Northwestern | myHR

Deployed Additional Pay
Frequently Asked Questions (FAQs)

Q1. How do I access the Online Additional Pay Tool?

- For Approvers: Navigate to the myHR Dashboard: Select myHR > Manager Self-Service > Approvals > Approver Worklist
- For Requestors: Navigate to the myHR Dashboard: Select myHR > Workforce Administrator > myHR Administration > Additional Pay folder > Additional Pay Request
- For Requestors (*without dashboard access*): Select Menu > Payroll for North America > Employee Pay Data USA > Additional Pay Request

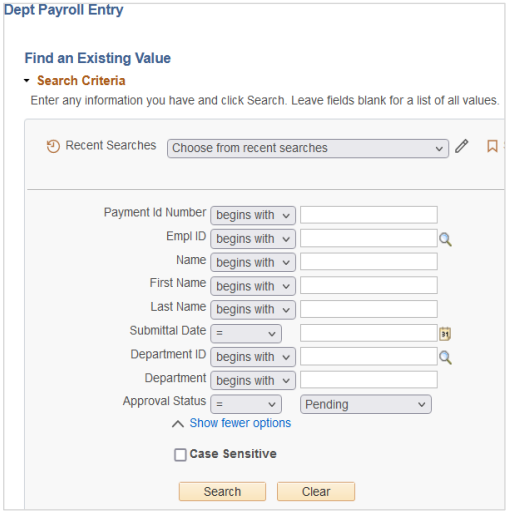
Q2. Why am I receiving a 'Data Integrity' error and cannot submit?

Please review the file name(s) of the uploaded documents. File names must be < 26 characters and special characters, i.e. question marks, commas, slashes, and hyphens (? , / -) should not be used. To resolve, remove the document(s) and select save. Rename the document with a shorter file name and/or remove special characters, select upload, and submit. If this does not clear the error, please escalate the inquiry to the askHR Service Center, askhr.northwestern.edu.

Q3. How can I locate a request that was previously submitted?

Are you the requestor?

- *If No* - Only the requestor and eligible approvers identified in the approval workflow can access requests based on security access.
- *If Yes* – Navigate to the myHR Dashboard: Select myHR > Workforce Administrator > myHR Administration > Additional Pay folder > Additional Pay Request
  - Select 'Find an Existing Value' and search by entering criteria in any of the search fields. Please note that the approval status defaults with the 'pending' value. Search results may not produce the request as the payment request may be in a different approval status.
  - Transactions can be filtered by Approval Status: Approved, Pending, Denied, Request Canceled, Not Submitted (*previously saved*), or 'blank' to view all transactions.



Q4. I am trying to initiate a new request, and the employee cannot be found.

The employee must be an active and paid faculty member, staff member, graduate student, post doc, or research assistant. If the employee is a temporary employee or an unpaid faculty or staff member, they are ineligible for Additional Pay. They may be eligible for Special Pay. To determine if a temporary employee can be paid Special Pay, access the OnBase Worker Classification Form: https://northwestern.zoom.us/j/91792231897.

Q5. How do I cancel an Additional Pay Request?

Only the requestor can cancel the request. Please contact the requestor. If you are the requestor, you may cancel the payment request by first entering a comment with a reason for the cancellation. Then, select the 'Request Cancel' button located at the top of the Additional Pay Request. The approval status will be updated to cancelled. If the requestor is out of the office, please send a request to Ro Torres, rtorres@northwestern.edu, Karen Koehler-Davis, karen-koehler@northwestern.edu, or Charisse Burton, charisse@northwestern.edu.

Q6. How do I change the amount, earning code, service dates, or chartstring, etc., after I submit?

If information needs to be changed while the payment request is going through the approval workflow, have an approver deny the transaction. Confirmation of the denial will be sent to you via email. You may then update with correct values and select resubmit.

Q7. I am unsure of the amount I should pay an employee for additional services, or the type of earnings.

Contact HR Compensation at HR.Compensation@northwestern.edu.

Q8. What is the maximum number of payments can I request payment?

An exempt (monthly paid employee) can receive up to 12 payments per request. A non- exempt (hourly paid employee) can receive up to 24 payments per request.

Q9. Where can I find more information and resources?

Visit, Additional Pay Processes.

Q10. My department is not deployed. How do I submit an Additional Pay Request?

Access the HR Operations Document Submission Process.

Q11. How do I calculate Additional Pay requests for a biweekly employee?

Review the procedures, Additional Pay for Non-Exempt Employees.

Q12. The School approver is on vacation or is no longer employed by the University. How do we change the approver?

Please contact Charisse Burton, charisse@northwestern.edu.

Q13. The employee was terminated during the service period, but they were rehired. Can the service dates be changed to a period the employee was active?

No, the service dates must always represent the dates the employee provided the service. Since the employee was terminated during the service period, a Special Pay Request should be submitted using the HR Operations Document Submission Process.

Q14. The Additional Pay tool has displayed an error message, 'Home Department Approver' is required. Where can I access a Home Department Approver form?

The Home Department is responsible for the employee and should be informed when an employee is providing an additional service for the University. There is no formal form for Home Department approver. The requestor is advised in training to send an email to the payee's supervisor informing them that the employee is performing additional services for their unit and include an estimated period of service. The requestor can then convert the email into a PDF file or snapshot of the email verbiage in a Word document and upload this communication to satisfy the Home Department Approver requirement.