheck Data

Paycheck *Full paycheck information including earnings, deductions, funding chartstrings, and deposit accounts.*

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

Review Self Service Paycheck *Access and print an employee's pay stub in PDF format.*

PAYROLL FOR NORTH AMERICA > PAYROLL PROCESSING USA > PRODUCE PAYROLL > REVIEW SELF SERVICE PAYCHECK

Check Year-to-Date *View an employee's year-to-date earnings totals for the current or past calendar years.*

PAYROLL FOR NORTH AMERICA > PERIODIC PAYROLL EVENTS USA > BALANCE REVIEWS > CHECK YEAR-TO-DATE

Administrative Functions

Assigning Approvers

Use these pages to maintain the approvers for certain employee HR transactions.

Reports To *Set approvers for an employee's training requests, Workforce Software time sheets, Conflict of Interest, and performance evaluations.*

WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN APPROVER INFORMATION > REPORTS TO

Expenses Supervisor *Set primary approver for expense reports submitted via NUFinancials.*

WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN APPROVER INFORMATION > EXPENSES SUPERVISOR

Expenses Supervisor Backups *Set up to two backup expense report approvers for each 6-digit HR Dept ID.*

WORKFORCE ADMINISTRATION > JOB INFORMATION > MAINTAIN APPROVER INFORMATION > EXPENSES SUPERVISOR BACKUPS

Administrative Functions

DCFS and Staff Handbook Attestations *View status of attestations or record a paper attestation that has been received.*

WORKFORCE ADMINISTRATION > ATTESTATIONS > DCFS AND STAFF HANDBOOK

Online Directory for Managers *Allows managers to update their employees' information in the Northwestern directory.*

WORKFORCE ADMINISTRATION > JOB INFORMATION > ONLINE DIR HR

NetID Coordinator *Set a department's NetID coordinator – the person who receives new hires' NetID information.*

WORKFORCE ADMINISTRATION > JOB INFORMATION > NETID COORDINATOR

Job Code Matrix *Grid view of all active Job Codes with the associated information, including pay category and chartstring account.*

WORKFORCE ADMINISTRATION > JOB INFORMATION > VIEW JOBCODE MATRIX

Position Data/Appointment Forms

Print Forms by Employee ID *Print forms for one or more employee, searching by EmplID.*

WORKFORCE ADMINISTRATION > JOB INFORMATION > REPORTS > POSITION/APPOINTMENT BY EMPL *(include current funding only)*

WORKFORCE ADMINISTRATION > JOB INFORMATION > REPORTS > POSITION/APPOINTMENT –DETAIL *(to print all historical funding)*

Print Forms by Position Number *Print forms for one or more employee/position, searching by Posn Number.*

ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > POSITION REPORTS > POS/APPT FORM BY POSITION *(current funding only)*

ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > POSITION REPORTS > POS/APPT FORM BY POS –DETAIL *(all historical funding)*

Other myHR Admin Pages *(availability depends on completed training and security access)*

Temporary Employee Data

For access to enter/edit information on these pages, proper security authorization and the **HRS103** training class is required.

Manage Temp Job *Update Job Code or Salary; terminate temporary employees.*

EMPLOYEE SELF SERVICE > WORKFORCE ADMINISTRATOR > MANAGE JOB

Temp Reports To *Set approvers for a temporary employee's training requests or Workforce Software time sheets.*

WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > TEMP REPORTS TO

Temp Funding *View/change the funding chartstrings for temporary employees.*

WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > TEMP FUNDING

Temp Payroll Journals *View/enter payroll correction journals for temporary employees.*

WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > ENTER JOURNALS-TEMP

ERISA Hours *Track ERISA-eligible hours worked by a temporary employee in the last 12 months.*

WORKFORCE ADMINISTRATION > JOB INFORMATION > ERISA HOURS

Additional Pay Processing

These pages are available only after taking the **HRS107** training course.

Additional Pay Request *View and enter additional pay requests for employees.*

PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USA > ADDITIONAL PAY REQUEST

Additional Pay Payment History *View online additional pay payments that have been processed and paid out.*

PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USA > ADDITIONAL PAY PAYMENT HISTORY

Additional Pay Assign Approvers *Add or modify additional pay department approvers (available to existing approvers).*

PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USA > ADDITIONAL PAY ASSIGN APPROVER

Query Reporting

These pages should be accessed in the myHR Reporting database only; queries cannot be run in the regular myHR website. Access to queries requires security authorization.

Query Viewer *Run existing public queries created by myHR and other query users.*

REPORTING TOOLS > QUERY > QUERY VIEWER

Query Manager *Create, edit, and run private and public queries*

REPORTING TOOLS > QUERY > QUERY MANAGER

Additional Information:

- askHR: askHR@northwestern.edu, 847-491-4700
- myHR Landing Page (login links, system notices): www.northwestern.edu/myhr
 - myHR Administration Website (job aids, system codes):
www.northwestern.edu/hr/essentials/hr-systems/myhr/administration/index.html