

myHR Administration

---

## **Managing Temporary Employees**

## MYHR ASSISTANCE

### Using the myHR Temp Administration Pages

The Temp Administration pages are accessed through myHR at <http://www.northwestern.edu/myhr> with your Northwestern NetID and password. The myHR Data Lookup (HRS101) and myHR Temp Administration (HRS103) training classes and proper [myHR Security Authorization](#) are required for access.

Any entry made on the Temp Panel or Temp Funding pages, as indicated in this manual, must be entered into the primary myHR database (myHR Production); entries are not allowed in the myHR Reporting database.

---

### Assistance

#### AskHR

Phone: 847-491-4700

Email: [askHR@northwestern.edu](mailto:askHR@northwestern.edu)

Hours: Monday - Friday, 8:30 am - 5:00 pm

Website: <https://www.northwestern.edu/hr/essentials/hr-systems/myhr/administration/index.html>

---

### Additional Information

**HR Compensation** – *manages the Independent Contractor and Special Pay approvals*

Website: <https://www.northwestern.edu/hr/for-managers/salary-administration/index.html>

**Payroll Office** – *manages employee's pay and tax, I-9 Service Center and the E-Verify process, and E-Verify Tentative Non-Confirmations (TNCs)*

Websites: <https://www.northwestern.edu/hr/for-managers/payroll-administration/index.html>

<https://www.northwestern.edu/hr/essentials/hr-systems/e-verify/index.html>

**Work-Study Office** – *manages work-study records and authorizes employment for undergraduate work-study students*

Phone: 847-491-7574

Fax: 847-467-5912

Email: [nuworkstudy@northwestern.edu](mailto:nuworkstudy@northwestern.edu)

Website: <http://undergradaid.northwestern.edu/work-study/>

## TABLE OF CONTENTS

myHR Assistance.....	2
<b>Section 1: Introduction to Temporary Employees.....</b>	<b>4</b>
Temporary Employees .....	5
Hiring a Temporary Employee .....	6
<b>Section 2: Entering Job Changes on the Temp Panel .....</b>	<b>10</b>
Using the Temp Panel .....	11
Temp Panel Entry Rules .....	12
Entering a Salary Adjustment .....	13
Changing a Job Title .....	14
Using the “Transfer” Function .....	15
Terminating a Temporary Job.....	16
Changing a Temp’s Time Card / Training Approver .....	18
<b>Section 3: Entering Funding Changes .....</b>	<b>19</b>
Using the Temp Funding Page .....	20
Temp Funding Entry Rules .....	21
Extending the Funding Stop Date .....	22
Updating the Funding Account Code.....	23
Changing the Chartstring.....	25
Payroll Journals: Correcting Past Payroll Charges.....	27
<b>Section 4: Additional Functions and Resources.....</b>	<b>29</b>
ERISA Hours Tracking.....	30
Notes and FAQs .....	31
Account Codes and Job Codes .....	32

# **Section 1:**

# **Introduction to Temporary Employees**

## TEMPORARY EMPLOYEES

Northwestern University employs four types of temporary employees. Each type has a default 6-digit Job Code and must be charged to a specific chartstring account:

EMPLOYEE TYPE	JOB CODE	CHARTSTRING ACCT	HR DEPTID
Temporary Non-Student	100020 **	60111	*
Temporary Student (non-Work-Study)	100029 **	60120	*
Work-Study Student	(See Sec. 4)	60122 **	must end in -98
Sourced Temp (through Talent Acquisition)	104198	60113	*

\* The HR DeptID for non-work-study temps usually ends in xxxx00 or xxxx01. Check with your department or school to determine if a specific HR DeptID is in use for your temps.

\*\* Additional account and job codes exist for specific use by individual departments. For more information, see pages 33-34 in Section 4 and consult your department or school.

---

### Time Entry & Payroll

All non-swiper temporary employees (employees who manually input their hours into Workforce Software) must accurately record hours into Northwestern's Time Entry System. Time must be reviewed and approved by a designated Time Card Approver every two weeks, and paychecks are processed on the same [pay schedule](#) as regular biweekly-paid employees.

A swiper employee's (employee who swipes in and out with their WildCARD for time keeping) Workforce Software timecard is designated to the appropriate time-clock with an ETES Workgroup Code. Most swiper departments have one time-clock and the code is not required for hiring. However, departments such as Athletics and Facilities have multiple time-clocks and will need to provide the ETES Workgroup Code when submitting hire paperwork. For more information on which code to use, consult your department or school.

For more information about time entry, please visit:

<https://www.northwestern.edu/hr/essentials/hr-systems/timekeeping/index.html>

---

### Talent Acquisition Employees (Sourced Temps)

You should *not* manage records for employees sourced directly through Talent Acquisition, though you may look up their record(s) in myHR.

Requests to update data for a sourced temp should be directed to [Talent Acquisition](#).

---

### Special Pay Employees

The [Special Pay Request Form](#) is used to provide a single payment for approved services to an individual who does not hold an active paid appointment at the time the request is made. Special Pay is allowed only for services that have been pre-approved by HR Compensation. Any Special Pay service not explicitly listed on the Special Pay Request Form must be approved by Compensation before services are rendered. A separate Special Pay Request Form must be submitted for each biweekly pay period for which the individual is receiving payment.

These individuals will appear as temporary employees in myHR. These payments are initiated with the submission of a Special Pay Request Form, including a Personal Data Form for new hires or updating a former address.

These employees can be recognized by "(SP)" in their job title, indicating "Special Pay." These records cannot be managed on the Temp Administration pages, though payroll journals may be entered using the procedure contained in this manual.

---

## HIRING A TEMPORARY EMPLOYEE

While departments typically hire student employees directly, the hiring of non-student temps should be conducted in coordination with Talent Acquisition (TA). Talent Acquisition can assist in placing a non-student temp with your department or hiring an individual that you have already identified. If you are hiring your own temporary employee, your request must still be routed through TA. Any non-student temp hire requests that do not go through TA will not be processed.

- **Any temporary employee that is not a full-time student enrolled at Northwestern University must complete a background check prior to their start date.**
  - **All temporary employees are required to complete both sections 1 & 2 of the Electronic Form I-9 (E-Verify) before they can be processed to receive an Employee ID #, NetID, and Northwestern email address.**
- 

### The Role of Talent Acquisition

- **Temporary Employees**

All temporary employees who are not Northwestern University students are required to complete a criminal background check prior to their start date. Northwestern's background check vendor will communicate directly with the temporary employee candidate via email to initiate the background check investigation. Only Talent Acquisition has the ability to initiate a background check with the vendor.

- **Sourced Temps**

Talent Acquisition assists hiring managers in filling temporary long- and short-term vacancies. This service provides consulting, recruitment, and processing support of Sourced Temp Employees that can be assigned to a department to cover vacations, leaves of absence, special projects, seasonal peaks, unexpected business demands, and/or interim assistance while the department conducts a search for a regular employee.

Sourced Temporary Employees have been recruited and vetted by Talent Acquisition. There is a small fee associated with Sourced Temps; departments will be charged to their 75021 account one week following the close of the bi-weekly pay period.

For Talent Acquisition to begin the search, the hiring department must send an approved [Temporary/Contractor Request Form](#) to [HRTA@northwestern.edu](mailto:HRTA@northwestern.edu).

- **Non-Student Direct Temps**

When a department has identified a temporary candidate on their own who is not a current Northwestern student, this is considered a Non-Student Direct Temp. The hiring department is responsible for having the temporary candidate complete the hiring paperwork and both sections of I-9.

Once complete, the department should submit the hiring paperwork through the [HR Operations Online Upload](#). This will prompt Talent Acquisition to initiate a background check request; temporary employee candidates must take action on these vendor emails to officially begin the background check process. If you do not have access to the Online Upload system, please reach out to your business office for information on the process used by your department.

For more information about utilizing TA to request a temporary employee, or to initiate the background check for a new temporary employee, contact:

847-491-7507 / Email: [HRTA@northwestern.edu](mailto:HRTA@northwestern.edu)

---

## Hiring Temporary Employees

Paperwork for all temporary employees, including work-study students, regardless of status, is processed as follows below. Refer to the [Non-Student Direct Temp Checklist](#) and the [Student Temp Checklist](#) when hiring temporary employees.

<b>Procedure Before Employment</b>	
<b>1. Check for Previous Northwestern Relationships</b>	<p>Use the <b>Northwestern Job Summary</b> page in myHR to look up the individual by ID number or name (<b>Path:</b> WORKFORCE ADMINISTRATION &gt; JOB INFORMATION &gt; REVIEW JOB INFORMATION &gt; NORTHWESTERN JOB SUMMARY).</p> <p>If the individual <i>does</i> exist, you must use their existing ID number (student or employee) when completing the Personal Data Form (STEP 3).</p>
<b>2. Ensure an Electronic Form I-9 (E-Verify) is fully completed (both sections one and two)</b>	<p>Before submitting your temp hire requests, ensure an Electronic I-9 is fully completed by every new employee; temp hire requests will not be processed until an employee's Form I-9 is fully completed. Employees are able to fully complete the requirement prior to their third day of working.</p> <ul style="list-style-type: none"> <li>● ELECTRONIC I-9 LOGIN: <a href="https://northwestern.i9servicecenter.com/">https://northwestern.i9servicecenter.com/</a></li> <li>● INFORMATION ABOUT ELECTRONIC I-9: <a href="http://www.northwestern.edu/hr/payroll/e-verify/index.html">http://www.northwestern.edu/hr/payroll/e-verify/index.html</a></li> </ul>
<b>3. Complete the Personal Data Form</b>	<p><u>If the individual has worked at Northwestern in the last six months:</u></p> <p>Complete the Temp Employee job information in the <a href="#">HR Operations Online Upload</a>. <u>New Hires (do not have a myHR record):</u></p> <p>The employee must fully complete the personal/contact information and demographic data sections of the <a href="#">Personal Data Form</a>. If no ID number was found in Step 1, the "University ID No." box should be left blank. A department administrator must complete the Temp Employee job information in the <a href="#">HR Operations Online Upload</a>.</p> <ul style="list-style-type: none"> <li>● PERSONAL DATA FORM: <a href="https://www.northwestern.edu/hr/careers/documents/personaldataform.pdf">https://www.northwestern.edu/hr/careers/documents/personaldataform.pdf</a></li> <li>● Hire paperwork should be completed as soon as a job offer has been accepted and submitted once the E-Verify requirement has been fully completed.</li> </ul> <p><i>Note: Hire Date on the Personal Data Form must accurately reflect the first day the employee reported to work.</i></p> <ul style="list-style-type: none"> <li>● The State of Illinois requires employees be paid no later than 30 days from their hire date. Therefore, hire paperwork for a temporary employee should never be held.</li> </ul>
<b>4. Obtain Tax Information for Employee</b>	<p><u>US citizens and tax residents</u> may complete W-4 forms if they wish, but they are not required. While State forms are submitted to the department or via <a href="mailto:askHR@northwestern.edu">askHR@northwestern.edu</a>, Federal forms are completed by the employee in myHR Self Service.</p> <ul style="list-style-type: none"> <li>● ILLINOIS W-4: <a href="https://www2.illinois.gov/rev/forms/withholding/Documents/currentyear/il-w-4.pdf">https://www2.illinois.gov/rev/forms/withholding/Documents/currentyear/il-w-4.pdf</a></li> </ul> <p><u>Nonresident US Aliens</u> must register for and submit information through the FOREIGN NATIONALS INFORMATION SYSTEM (FNIS). Enrollment can be requested directly by the individual or by the department using the FNIS Access Request Form. This step must be completed <i>before</i> the employee's first payroll check has been processed, which ensures their taxes are set up correctly.</p> <p>FNIS DETAILS: <a href="http://www.northwestern.edu/hr/foreign-nationals/paying-non-resident-student-employees/">http://www.northwestern.edu/hr/foreign-nationals/paying-non-resident-student-employees/</a></p>
<b>5. Obtain Background Check (conducted by Talent Acquisition)</b>	<p>This will be initiated once paperwork is submitted (not required for students).</p>

**6. Complete the Work-Study Authorization Form (*Work-Study students only*)**

Any student hired into a Work-Study Job and being paid out of a Work-Study account must submit a completed, signed Work-Study Authorization Form to the Work-Study Office. The form may be faxed, mailed, emailed, or dropped off by either the student or hiring department.

If the Authorization Form is not submitted and approved, the Work-Study Office reserves the right to decline the Work-Study employment, transfer the employee to a regular Student Temporary job, and recover any wages from the department (via a payroll journal) that were paid out of the Work-Study account.

WORK-STUDY WEBSITE (including Form): <http://undergradaid.northwestern.edu/work-study/>

### Procedure After Employment

**1. Ensure Direct Deposit is set up**

To protect sensitive personal information, all employees should directly enter their Direct Deposit information in myHR once their NetID is active. Once logged in, employees will select the **Pay** tile in Self Service and the **Direct Deposit** option.

To ensure the employee's first paycheck is deposited to a desired account, Direct Deposit should be set up by the employee at least seven days before their first payroll has been processed to ensure timely deposits on an approaching pay date.

If an employee is unable to complete their Direct Deposit online, they may go to the HR Service Center for assistance.

**2. DCFS Acknowledgement**

Students/employees should log onto myHR Self Service to complete their mandatory DCFS attestation; otherwise, they can complete the paper form and provide it to their manager.

DCFS FORM:

<https://www.northwestern.edu/youth-on-campus/documents/acknowledgment-of-mandated-reporter-status.pdf>

**3. Confirm Job Entry in myHR**

After the Personal Data Form has been processed, the individual will appear in myHR on the Job Data, Personal Data, and Temp Panel pages in myHR. *Note that temps will not appear on the Appointment Overview or Current Salary pages.* Administrators should review these pages to ensure employee information has been entered correctly.

Access to the employee's timecard in Workforce Software should be available the day *after* the request has been processed. *Please contact [AskHR](#) regarding issues with viewing or accessing timecards when there is an active job in myHR for an employee.*



## Electronic Form I-9s ([E-Verify](#)) – It's the law!

When hiring a new employee, Northwestern is bound by two equally important regulations:

- Employees *must fully* complete an Electronic Form I-9 (process includes presenting original documentation) **before or no later than three days after the employee's actual start date.**

*If found out of compliance with this government regulation, the result could incur fines for each instance of non-compliance against the University and endangers the University's eligibility for federal grants.*

To ensure the University remains compliant in all aspects, it is recommended that hiring departments:

- Ensure the individual begins the Electronic I-9 form **and possesses the required documentation** before the first day of work is determined. *Communicate to the employee the need for the E-Verify requirement when the job offer is extended.*
- If a problem exists in obtaining original documentation for completion of the requirement by the third day of employment, the employee must stop working until the requirement can be fully completed.
- Ensure section one is completed by the employee, and section two of the form must be completed no later than their third day of employment.

## **Section 2:**

# **Entering Job Changes on the Temp Panel**

## USING THE TEMP PANEL

The Temp Panel is your main resource to review employment information and make adjustments to the employment record. Using the Temp Panel, you may:

- Update the temp’s **Salary/Compensation Rate**
- Change the temp’s **Job Title**
- **Transfer** a student employee between Work-Study and non-Work-Study status
- **Terminate** a temporary job

The Temp Panel is also used to update approvers associated with that temporary employee:

- The Workforce Software **Time Card Approver** (usually the temporary employee’s supervisor)
- The **Training Approver** (for internal training requests that include a registration or drop fee)

### Navigation

**Admin Access:** Log into myHR at <https://www.northwestern.edu/myhr/index.html>, select the Compass icon, and choose Classic Home.

**Path:** WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > TEMP PANEL

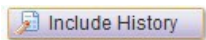
You can also access the Temp Panel in the myHR Administration Dashboard.

**Path:** SELF SERVICE > WORKFORCE ADMINISTRATOR > myHR ADMINISTRATION > TEMPORARY STAFF FOLDER > TEMP PANEL

### Reviewing the Temp Panel

After searching for a temporary employee and selecting a job record (if there is more than one result), the Temp Panel displays the most recent employment information and approvers:

Razzmatazz, William		Empl ID: <span style="background-color: #cccccc; border: 1px solid #000; padding: 2px;">XXXXXXXXXX</span>	Empl Record: 0
Action <span style="float: right;">Find   View All    First ◀ 1 of 1 ▶ Last</span>			
<input type="radio"/> Termination    Term <span style="border: 1px solid #ccc; padding: 2px;">▼</span> <input type="radio"/> Job Change <input type="radio"/> Salary Adjustment <input type="radio"/> Transfer			
Reason <span style="float: right;">+ -</span>			
*Effective Date:	<span style="border: 1px solid #ccc; padding: 2px;">07/01/2018</span> <span style="font-size: small;">[B]</span>	Compensation Rate:	<span style="border: 1px solid #ccc; padding: 2px;">11.000000</span> <span style="float: right;">+ -</span>
*Action:	<span style="border: 1px solid #ccc; padding: 2px;">Pay Rate Change</span> ▼	*Job Code:	<span style="border: 1px solid #ccc; padding: 2px;">100020</span> Northwestern Employee
*Reason Code:	<span style="border: 1px solid #ccc; padding: 2px;">SAJ</span> SAJ - Salary Adjustment		
*Department:	<span style="border: 1px solid #ccc; padding: 2px;">302000</span> Music Band		
Approvers <span style="float: right;">Find   View All    First ◀ 1 of 1 ▶ Last</span>			
Effective Date <span style="border: 1px solid #ccc; padding: 2px;">09/24/2017</span> <span style="float: right;">+ -</span>			
Time Card Approver	<span style="border: 1px solid #ccc; padding: 2px;">00009757</span> 🔍	Empl ID	<span style="border: 1px solid #ccc; padding: 2px;">1017716</span> Pamela Skyblue
Training Approver	<span style="border: 1px solid #ccc; padding: 2px;">00009757</span> 🔍	Empl ID	<span style="border: 1px solid #ccc; padding: 2px;">1017716</span> Pamela Skyblue

**Historical Data:** To view the history and past changes made to this employee’s job record, click  and use the arrow icon to scroll through the record chronologically.

**Submitting Changes:** If you have the proper authorization to submit updates, + - buttons will appear in the top right corner of each box.

## TEMP PANEL ENTRY RULES

### Rules for Using the Temp Panel

#### Data Entries:

- All entries must be performed in the main myHR database (not the Reporting database).
- There are no approvals for changes made to a temp record; updates will take effect immediately upon clicking the “Save” button.
- Most job-related changes, except where noted in this manual, will take effect at the beginning of the pay period in which you make the entry.
- Any updates that impact Workforce Software (e.g. a change to Time Card Approver or Job Title) will be effective immediately in myHR but will not display in Workforce Software or on time clocks (if applicable) until the following morning.
- After a change has been saved, it cannot be deleted. If you saved incorrect information, you must add an additional entry on top of the prior one.

#### Past and Future Changes:

- To retroactively update a temp's record, please submit a request via the [HR Operations Online Upload](#), making sure to indicate in the Comments area what is needed.
- Future changes cannot be entered; you must wait until the pay period in which the change takes effect to submit the entry.



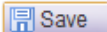
#### Notes:

- The Temp Panel will display only *active* temporary employee jobs, including Temporary Students, Temporary Non-Students, and Work-Study Students. To view information for a terminated temp, use the myHR Job Data page.
- Changes to biweekly *regular* employees are processed through the use of the Position Data/Appointment Form and/or your HR Business Partner.
- Many temporary employees have multiple jobs at Northwestern. Always ensure you are making changes to the correct job record; use the Northwestern Job Summary page in myHR to confirm an employee's job record numbers and current employment information.

## ENTERING A SALARY ADJUSTMENT

Salary Adjustment is used for pay changes that are *not* accompanied by a new Job Title or Department Number, such as:

- Quarterly Work-Study increases (mandatory \$0.05 increase each quarter for Work-Study employees)
- End-of-year merit raises (optional merit increase for returning employees each academic year)
- Other mid-year increases at the discretion of the manager

Procedure	
1.	Navigate to the Temp Panel ( <i>see PAGE 11</i> ) and search for your employee; select a Job Record if necessary. <b>Path:</b> WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > TEMP PANEL
2.	In the top section of the Temp Panel, click the  button.
3.	Click the <b>Salary Adjustment</b> option. The screen will update to show the Compensation Rate field: 
4.	Enter the new salary in the <b>Compensation Rate</b> box.
5.	Click the  button.

### Notes




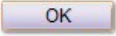
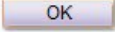
- **Salary changes take effect only at the beginning of a pay period.** The new Compensation Rate is automatically back-dated to the beginning of the current period; any hours the employee has already logged for the period will be paid at the new rate. *It is not possible to future-date compensation changes, or to change compensation mid-pay period.*
- myHR will allow you to enter and save *any* Compensation Rate. Be aware of current minimum wage laws when entering changes; ensure your entry is correct after saving it.
- To retroactively update a temp's salary, please submit a request via the [HR Operations Online Upload](#), making sure to indicate in the Comments area what is needed.

## CHANGING A JOB TITLE

This function is used to update an employee's job title, but *only* when the employee is staying in the same 6-digit department number. This typically occurs when:

- Work-Study employees are remaining Work-Study, but changing titles due to a promotion or job change
- An employee is moving between Temporary Student and Temporary Non-Student status

Changes that involve moving a student into or out of a Work-Study position must be processed using the TRANSFER function (see PAGE 15).

Procedure	
1.	Navigate to the Temp Panel (see PAGE 11) and search for your employee; select a Job Record if necessary. <b>Path:</b> WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > TEMP PANEL
2.	In the top section of the Temp Panel, click the  button.
3.	Click the <b>Job Change</b> option. The screen will update to show the necessary fields: 
4.	(Optional) If the employee's salary will be changing, enter the new rate in the <b>Compensation Rate</b> box.
5.	Enter the new six-digit <b>Job Code</b> associated with the new job title (See PAGES 5 and 32-33).
6.	Click the  button.
7.	You may receive a warning stating: <i>"The Current Job row values for Compensation Frequency, Standard Hours and Work Period are defaulted from Salary Plan Table...."</i> This warning has no impact on the employee; click  to proceed.
8.	You may receive another warning: <i>"Warning -- You have changed the job code and/or department. Please don't forget to review the funding for this employee."</i> → <b>If you entered a change between employee types</b> (Work-Study Student, Temporary Student, Temporary Non-Student), you <u>must</u> update the funding immediately (see PAGE 23). If the employee was and remains a Work-Study employee, funding does not need to be updated. Click  to continue and save the Job Change.



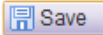
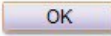
### Note

- A Job Change should always be entered at least one day prior to the employee working the new job; this ensures that Workforce Software and the Workforce Software time clock (if applicable) are updated accurately.

## USING THE "TRANSFER" FUNCTION

The Transfer function is used when transferring an employee within your base HR department number, but to a *different* two-digit node. For example, Transfer can be used to move an employee from HR Department 186998 to 186900.

This function is most commonly used when an undergraduate student moves from Work-Study to non-Work-Study status, or vice versa, due to a loss or gain of Work-Study funding.

Procedure	
1.	Navigate to the Temp Panel ( <i>see PAGE 11</i> ) and search for your employee; select a Job Record if necessary. <b>Path:</b> WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > TEMP PANEL
2.	In the top section of the Temp Panel, click the  button.
3.	Click the <b>Transfer</b> option: 
4.	(Optional) If <b>Compensation Rate</b> is changing, enter the new hourly rate.
5.	Enter the <b>Job Code</b> associated with the new temporary job title ( <i>See PAGES 5 and 32-33</i> ).
6.	Enter the new HR <b>Department</b> number; it must have the same first four digits but <i>different</i> last two digits. <i>Note:</i> Remember, all Work-Study students must have a department number ending in <u>98</u> . Non-Work-Study employees must <i>not</i> have a <u>98</u> department.
7.	Click the  button.
8.	You will receive a funding warning: <i>"Warning -- You have changed the job code and/or department. Please don't forget to review the funding for this employee."</i> → <b>If you entered a change between employee types</b> (Work-Study Student, Temporary Student, Temporary Non-Student), you <u>must</u> update the funding account code immediately ( <i>see PAGE 23</i> ). Click  to continue and save the Transfer.

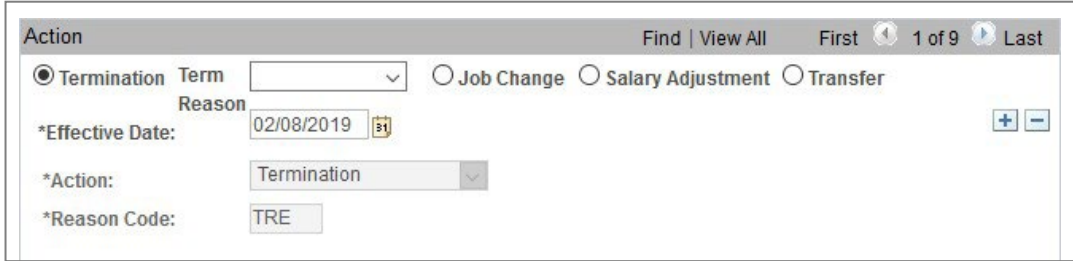
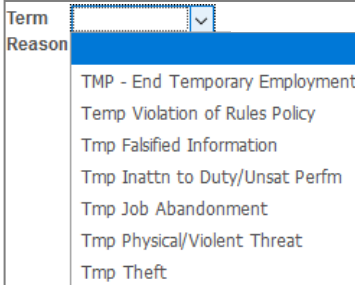
### Note

- The first four digits of the DeptID *must be the same* to use this function. To move an employee to an entirely new department number, the employee must be terminated from this job and then rehired into the new department by submitting a new Personal Data Form.

## TERMINATING A TEMPORARY JOB

Any temporary employee who will not be working in a job for at least 60 days should be terminated within myHR; all other temporary employees should be terminated upon completion of their work.

*Note:* Student employees who are leaving for the summer but are expected to return to their job the following fall *do not* need to be terminated. However, remember to terminate any student that does not return as expected.

Procedure	
1.	Navigate to the Temp Panel ( <i>see PAGE 11</i> ) and search for your employee; select a Job Record if necessary. <b>Path:</b> WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > TEMP PANEL
2.	In the top section of the Temp Panel, click the  button.
3.	Click the <b>Termination</b> option. The screen will update to show the termination fields: <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div>
4.	Using the drop-down menu, choose the <b>Term Reason</b> .  <i>Note:</i> Choosing the correct option is essential for Northwestern’s employment reporting and will be saved on the employee’s record. The first choice, “TMP - End of Temporary Employment,” should be used unless another involuntary termination reason is more valid ( <i>See PAGE 17 for more information</i> ). <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  </div>
5.	Enter the day <u>after</u> the employee’s last day of work as the <b>Effective Date</b> of the termination. See <b>Notes</b> below for more information about this date.  <i>Example:</i> If an employee last logged hours on 2/1/2019, the Effective Date would be 2/2/2019. This may be a weekend or holiday; unlike the other Temp Panel actions, terminations may take effect mid-pay period.
6.	Click the  button.
7.	You will receive either one or two warning messages regarding the termination. Click  .

### Notes

**After the termination is entered, regardless of the Effective Date, the following will occur:**

- You will no longer have access to the employee in the Temp Panel, Temp Funding, and Journal Entry pages. You may view the employee’s record using the Job Data page.
- Workforce Software will update the following morning, and the employee will no longer be able to access or input hours for this job. Additionally, the time card approver will not be able to enter future hours into Workforce Software for this individual.
- If the employee has no other affiliation with Northwestern, the employee’s NetID, WildCARD, and email address will be deactivated automatically the next day.



**As a result, it is imperative that you:**

- *Never* enter a future-dated termination.
- Do not process a termination until *after* the employee has completed work and received the final paycheck, or until you are sure no pay or funding adjustments must be made.

**Termination Reasons**

The following reasons apply to all temporary job terminations; the appropriate reason must be selected in STEP 4 on page 16.


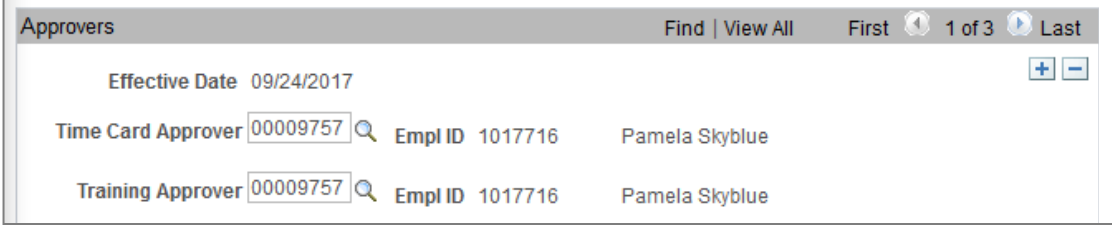
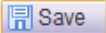
**Note that the reason selected will remain on the employee’s permanent record with Northwestern.**

VOLUNTARY TERMINATION	
TMP - End Temporary Employment	Use for all voluntary terminations that are not the result of a violation of rules or policy as outlined below.
INVOLUNTARY TERMINATION – <i>any of these options makes the individual ineligible for rehire at Northwestern</i>	
Temp Violation of Rules Policy	The employee has violated established department rules or University policy.
Temp Falsified Information	The employee has falsified information on any document submitted to the University, or within any papers related to professional duties.
Temp Inattn to Duty/Unsat Perfm	The employee is being terminated as a direct result of unsatisfactory performance.
Temp Job Abandonment	The employee has failed to call in or show for work for three or more consecutive, scheduled shifts.
Temp Physical/Violent Threat	The employee has caused physical or violent harm to another individual or has threatened to do so.
Temp Theft	The employee is being terminated as a direct result of theft.

If you are unsure which reason to assign for a particular situation or rules violation, contact your department’s HR Business Partner for assistance.

## CHANGING A TEMP'S TIME CARD / TRAINING APPROVER

It is important to maintain an accurate Time Card Approver for your temporary employee; this approver is the person with primary responsibility for approving the employee's timesheet in Workforce Software every two weeks.

Procedure	
1.	Locate the 8-digit <b>Position Number</b> of the employee that will be this temporary employee's Time Card Approver. Position Numbers may be found by looking up the approver on the Job Data, Northwestern Job Summary, or Appointment Overview page in myHR.
2.	Navigate to the Temp Panel ( <i>see PAGE 11</i> ) and search for the employee; select a Job Record if necessary. <b>Path:</b> WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > TEMP PANEL
3.	In the <u>bottom</u> "Approvers" section of the Temp Panel, click the  button.
4.	In the <b>Time Card Approver</b> box, enter the 8-digit Position Number of the primary Workforce Software Time Card approver: 
5.	Press the TAB key or click out of the field with your mouse. The Empl ID and Name associated with that approver will update.
6.	( <i>optional</i> ) If necessary, repeat STEPS 4-5 to update the <b>Training Approver</b> .
7.	Click  .

### Notes

- **If the Time Card Approver is changed:** Workforce Software will update overnight, at which point the new supervisor will have access to view and approve the employee's timecard.
- **If the Training Approver is changed:** Any new training request the employee submits through the Self Service Portal will be directed to the new approver beginning immediately.
- Undergraduate Students, Graduate Students, Adjunct Faculty, Temporary Employees, and any employee in a 1-to-Many position *cannot* be assigned as a supervisor.
- In addition to this primary supervisor, delegates (backup approvers) can be set up for Workforce Software approvals; for more information, see the "[Manage Delegations](#)" job aid.
- A Time Card approver *cannot be assigned* if the latest Effective Date is in the current pay period or in the future. If this is the case, you must wait until that period has ended or contact [AskHR](#) for immediate assistance.

# **Section 3:** **Entering Funding Changes**

## USING THE TEMP FUNDING PAGE

The Temp Funding page specifies which Northwestern account(s) or grant(s) are charged for the temporary employee’s payroll. On this page you may:

- Extend the date of current funding
- Change the account code on the funding chartstring
- Remove, replace, or add any combination of chartstrings and grants to cover the employee’s payroll

*This document assumes basic familiarity with chartstrings and Northwestern’s financial system.*

### Navigation

**Admin Access:** Log into myHR at <https://www.northwestern.edu/myhr/index.html>, select the Compass icon, and choose Classic Home.

**Path:** WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > TEMP FUNDING

You can also access Temp Funding in the myHR Administration Dashboard.

**Path:** SELF SERVICE > WORKFORCE ADMINISTRATOR > myHR ADMINISTRATION > TEMPORARY STAFF FOLDER > TEMP FUNDING

### Reviewing the Temp Funding Page

After searching for a temporary employee and selecting a job (if there is more than one result), the Temp Funding page displays a record of past and current funding for the employee’s job.

Review the **Start Date** and **End Date** on each line to determine which funding is currently active:

Temp Funding

---

Name: Matthew Salmon      Empl ID: ██████████      Empl Record: 0

Eff Date: 07/01/2018    Action: PAY    Seq #: 0    Status: Active

Job Code: 100100    Northwestern Employee      Account: 60122

Comp Rate: 11.000000      Comp Freq: H

Std Hrs/Wk: 12.00      Appointment End Date:       Job Indefinite End

Scroll Area
Find | View All
First ◀ 1 of 1 ▶ Last

*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account								
<input type="button" value="Select Funding"/> 110 <input style="width: 20px;" type="text"/>	1000000 <input style="width: 20px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	60122 <input style="width: 20px;" type="text"/>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; font-weight: normal; font-size: small;">Percent:</td> <td style="width: 15%; font-weight: normal; font-size: small;">*Start Date:</td> <td style="width: 15%; font-weight: normal; font-size: small;">Stop Date:</td> <td style="width: 55%;"></td> </tr> <tr> <td style="padding: 2px 5px;">100.0000</td> <td style="padding: 2px 5px;">10/05/2015 <input style="width: 15px;" type="text"/></td> <td style="padding: 2px 5px;"><input style="width: 15px;" type="text"/></td> <td style="padding: 2px 5px;"><input checked="" type="checkbox"/> Indefinite End?</td> </tr> </table>							Percent:	*Start Date:	Stop Date:		100.0000	10/05/2015 <input style="width: 15px;" type="text"/>	<input style="width: 15px;" type="text"/>	<input checked="" type="checkbox"/> Indefinite End?
Percent:	*Start Date:	Stop Date:												
100.0000	10/05/2015 <input style="width: 15px;" type="text"/>	<input style="width: 15px;" type="text"/>	<input checked="" type="checkbox"/> Indefinite End?											

**Historical Data:** Only one line is displayed by default. To view all funding lines, including history, click the [View All](#) link or use the arrow icon to scroll through each record.

## TEMP FUNDING ENTRY RULES

### Temp Funding vs. Regular Employee Funding

Funding and Journal Entries for temporary employees follow the same rules as funding for regular employees with the following differences:

- Temp Funding and Journal Entries must be entered on different pages in myHR (see the next sections).
- There are *no approvals*. Your entries do not have to wait for PTA or school approval, and changes to an existing entry may be made at any time before the deadline.

---

### Funding Entry Deadline

All funding entries and payroll journals for temporary employees must be saved by the published **Deployment Deadline** for the **BIR GL** (biweekly payroll general ledger). Refer to the Monthly Payroll Calendar, available on [Payroll's website](#), for this deadline.

Any funding change that is saved *after* the deadline will remain in the system but will not be processed until the following BIR GL date.

---

### Rules for Temp Funding & Journals

**All rules, except for approvals, are the same as those for regular employee funding:**

- The entire chartstring must be valid, active, and open at the time the entry is processed.
- If the chartstring is a grant account, the appropriate Account Code must be open and available for use.
- The Account Code used must be the default Account Code for the type of temporary employee you are paying (*see PAGE 5 and 32-33*).

**For retroactive changes processed with a Journal Entry:**

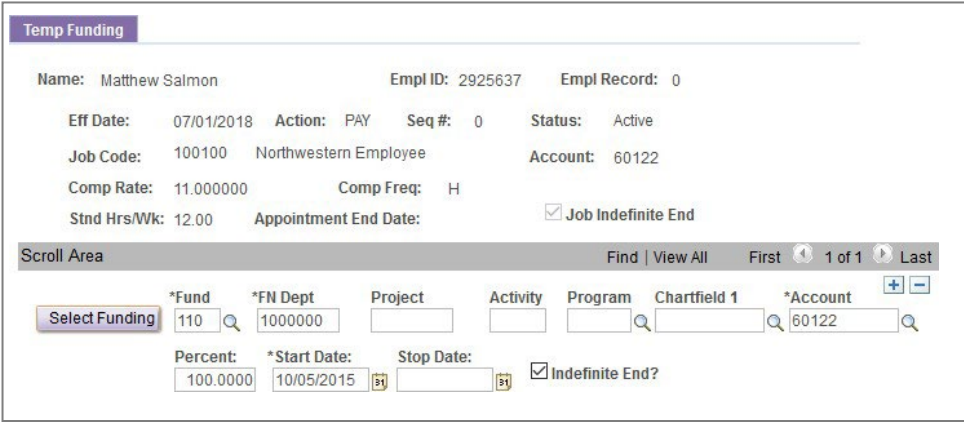

- Consecutive pay periods may be combined and processed on one journal entry. **FEINBERG NOTE** Biweekly employee journals must also be split based on fiscal quarters.
- Journal dates must correspond to the start and end of biweekly pay periods, unless grant dates force a mid-pay period change.
- Journals may only be entered online for the previous 90 days. Any changes to a pay period over 90 days must be submitted using the 90-day paper journal process.

#### **For Additional Information:**

The following pages refer to basic data entry for common funding changes associated with *temporary* employees. For more detail about funding and journal entries, refer to the separate [Deployed Funding Guide](#) or attend the myHR Deployed Funding (HRS102) training.

## EXTENDING THE FUNDING STOP DATE

While appropriated University funds (such as your budgeted department account) usually do not have a “Stop Date,” grant accounts do. When a grant is renewed or extended, the funding for every employee on that grant must be extended as well. This procedure applies when you are extending the funding *only*, and no other changes are being made to the chartstring.

Procedure	
1.	Navigate to the Temp Funding page and search for your employee; select a Job Record if necessary.  <b>Path:</b> WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > TEMP FUNDING
2.	Using the <b>Start Date</b> and <b>Stop Date</b> , locate the line of funding that is currently active and must be extended; use the <u>View All</u> link or arrow icon if necessary.
 <p>The screenshot shows the 'Temp Funding' page for employee Matthew Salmon (Empl ID: 2925637). It displays various fields including Eff Date (07/01/2018), Job Code (100100), and Account (60122). A 'Scroll Area' contains a table with columns for Fund, FN Dept, Project, Activity, Program, Chartfield 1, and Account. The first row shows Fund 110, FN Dept 1000000, and Account 60122. Below the table, there are input fields for Percent (100.0000), Start Date (10/05/2015), Stop Date, and an 'Indefinite End?' checkbox which is checked.</p>	
3.	Type the new date over the existing one in the <b>Stop Date</b> box. If <b>Indefinite End</b> is checked, it must be unchecked before you can enter a stop date.  <i>Note:</i> The Start Date and Stop Date (if entered) <i>must</i> correspond to the beginning and end of a pay period. Mid-pay period dates are only allowed if required by the grant.
4.	Click the  <b>Save</b> button.

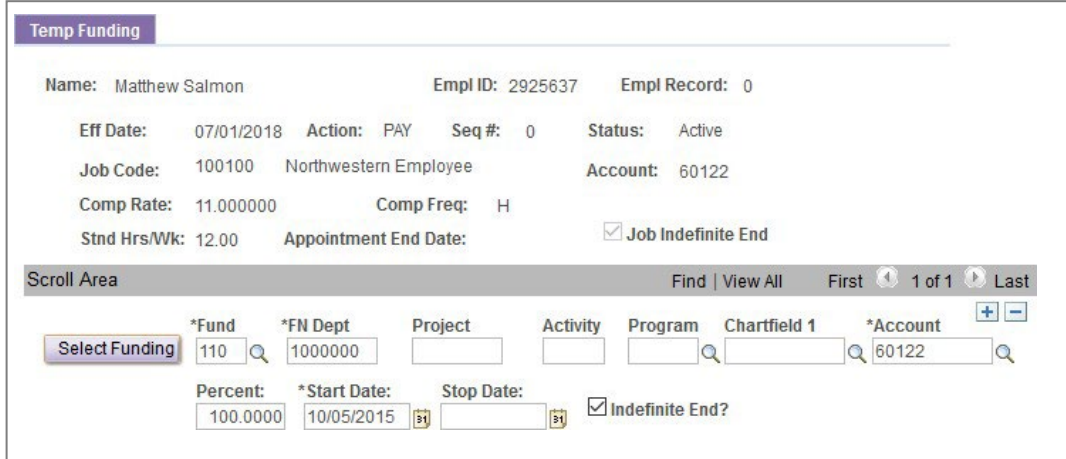
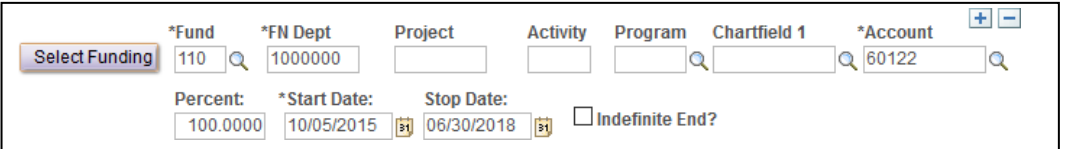
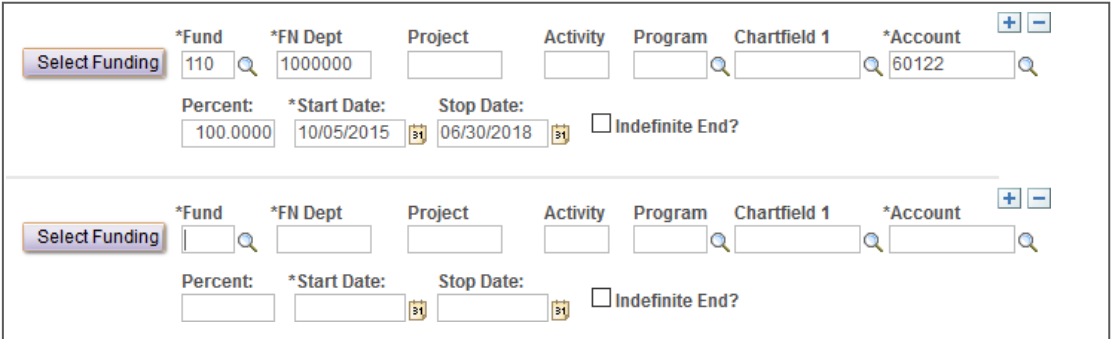
### Note

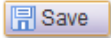
- This is the *only* instance in which a change should be made to funding by typing over existing information. When any part of the chartstring or Percent is being modified, a new line must be added to the record. See the following sections for more details.

## UPDATING THE FUNDING ACCOUNT CODE

When an employee moves to a different temporary employee type using the Temp Panel’s “TRANSFER” or “JOB CHANGE” function, the funding Account Code *must* be updated. This typically occurs when:

- A Work-Study Student loses or exhausts their Work-Study allotment, and you want to retain the employee as a Temp Student;
- A Work-Study Student who exhausted funding the previous year returns to your department the following fall and needs to be changed *back* to Work-Study;
- A Temporary Student graduates and you wish to retain the employee as a Temporary Non-Student; or
- Any other change that moves the employee between “types” as outlined on PAGE 5.

Procedure	
1.	Ensure you have first saved the associated JOB CHANGE or TRANSFER using the Temp Panel ( <i>see PAGES 14-15</i> ).
2.	Navigate to the Temp Funding page and search for your employee; select a Job Record if necessary.  <b>Path:</b> WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > TEMP FUNDING
3.	Locate the current funding line and <i>end</i> it by changing its <b>Stop Date</b> . The Stop Date must be the day <i>before</i> the <b>Eff Date</b> noted in the top of the screen:  <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;">  </div> In this example, we must uncheck <b>Indefinite End</b> and add a <b>Stop Date</b> of 6/30/2018:  <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;">  </div>
4.	Click the <b>+</b> button to add a <i>new</i> line of funding. You will see a blank row; click the <u>View All</u> link in the blue bar to display the old and the new funding together:  <div style="border: 1px solid #ccc; padding: 10px;">  </div>

<p><b>5.</b> In the blank line, enter the new chartstring: <b>Fund</b> and <b>FN Dept</b> are always required; <b>Project</b> and <b>Activity</b> are required for grant funding; <b>Program</b> and <b>Chartfield 1</b> may be used in rare cases.</p> <p>If you are updating only the <b>Account</b> code, and the rest of the chartstring is remaining the same, enter the other fields exactly as they appear on the previous line.</p>
<p><b>6.</b> Enter the <b>Account</b> code as noted at the top of the Temp Funding screen.</p>
<p><b>7.</b> Enter the <b>Percent</b> of the employee's pay to charge to this chartstring.</p> <p><i>Note:</i> You may split charges to numerous chartstrings by adding additional blank lines; the total of all percentages must sum to 100.</p>
<p><b>8.</b> Enter a <b>Start Date</b> for the new funding; this should be the day <i>after</i> the Stop Date on the previous line, and the same as the <b>Eff Date</b> in the top left corner of the screen.</p>
<p><b>9.</b> If there is a <b>Stop Date</b> for the new funding, enter that; otherwise, click the <b>Indefinite End</b> checkbox.</p>
<p><b>10.</b> Click the  <b>Save</b> button.</p>

---

## Notes

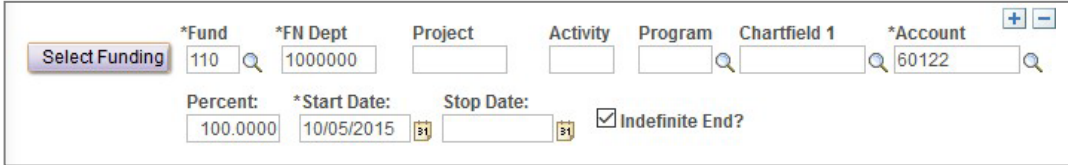
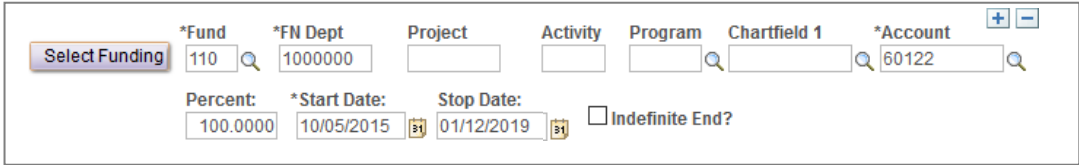
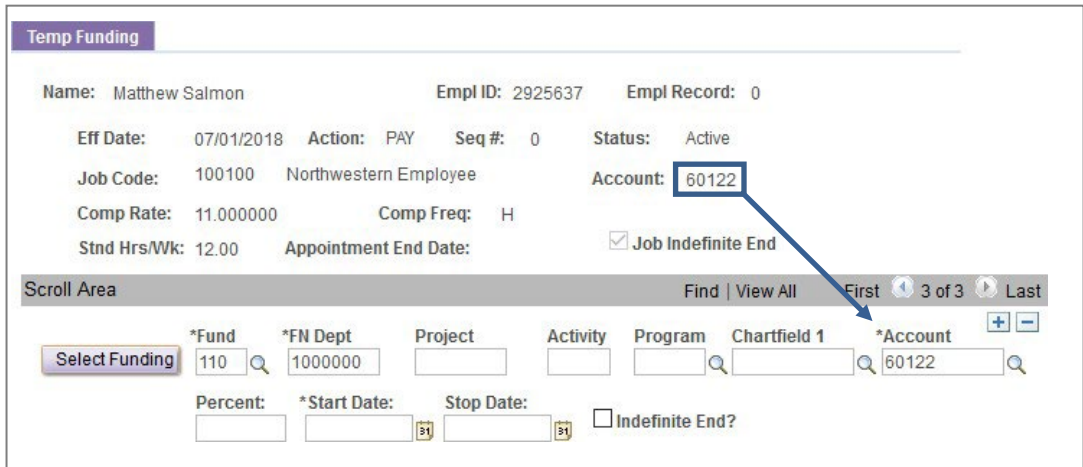
- If you are charging to multiple chartstrings, the total percentage of all funding must equal 100. If the total is less than 100, the difference will be charged to the department's suspense account.
- It is imperative to use the Account code that is noted in the top portion of the Temp Funding page. Each Job Code is associated with a particular payroll Account code and that account must be used for payroll purposes.
- Although you may enter past dates into the funding page, payroll that has already been processed is not automatically corrected. If funding must be corrected for a previous pay check, a Journal Entry must be created (*see PAGE 27*).



## CHANGING THE CHARTSTRING


At any time you may update the chartstring or grant that pays for the temporary employee’s paycheck. It is also possible to “split” the employee’s pay to be charged in specific proportions to multiple accounts at once.

A basic example is described below, changing an employee’s pay from one chartstring to another. For additional examples of other funding scenarios, refer to the instructions in the separate [Deployed Funding Guide](#) or attend the myHR Deployed Funding (HRS102) training.

Procedure	
1.	Navigate to the Temp Funding page and search for your employee; select a Job Record if necessary.  <b>Path:</b> WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > TEMP FUNDING
2.	Locate the current funding line that you wish to end:  <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  </div> End this line by changing its <b>Stop Date</b> ; the Stop Date <i>must</i> be the last day of the current or a future biweekly pay period, unless special grant circumstances require a mid-period funding change.  In this example, we will uncheck <b>Indefinite End</b> and add a <b>Stop Date</b> of 1/12/2019:  <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  </div>
3.	Click the <span style="border: 1px solid #ccc; padding: 2px;">+</span> button to add a new row of funding. <i>(If desired, click the <a href="#">View All</a> link in the blue bar to display the old and the new funding together.)</i>
4.	In the blank line, enter the new chartstring: <b>Fund</b> and <b>FN Dept</b> are always required; <b>Project</b> and <b>Activity</b> are required for grant funding; <b>Program</b> and <b>Chartfield 1</b> may be used in rare cases.  The <b>Account</b> code must be the Account associated with this type of temporary employee, as listed at the top right of the funding screen.  <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  </div>
5.	Enter the <b>Percent</b> of the employee’s pay to charge to this chartstring.

6. Enter a **Start Date** for the new funding; this should be the day *after* the Stop Date on the previous line, and the start of a new pay period. In this case, it will be 1/13/2019.

7. If there is a **Stop Date** for the new funding, enter that; otherwise, click the **Indefinite End** checkbox:

	*Fund 110	*FN Dept 1000000	Project	Activity	Program	Chartfield 1	*Account 60122	 
Percent:	100.0000	*Start Date: 01/13/2019	Stop Date:			<input checked="" type="checkbox"/> Indefinite End?		

8. If this chartstring is set for less than 100%, repeat STEPS 3-7 until you've added enough lines to cover 100% of the employee's pay.

9. Click the  button.

## JOURNALS: CORRECTING PAST PAYROLL CHARGES

When an employee’s paycheck is charged to the incorrect department or grant account, a journal entry must be created to transfer the charge back to the correct account. A journal entry can be used to:

- Transfer all or a portion of an employee’s pay that has already been charged to the wrong chartstring,
- Clear your department’s suspense account if the employee’s payroll was charged to suspense,
- Correct charges that were incorrectly charged to (or not charged to) the Work-Study account code, or
- Correct the chartstring to which the payment for a Special Pay request was charged.

**Journal entries for temporary employees may be entered online only for charges that have occurred in the last 90 days;** anything over 90 days old must be processed using the paper journal process. For more detailed information about payroll journals, including the paper journal process, refer to the instructions in the separate [Deployed Funding Guide](#) or attend the myHR Deployed Funding (HRS102) training.

### Processing a Temp Journal Entry

**Procedure**

**A. Review the employee’s paycheck to determine the dollar amount that was incorrectly charged to the wrong chartstring, and the dates (pay periods) during which that amount was charged.**

1. Navigate to the Paycheck page and search for the employee using the Empl ID number:  
**Path:** PAYROLL FOR NORTH AMERICA > PAYROLL PROCESSING USA > VIEW PAYCHECK INFORMATION > PAYCHECK

2. Open each paycheck that needs to be corrected. For each paycheck, make note of:

- The **Begin Date** and **End Date** in the “Earnings” box on the first tab
- The entire **Chartstring** and **Amount** noted on the last tab (PAYCHECK DISTRIBUTION) for each charge that needs to be corrected

3. If there are multiple checks from the past 90 days that need to be corrected, combine the information as necessary. In this example, we will correct charges from two consecutive paychecks:

Begin Date	End Date	Chartstring Charged Incorrectly	Amount Charged
1/13/2019	1/26/2019	110-2002300-60120	\$75.00
1/27/2019	2/09/2019	110-2002300-60120	\$134.50
<b>Total</b>			
1/13/2019	2/09/2019	110-2002300-60120	<b>\$209.50</b>

**B. Enter the correct chartstring on the Temp Funding page to ensure future paychecks are charged correctly.**

4. Navigate to the Temp Funding page and search for your employee; select a Job Record if necessary.  
**Path:** WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > TEMP FUNDING

5. Follow the procedure in the previous section, **CHANGING THE CHARTSTRING**, to fix the chartstring for future dates. This will ensure that all subsequent paychecks are charged to the correct account.

**C. Enter a Payroll Journal to correct the old checks that were already charged to the wrong account.**

6. Navigate to the Temp Funding page and search for your employee; select a Job Record if necessary.  
**Path:** WORKFORCE ADMINISTRATION > JOB INFORMATION > TEMPORARY ASSIGNMENTS > ENTER JOURNALS - TEMP

7. If the page is not blank, click the button.


8. In the empty journal entry screen, enter the combined **From Date** and **Thru Date** for any consecutive paychecks that need to be corrected.

Begin Date	End Date	Chartstring Charged Incorrectly	Amount Charged
1/13/2019	1/26/2019	110-2002300-60120	\$75.00
1/27/2019	2/09/2019	110-2002300-60120	\$134.50
<b>Total</b>			
1/13/2019	2/09/2019	110-2002300-60120	\$209.50

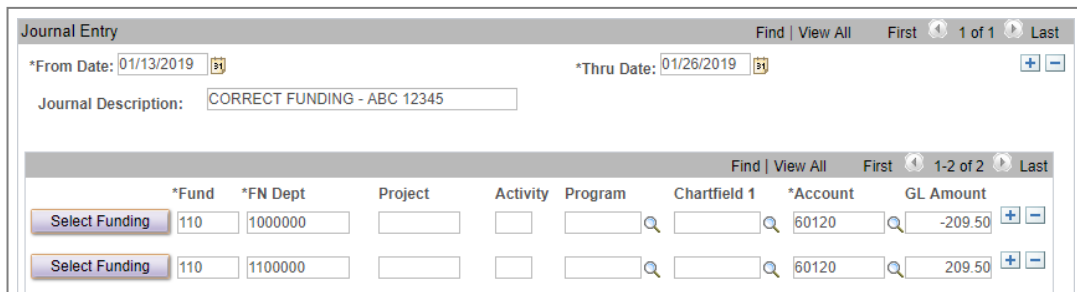
9. Enter a **Journal Description**: include a brief explanation, your initials, and your 5-digit phone extension, such as: "CORRECT FUNDING – ABC 12345."

10. In the blank funding line, enter the chartstring that was *incorrectly* charged and needs to be credited; this is the chartstring that appeared on the original paycheck(s).

11. For the **GL Amount**, enter the total dollar amount that was originally charged. *This must be a negative number.*

12. Click the  button next to the funding line to add a second row.

In this row, enter the chartstring that *should have been* charged. *The GL Amount for this row must be a positive number.*

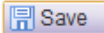


The screenshot shows a 'Journal Entry' window with the following details:

- \*From Date: 01/13/2019
- \*Thru Date: 01/26/2019
- Journal Description: CORRECT FUNDING - ABC 12345

*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account	GL Amount
Select Funding	110	1000000				60120	-209.50
Select Funding	110	1100000				60120	209.50

13. Repeat STEPS 11-12 if you need to add additional lines to credit or debit. You may add as many lines as necessary to include any accounts that *were* charged, and the new accounts that *should be* charged. The total amount for all lines must balance to zero.

14. Click the  button.

**Notes**

- After the journal is saved, it will run on the next BIR General Ledger run. Unlike Deployment for regular positions, temporary journals do not require approval and cannot be denied; if there is an error in the data you entered, it may be corrected by editing and re-saving the journal.
- There is no way to completely delete a journal; if the entire journal was entered in error, you must reverse it by creating a second journal entry.

# **Section 4:** **Additional Functions and Resources**

## ERISA HOURS TRACKING

The Employee Retirement Income Security Act (ERISA) is a federal law which mandates that temporary employees may not work more than 1,000 hours in a rolling 12-month period. If an employee reaches the limit, they must either stop working or be transferred into a benefits-eligible staff position.

The ERISA Hours page in myHR allows administrators to track the total hours worked for temporary employees across all jobs to easily monitor progression toward the 1,000-hour limit.

There are also two reports under Position Management on the Reporting Dashboard in myHR. Use **NWPER003 ERISA Hours** to track ERISA hours for all of your temporary employees, or **NWPER003 ERISA Hours + 700** to see only those temporary employees who have worked more than 700 hours in the current 12-month period.

### Navigation

**Path:** WORKFORCE ADMINISTRATION > JOB INFORMATION > ERISA HOURS

### Details

The ERISA Hours page includes details for each pay period in the last 12 months that the employee received a paycheck:

Nw Erisa Hours					
Michael Sepia					Person ID
Regular Hours			Temporary ERISA-eligible Hours	Worked in last 12 months	
Begin	End	JobCode	Department	Hours	
07/15/2018	07/28/2018	100020	273500	27.00	
06/17/2018	06/30/2018	100020	273500	27.00	
Total Regular:			54.00	Total Additional:	
Grand Total:			54.00		

<b>BEGIN/END</b>	The first and last day of the biweekly pay period for which hours were accrued.
<b>JOB CODE</b>	The temporary employee Job Code associated with the position.
<b>DEPARTMENT</b>	The 6-digit HR Department ID number for which the hours were worked. <i>Note: Hours for all departments in which the employee has worked in the last 12 months contribute toward the 1,000 hour limit.</i>
<b>HOURS</b>	The total hours worked in that position for that pay period.
<b>ADDITIONAL HOURS</b>	Any non-regular pay the employee received that was not part of a specific temporary job.
<b>GRAND TOTAL</b>	The total number of hours the employee has worked in the last 12 months that are ERISA-eligible.

### Notes

- Talent Acquisition regularly monitors all temporary employee hours and will notify the employee’s manager after the temporary employee passes 700 hours worked.
- Even though Work-Study students and temporary students are ERISA eligible, their hours will not display in this page.
- ERISA hours are calculated on a rolling 12-month period to include all paid hours from the employee’s most recent paycheck and 12 months prior.

## NOTES AND FAQs

### Retroactive and Future Changes

You cannot make retroactive or future changes in the Temp Panel. To make **retroactive changes**, send an email to AskHR ([askHR@northwestern.edu](mailto:askHR@northwestern.edu)) with the details of the retroactive change (new job code, compensation, etc.), the effective date, and the employee's name and ID. For **future changes**, wait until that pay period to enter the change. If you're submitting **back pay** (same job and compensation), use the [amendment function](#) in Workforce Software.

---

### Temporary Employee Terminations

There is no confirmation email or workflow tied to the termination of temps. When you save a termination in the Temp Panel, the job record is immediately terminated and the employee is locked out of Self Service (if no other active job exists); they will be terminated in Workforce Software the next morning. To rehire a temp, you must submit a Personal Data Form to Payroll.

---

### Temporary Employee NetIDs

Temporary employees retain the same NetID when they are rehired, but receive a new password. The NetID activation information will be sent to the NetID Coordinator for the 6-digit department number in myHR. The NetID Coordinator can be changed on the myHR NetID Coordinator page (refer to the [myHR Lookup Guide](#) for details).

---

### Processing Work-Study Increases

You will be notified via the myHR listserv when the temp panel will be available for entering quarterly and year-end raises. All Work-Study increases can be entered using the "Salary Adjustment" option on the Temp Panel, assuming there is no change to the Job Code, or Department.

---

## WORK-STUDY ACCOUNT CODES

- 60121 – Work-Study Teaching Assistants
- 60122 – Work-Study (default)
- 60123 – Work-Study America Reads Program
- 60124 – Work-Study Medill special programs
- 60125 – Work-Study Community Service (outside of NU)

## NON-WORK-STUDY STUDENT JOB CODES

- 100029 – Temporary Student (default)
- 102744 – KidsPlay NWS
- 105038 – ART Consultant NWS
- 105039 – ART Premium NWS
- 105040 – ART Rounds NWS
- 105053 – Weekday Driver NWS
- 105054 – Weekend Driver NWS
- 105055 – Weekday Dispatcher NWS
- 105056 – Weekend Dispatcher NWS

## NON-STUDENT JOB CODES

- 100020 – Temporary Non-Student (default)
- 104198 – NU Temp Staffing Center Employee
- 105143 – Instructor (BIT)
- 105470 – Temp Continuous
- 106325 – Grading Staff Studies (CPS)
- 106326 – Course Director (CPS)
- 200022 – Instruction On Ground Course
- 200023 – Instruction On Line Course
- 200024 – Instruction Exec Mgt Course
- 200025 – Grading
- 200026 – Curriculum Design & Develop



## WORK-STUDY JOB CODES

The following Job Codes and titles may be assigned to any Work-Study student employee using the procedures outlined in this guide. Some titles are relevant only for a specific department or job (e.g. Beach Lifeguard), while numerous generic titles exist for use by any school or division (e.g. Administrative Aide, Clerical Aide, Computer Aide). Please exercise appropriate judgment to assign a title that accurately reflects the student's job. You can view the complete list here:

<https://www.northwestern.edu/hr/documents/work-essentials/myhr-codes-jobcodes.pdf>

*These titles may not be used for non-Work-Study temps. For more information, please see PAGE 5.*

102719	Accounting Asst WS	101643	Customer Service Rep 1 WS	100532	Office Service Aide 3 WS
100100	Administrative Aide WS	100147	Customer Service Rep 2 WS	100160	Orchestra Aide 1 WS
102723	Aerobics Instructor WS	100932	Data Entry Opr 2 WS	101637	Patten Front Desk WS
100345	Art Studio Aide WS	101462	Distributed Systems Asst 1 WS	101639	Patten Supv WS
100179	Athletic Equipment Aide 1 WS	100275	Events Manager Aide WS	102722	Personal Trainer WS
101618	Athletic Equipment Aide 2 WS	102718	Facilities Assistant WS	100036	Piano Accompanist Aide WS
100116	Audio-Visual Aide 1 WS	101621	Grader Aide WS	100915	Pool Lifeguard WS
100090	Audio-Visual Aide 2 WS	100362	Guard Aide 1 WS	102716	Private Lessons WS
102515	Audio-Visual Aide 3 WS	101367	Guard Aide 2 WS	102714	Pro Shop WS
102516	Audio-Visual Aide 4 WS	100414	Guard Aide 3 WS	100155	Public Relations Aide 1 WS
100339	Band Aide 1 WS	102730	Intramurals WS	100024	Public Relations Aide 2 WS
100037	Band Aide 2 WS	100102	Journalism Assistant WS	100392	Recreation Facility Aide 3 WS
100462	Band Aide 3 WS	100232	Kids Play WS	100060	Research Aide 1 WS
102712	Beach Lifeguard WS	101376	Lab Assistant 1 WS	100199	Research Aide 2 WS
102728	Blomquist Front Desk WS	100556	Lab Assistant 2 WS	100074	Research Aide 3 WS
104075	Blomquist Supv WS	100097	Laboratory Aide 1 WS	100174	Research Aide 4 WS
100437	Box Office Aide WS	100254	Laboratory Aide 2 WS	100258	Resid Hall Security Aide 2 WS
102317	Building Supervisor WS	100075	Laboratory Aide 3 WS	100032	Residence Hall Security AideWS
100130	Clerical Aide 1 WS	100428	Laboratory Aide 4 WS	102724	Sailing Center WS
100175	Clerical Aide 2 WS	100669	Laboratory Aide 5 WS	102717	Semi-Private Lessons WS
100053	Clerical Aide 3 WS	100222	Language Lab Aide 1 WS	102316	SPAC/Patten Aide 6 WS
100035	Clerical Aide 4 WS	101034	Language Lab Aide 2 WS	102318	SPAC/Patten Aide 8 WS
100240	Clerical Aide 5 WS	100185	Language Lab Aide 3 WS	102889	Student Escort WS
100299	Clerk 2 WS	101623	Language Lab Aide 4 WS	100306	Student Services Aide WS
100833	Clerk Typist 2 WS	102715	Learn to Swim WS	101645	Teacher's Aide WS
100107	Community Service Aide WS	100047	Library Aide 2 WS	100920	Teaching Center Aide 1 WS
105057	Comp Cons Aide Premium WS	100112	Library Aide 3 WS	100481	Teaching Center Aide 2 WS
105058	Comp Cons Aide Rounds WS	100031	Library Aide 4 WS	101223	Teaching Center Aide 3 WS
100059	Composition Aide 1 WS	100342	Library Aide 5 WS	100500	Team Manager Aide 1 WS
100561	Composition Aide 2 WS	100132	Library Aide 6 WS	100426	Team Manager Aide 2 WS
100489	Composition Aide 3 WS	100129	Media Aide WS	102713	Tennis Reservations WS
100253	Computer Aide 1 WS	100263	Membership Office WS	100081	Theatre Aide WS
101484	Computer Aide 2 WS	102729	Miscellaneous Blomquist WS	100737	Trainer Aide WS
100406	Computer Aide 3 WS	102727	Miscellaneous Patten WS	100117	Tutor Aide WS
100136	Computer Consulting Aide 1 WS	102725	Miscellaneous SPAC 1 WS	105049	Weekday Dispatcher Aide WS
100170	Computer Consulting Aide 2 WS	102726	Miscellaneous SPAC 2 WS	105050	Weekday Driver Aide WS
100271	Computer Consulting Aide 3 WS	101421	NUC Aide 1 WS	105052	Weekend Dispatcher Aide WS
101620	Computer Programmer Aide 1 WS	100156	NUC Aide 3 WS	105051	Weekend Driver Aide WS
100043	Computer Programmer Aide 2 WS	100044	NUC Aide 4 WS	102731	Wildcat Camps WS
100436	Computer Programmer Aide 3 WS	100308	NUC Aide 5 WS		
100251	Computer Repair Aide WS	100411	NUC Aide 6 WS		
102720	Computing Assistant WS	100052	NUC Aide 7 WS		
102721	Conditioning Room WS	100864	Nurses Aide WS		
100991	Counseling Aide WS	100122	Office Service Aide 1 WS		