

# Northwestern | OFFICE OF HUMAN RESOURCES

## December 2024 Human Resources Operations, Payroll and Tax Updates

12/12/2024

Colleagues,

It's almost time for Winter Recess! We hope you find the information below helpful.

- For further assistance on any item below, please contact [askHR@northwestern.edu](mailto:askHR@northwestern.edu).
- To link to this newsletter online, please see the top right box on [HR Operations Document Submission: Human Resources - Northwestern University](#).
- To be added to this listserv (*myHRPROCEDURES*) please follow these steps: <https://services.northwestern.edu/TDCClient/30/Portal/KB/ArticleDet?ID=1464>

*Human Resources Operations, Payroll, Tax and Support*

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## MINIMUM WAGE CHANGE FOR JANUARY 1/1/2025

As you may know, the new Illinois minimum wage takes effect January 1st, 2025, increasing the minimum wage to \$15.00/hr. from the current \$14.00/hr.

- Evanston temps: Human Resources will enter an update for all Evanston student, work-study and non-student employees with hourly wages below \$15.00/hr. This increase will go into effect for hours worked on and after 12/22/2024 (the start of the pay period that includes 1/1/2025).
  - Because HR will update Evanston temp records, schools and units will not need to submit forms to HR Operations to request these increases.
- Chicago temps: No changes will be needed for temps working on the Chicago campus, since the current Chicago minimum wage is already \$16.20/hr.

## NEW POSITION/APPOINTMENT FORM TRAINING IS HERE!

We heard you! A new training module focused specifically on Position/Appointment Forms (PAFs) is here, as well as updated courses on Position Funding and Payroll Journals; Form I-9 for Section 2 processors; and Reports and Queries.

Feel free to take or retake any of the courses below. If you are requesting new myHR access, please use the updated [HR Systems Access Request form](#), which reflects the new training curriculum. Contact [myHR-training@northwestern.edu](mailto:myHR-training@northwestern.edu) with any questions or issues.

Here are direct links to all the myHR training courses in myHR Learn:

[HRS101A Introduction to myHR](#)

[HRS101B Position/Appointment Forms](#)

[HRS101C Reports and Queries](#)

[HRS102A Introduction to Funding](#)

[HRS102B Payroll Funding and Journals](#)

[HRS103 myHR Temp Administration](#)

[HRP003 Form I-9/E-Verify Training](#)

[HRS107 myHR Deployed Additional Pay](#)

[HRS108 myHR Query Development](#)

## HELP! MY EMPLOYEE'S NETID EXPIRED – and my 1/1/2025 REAPPOINTMENTS ARE LATE



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 December 31 should have already been submitted for processing to HR Ops).

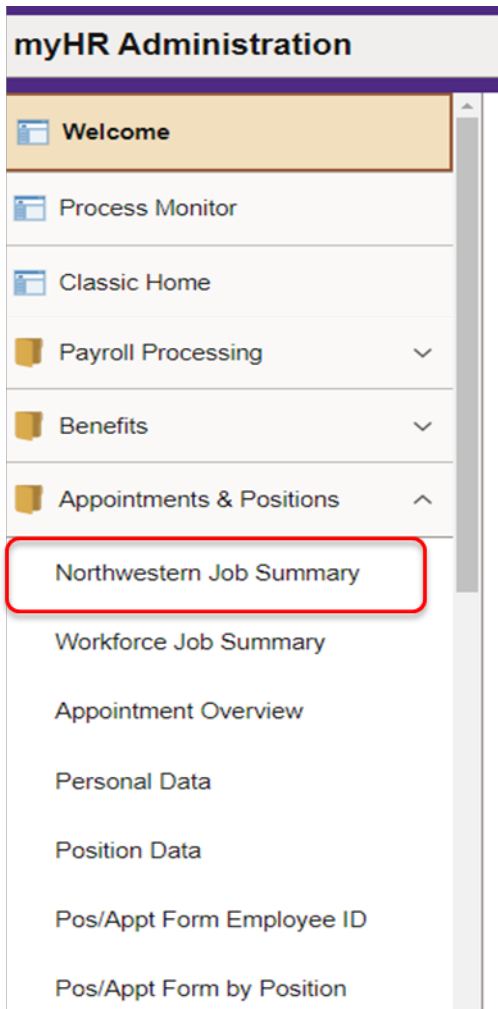
Late rehires will not be prioritized over other pending work.

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

Last but not least, let's re-share some oldies but goodies...

### THE MIGHTY NORTHWESTERN JOB SUMMARY PANEL: Quiet and unassuming hero

Please learn to love our friend and yours, the Mighty Northwestern Job Summary. It is the first place we in Operations and all school and unit payroll folks should visit before hiring.



When hiring someone, inadvertently creating a duplicate ID for that person creates havoc for everyone – Ops, Payroll, SES, IT support, security admins, you as managers – but especially for the employee.

To avoid this headache, **visit the Northwestern Job Summary page first** to determine whether the new person already has an Employee ID or StudentID. You cannot say for certain that they don't have an existing ID until you have searched by \*both\* SSN \*and\* Date of Birth and gotten no results for either. *(If your employee is submitting their personal data form electronically via OnBase, you will not have the information to perform this step.)*

For anyone who does provide an EmplID, you should still start with Northwestern Job Summary to confirm it (and possibly uncover previously unknown duplicate IDs).

**Do not rely on merely asking the new hire** – people may have Admissions application records and Professional Studies IDs they don't even know about or previous work they've forgotten about.

**Also do not rely on myHR pages such as *Personal Data, Appointment Overview, and Manage Job*.** These pages aren't able to uncover records in CAESAR and won't show you folks outside your own department—**only Job Summary can do that!** This small but mighty page searches both CAESAR and myHR, and it is the only myHR page not limited by your myHR department level access so you can view basic employment information for anyone at the University.

Start your hiring process at Northwestern Job Summary!

## WHY DID MY TEMP'S RECORD TERMINATE? 90+ Day Terminations



Every 90 days – in November, February, May and August – we identify all temp records not paid during the past 90 days and run a process to terminate those records. These quarterly dates are included on the Payroll calendar.

If your temp record is terminated and the person will begin working, please [upload a temp hiring request](#) to have them rehired. These rehires will not be prioritized over other pending temp hires.

The query below provides the last pay date for temp workers. By adding 90 days to the date in the query, an expected termination date can be estimated.

- *myHR > Workforce Administrator > Reports > Public Queries > All Active Temps*

## WHEN ARE SOCIAL SECURITY NUMBERS REQUIRED FOR TEMP PROCESSING?

A number of years ago HR Ops required an SSN in order to process a temp hire or special pay. This has changed, and payment requests for temps and special pays have two options when submitting hiring paperwork:

- Provide the employee's United States Social Security number OR
- Attach their receipt from the Social Security Administration showing that an SSN has been applied for

If an SSN or receipt is not attached to the upload, the request will be rejected and must be resubmitted when either of those becomes available.

## I AM PAYING TAXES IN TWO STATES?



Initial setup of state taxes at hire is automated based on the address on the Personal Data form [submitted at hire](#).

- Illinois is always added, and - if the Personal Data form indicates an address outside Illinois - that state is automatically added as well.
- Many employees who applied from outside Illinois, but have since moved to Illinois, are \*not\* aware that they are taxed in multiple states.

**And – once set up – the state tax setup is not triggered again when an employee edits or removes or adds a state in their home address.** Instead, to modify the states one is taxed in, an employee must explicitly ask for a change using a form.

- [View more information online about address and state taxation](#)