WCAS - Financial Staff Information Session

May 3, 2016
2:00 - 3:30pm
Agenda

Introductions
General Payroll - Onboarding Review
Forms Review
Payroll Best Practices, Resources, & Lifecycle/Workflow Overview (by Function)
Other Payroll/Compensation Topics
Process Enhancements
Additional Announcements
NU Temporary Center

- **Sourced Temp** - A temporary employee recruited by the NU Temp Center

- **Direct Temp** - A temporary employee pre-identified/recruited by the hiring department, and is not registered with the NU Temp Center
Hiring Temporary Talent

- Hiring Department Completes Requisition
- Temp Center recruits candidates for assignment
- Hiring department interviews candidates
- Final Candidate is Selected
- Temp Center Extends Offer
- Candidate Completes New Hire Paperwork and BGC
Temp New Hire Paperwork

- Confirmation of Booking
- Personal Data Form
- I-9 e-Verify Link & List of Appropriate Documents
- Direct Deposit Form
- Federal & State W-4 Forms
Payroll Onboarding

- Faculty Onboarding
  - Appointment/Position Form

- Graduate Students Onboarding
  - Graduate School Interface
  - Appointment/Position Form

- Temporary students and non-students (direct hires) Onboarding
  - Onboarding checklist

- Payroll Forms
Payroll Forms

- Personal Data Form, W4, Direct Deposit, DCFS Attestation
- I9- E-Verify
- Independent Contractor Questionnaire
- Special Pay Form/Add Pay Form
Payroll Best Practices, Resources, & Lifecycle/Workflow Overview

- Payments to non-residents
- Prizes, Awards, & Scholarships
- Payments to students (undergrad & grad)
- Additional Pay / Special Pay overview (students, grads, faculty)
- ACA Impacts to Payments
- Process Questions?
On-boarding Non-residents

- Social Security Number
  - required PRIOR to completing services as a temporary or special pay employee
  - Graduate students, faculty, staff must have their number within 30 days of employment.
- Complete FNIS request form and send to payroll@northwestern.edu
  - http://www.northwestern.edu/hr/policies-forms/forms/foreign-nationals/FNISrequestform.pdf
- I-9 and FNIS is required BEFORE payment.
FNIS- Foreign National Information System

- Required of all foreign nationals
- Must be completed or we cannot produce a check
- Requirements
  - FNIS request form
  - Employee receives login
  - Employee fills in and submits FNIS data electronically
  - Employee receives email FNIS forms are ready
  - Employee comes to Payroll to sign FNIS tax forms
Payments to Students

- Graduate Students
  - Processed through the Annual Interface with SES
  - All other transactions done on paper
  - Changes to the Interface this year - Combine funding if job code, funding, department, and location are the same.
  - Changes to the Interface this year - Keep in the same positions year after year
  - Changes to FY18 - New rewrite of the Graduate Student Interface - more frequently

- Undergraduate Students
  - Paid as temporary through Kronos
  - Paid as an Research For Undergraduate - Scholarship and paid monthly
Impact on Affordable Care Act

- Temp hours/Special Pay Hours are tracked for ACA
- Anyone that is working 30 hours a week are eligible for the ACA
- Terminating temporary employees is critical - avoids the ACA offer
- It is not whether they carry insurance it is whether the university is made the offer for health care.
Pay Category Overview

- Independent Contractor
- Additional/ Special Pay Overview
- Additional Resources
Independent Contractor

- **Independent Contractor**
  - The University has the right to control or direct only the result of the work; and
  - The University does not direct what will be done or how it will be done.

- **An individual is not an independent contractor if:**
  - He/she performs services that can be controlled by the University, even if the individual is given freedom of action.
  - Individuals currently being paid by University Payroll – must be paid using the additional pay form

- **Payment for Services Performed**
  - Approved independent contractors must establish a vendor code through ‘Accounting Services’ for payout

- **Independent Contractor Questionnaire (ICQ) Form**
  - Request forms can be obtained by visiting the Northwestern Website, ‘Payroll Administration’ section. [http://www.northwestern.edu/hr/managers-administrators/payroll-administration/index.html](http://www.northwestern.edu/hr/managers-administrators/payroll-administration/index.html)
Non-resident Independent Contractors

- All forms are available on the Payroll website
  - [http://www.northwestern.edu/hr/foreign-nationals/paying-independent-contractors/index.html](http://www.northwestern.edu/hr/foreign-nationals/paying-independent-contractors/index.html)

- Requirements
  - ICQ
  - Payment Packet

- Payment options
  - Default paper check mailed to department
  - Direct Deposit (must be U.S. account)
  - International Wire

- Send all paperwork to Payroll Office
Prize/Award Packet for Non-Residents

Please follow the flow chart below to determine if this is the correct packet for processing your payment.

- Are services required for you to receive this prize or award? [YES] Use Contracted Services Packet, Additional/Special Pay Request Form, as applicable.
  [NO]

- Is this prize or award REQUIRED to be used for studying or training? [YES] Money that MUST be used for studying or training is classified as scholarship/fellowship income and paid on an Appointment/Position Form.
  [NO]

- Are you a current Northwestern University employee or have you been employed by Northwestern in the past 12 months? [YES] Use Additional/Special Pay Request Form.
  [NO]

- Are you a non-resident alien for tax purposes? *If unsure contact Payroll [NO] Prize payments for U.S. citizens, permanent residents, and U.S. tax residents should be processed through Accounts Payable (unless currently employed or in past 12 months, see above).
  [YES] Proceed with this payment packet for Prizes & Awards.
Non-resident Prizes and Awards

- All forms are available on the Payroll website
  - [http://www.northwestern.edu/hr/foreign-nationals/paying-independent-contractors/index.html](http://www.northwestern.edu/hr/foreign-nationals/paying-independent-contractors/index.html)

- Requirements
  - ICQ
  - Payment Packet

- Payment options
  - Default paper check mailed to department
  - U.S. address
  - Direct Deposit (must be U.S. account)
  - International Wire

- Send all paperwork to Payroll Office
Need Help Finding the Right Payment Forms?

- Purchasing and Payment Methods Quick Reference
  - [http://www.northwestern.edu/financial-operations/policies-procedures/purchasing/PurchasingandPaymentMethodsQuickReference.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/purchasing/PurchasingandPaymentMethodsQuickReference.pdf)

- Engaging the Services of Individuals flow chart
  - [http://www.northwestern.edu/hr/workplace-learning/business-processes/engaging_services_individuals.pdf](http://www.northwestern.edu/hr/workplace-learning/business-processes/engaging_services_individuals.pdf)

- Purchasing and Payments webinar
  - [http://www.northwestern.edu/hr/workplace-learning/business-processes/index.html](http://www.northwestern.edu/hr/workplace-learning/business-processes/index.html)
Additional Pay vs Special Pay

- Decisions - Add Pay vs Special Pay
  - Does the person currently have a PAID appointment? Yes/No
    - If Yes - Additional Pay
    - If No - Special Pay
  - Does the Person currently have an UNPAID appointment? Yes/No
    - If Yes - Special Pay
    - If No appointment - Special Pay

- Considerations with Special Pay
  - Must convert salary into hours for the ACA and pay biweekly
  - Decide whether it is better to pay on Kronos versus Special Pay
Additional vs Special Pay

**Additional Pay**
Used to provide supplemental payment to active employees for a number of approved activities such as:

- Temporary assignments
- Recognition bonus
- Special cash awards
- Prizes
- Honorarium
- Research subject fees
- Faculty supplement

**Special Pay**
Used to provide specific, pre-approved payments to individuals who are not currently on the Northwestern payroll within a calendar year. All eligible activities are listed on the Special Pay Request Form.
## Additional vs Special Pay Continued

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<th>ADDITIONAL PAY</th>
<th>SPECIAL PAY</th>
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<tbody>
<tr>
<td><strong>Eligibility:</strong></td>
<td>Active Employee</td>
<td>Non Employee</td>
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<tr>
<td><strong>Approved Activities:</strong></td>
<td>Listed under “Nature of Service” on the request form</td>
<td>Listed under “Nature of Service” on the request form</td>
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<td>Only applicable for certain pre-approved job titles within certain schools/administrative</td>
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<td><strong>Exempt vs. Non-Exempt:</strong></td>
<td>Requires compensation pre-approval</td>
<td>N/A</td>
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<td>Payments to nonexempt staff must be calculated on an hourly basis and accompanied by a copy of the Kronos timecard for the period(s) receiving pay</td>
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<td>Exempt staff payments may be paid in lump sum covering a period of time</td>
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<td><strong>Form(s):</strong></td>
<td>Request forms can be obtained by visiting the Northwestern Website, ‘Payroll Administration’ section.</td>
<td><a href="http://www.northwestern.edu/hr/managers-administrators/payroll-administration/index.html">http://www.northwestern.edu/hr/managers-administrators/payroll-administration/index.html</a></td>
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Process Overview

- **School/Unit**: Submits Request for Preapproval
- **Compensation**: • Review/Approval • Requires further discussion
- **Payroll**: Compensation submits form for processing/payout
Other Payroll / Compensation Topics

- Training, Systems & Resources
- Upcoming system / process changes
  - Add Pay
  - System Upgrade to 9.2
Needed Process Enhancements

- Build out of Hiring & Payment Matrix
- Suggestions for Enhancements?
Additional Announcements

- FY17 Appropriated Budget Prep (Recommended) Deadline: Fri, June 10
- Summer Salary Processing (Faculty)
- WCAS Dean’s Office - Who to Contact
- Next Info Session: Wed, July 13 2pm (Transportation Center Lower Level Classroom)
Questions?