

Human Resources Signature Policy

Version 1, 1/14/2021

WHEN ARE EMPLOYEE SIGNATURES REQUIRED?					
	NEW HIRE	ACTIVE EMPLOYEE/STUDENT	ACTIVE TEMP	SPECIAL PAY	PRIOR/INACTIVE EMPLOYEE
Personal data form					
...for job - new or rehire	•	myHR	myHR	•	n/a
...for address change ¹	n/a	myHR	myHR	•	•
...for name change ²	n/a	•	•	•	•
Form W-4 ³					
Federal ⁴	myHR	myHR	myHR	Y	Y
State	Y	Y	Y	Y	Y
Other paper forms					
Direct deposit form ⁵	myHR	myHR	myHR	Y	n/a
Special Pay form ⁶	n/a	n/a	n/a	Y	n/a
Add Pay – paper	n/a	n/a	n/a	n/a	n/a
Foreign Nationals ⁷					
FNIS request form	•	n/a	n/a	•	n/a
Tax forms (W4, W8, W8BEN, W9, 8223)	•	•	•	•	n/a
W7-ITIN	Y	n/a	n/a	n/a	n/a
Immigration Status Data form	•	n/a	n/a	•	n/a
Non-Resident Independent Contractor ⁸⁻⁹	Y	Y	n/a	n/a	Y
Benefits Forms					
Retirement Service Waiver ⁹	Y	Y	n/a	n/a	n/a
Retiree Privileges	n/a	n/a	n/a	n/a	Y
Retiree Benefits Enroll	n/a	n/a	n/a	n/a	Y
Tuition Supervisor Acknowledgement	n/a	Y	n/a	n/a	n/a
Tuition Waiver	n/a	Y	n/a	n/a	n/a

¹ Employees with myHR Self-Service access should edit home address, email, and phone in myHR

² SSN card (only) is required; signature not required

³ If non-typed signature is **not** provided, tax data will default to single/0 or its equivalent

⁴ Employees with myHR Self-Service access should edit Federal W-4 in myHR. State forms remain on paper.

⁵ Paper Direct Deposits require signature + government-issued photo ID (e.g., passport, driver's license, state ID)

⁶ Employee signature certifies DCFS form was submitted. This is only required if attestation is not yet completed in myHR.

⁷ All Foreign National new hires and rehires, if a year or more between hires

⁸ See further information at <https://www.northwestern.edu/hr/for-managers/payroll-administration/independent-contractor/payment-procedures/nonresident-independent-contractors.html>. A student with no active records in the system can be paid as nonresident alien contractor or with the prize/award packet.

⁹ Requires a wet signature – printed/ink-signed – that may be returned via scan (email) or mail

Y	employee signature required
•	no employee signature required
myHR	employee completes in Self-Service
n/a	not applicable to the situation