Weinberg Financial Operations
Spring Meeting

Monday, May 13, 2019
Per Diem
Why use per diem?

- No currency conversions
- Expedited review/approval time
- Convenient for traveler
Travel & Expense Policy matrix

The following matrix provides guidance regarding the reimbursement methods.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Per Diem</th>
<th>Actual Expenses**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Meals and Incidental Expenses</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Trip duration is less than or equal to 12 hours.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Trip duration is greater than 12 hours.</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>First day of travel</td>
<td>75% of the per diem rate</td>
<td>X</td>
</tr>
<tr>
<td>Last day of travel</td>
<td>75% of the per diem rate</td>
<td>X</td>
</tr>
</tbody>
</table>

** Receipts must be submitted for reimbursement. Meals must comply with policy limits.
Per Diem requirements

• Per diem reimbursement method must be used for the entire trip
• Per diem only applies to meals & incidental expenses (M&IE)
  – lodging and transportation should be added separately to the expense report
• Proof of travel dates required
  – Acceptable documents include hotel bill, airfare, rental car receipt
Per Diem rates

• The per diem rate may be reduced to accommodate trip budget
• Adjust per diem rate to compensate for conference or group meals
• To calculate deductions for meals provided:
  – Domestic travel: http://www.gsa.gov/portal/content/101518
  – Foreign travel: https://aoprals.state.gov/web920/per_diem.asp
Tips & Reminders

• Sponsored projects may not allow – check before traveler’s departure
• Able to enter one expense line for multiple per diem expenses
• When using per diem for multiple destinations, only the first and last day of travel should be reduced to 75%
• Examples found here
Student Awards
Types of Student Awards:

**Prize:** Money given for achievement, merit, or as a contest winner

**Scholarship:** Money to aid in studying, teaching, or research.
# Student Look Up

Determine the student’s status

<table>
<thead>
<tr>
<th>Payroll Status</th>
<th>Effective Date</th>
<th>Pay Group</th>
<th>Student Status</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Any</td>
<td>BIT Biweekly temporaries</td>
<td>Active undergraduate student</td>
<td>Special Pay</td>
</tr>
<tr>
<td>Active</td>
<td>Any</td>
<td>MGW Monthly grad wages</td>
<td>Active graduate or undergraduate student</td>
<td>Additional Pay</td>
</tr>
<tr>
<td>Terminated</td>
<td>Within the past 12 months</td>
<td>Any</td>
<td>Inactive graduate or undergraduate student</td>
<td>Special Pay</td>
</tr>
<tr>
<td>Terminated</td>
<td>More than 12 months ago</td>
<td>Any</td>
<td>Inactive graduate or undergraduate student</td>
<td>Special Pay or Payment Request</td>
</tr>
</tbody>
</table>
Student Look Up
Example – Active Graduate Student

<table>
<thead>
<tr>
<th>Empl ID: 2010101</th>
<th>Baratheon, Shireen</th>
</tr>
</thead>
</table>

**Scroll Area**

<table>
<thead>
<tr>
<th>Effective Date: 03/01/2019</th>
<th>Payroll Status: Active</th>
<th>Empl Rcd: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number: 00000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Type: Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Category: Graduate Non Work Study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Code: 100038</td>
<td>Graduate Assistant TGS</td>
<td></td>
</tr>
<tr>
<td>Department: 000000</td>
<td>WCAS Administration</td>
<td></td>
</tr>
<tr>
<td>Pay Group: MGW</td>
<td>Monthly Graduate Wages</td>
<td></td>
</tr>
<tr>
<td>Pct Full Time:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard Hours: 12.00</td>
<td>Compensation Rate: 1000.000000</td>
<td></td>
</tr>
<tr>
<td>Job Begin Date: 03/01/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appt End Dt: 05/31/2030</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefits Eligible:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 of 3 Last
Student Look Up
Example – Active Undergraduate Student

Empl ID: 2010101
Of Tarth, Brienne

Effective Date: 01/07/2019
Payroll Status: Active
Empl Rcd: 0

Position Number:
Position Type:
Position Category:

Job Code: 100100 Administrative Aide WS
Department: 000000 WCAS Administration
Pay Group: BIT Biweekly temporaries
Pct Full Time:
Standard Hours: 15.00

Job Begin Date: 07/01/2018
Appt End Dt:
Benefits Eligible
Student Look Up
Example – Inactive Undergraduate Student

<table>
<thead>
<tr>
<th>Scroll Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Empl ID:</strong> 2010101</td>
</tr>
<tr>
<td><strong>Effective Date:</strong> 08/20/2018</td>
</tr>
<tr>
<td><strong>Empl Rcd:</strong> 1</td>
</tr>
</tbody>
</table>

**Position Number:**

**Position Type:**

**Position Category:**

**Job Code:** 100029

**Department:** 000000

**Pay Group:** BIT

**Pct Full Time:**

**Standard Hours:** 40.00

**Job Begin Date:** 08/20/2018

**Appt End Dt:**

**Benefits Eligible**
Processing Student Prizes

U.S. Residents

Undergraduate Students
- Active in myHR
  - BIT Pay Group
- Not active in myHR
  - Special Pay

Graduate Students
- Active in myHR
  - MGW Pay Group
- Not active in myHR
  - Special Pay or Payment Request

Non-Residents
- Payment Packet for Non-Resident Independent Contractors
## Student Awards Documentation

<table>
<thead>
<tr>
<th>Type of Payment</th>
<th>Staff Completes</th>
<th>Student Completes</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Pay</td>
<td>Special Pay Form</td>
<td>• Personal Data Form</td>
<td>• Direct Deposit Form</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• DCFS Mandatory Reporter Form</td>
<td>• Federal Form W-4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• I-9 Verification</td>
<td>• Illinois Form W-4</td>
</tr>
<tr>
<td>Scholarship</td>
<td>Position/Appointment Form</td>
<td>• Personal Data Form</td>
<td>• Direct Deposit Online Setup</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• FNIS Request Form (Non-residents only)</td>
<td>• Federal Form W-4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• DCFS Mandatory Reporter Form Online</td>
<td>• Illinois Form W-4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• I-9 Verification</td>
<td></td>
</tr>
<tr>
<td>Payment Request</td>
<td></td>
<td>• Conflict of Interest Form</td>
<td>• W-9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Independent Contractor Questionnaire</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Award Letter</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Payment Request in NUFinancials</td>
<td></td>
</tr>
</tbody>
</table>
Helpful links found on our website:

- Weinberg Award processing guide
- **Student look-up myHR status**
- **Sample Scholarship**
- **Sample Special Pay**
Summer Salary
Overview

• Summer Salary is used to pay faculty for additional research performed during their non-contracted summer months. For the complete information, refer to the Office for Research Summer Salary Policy.

• Summer salary commitments paid by the College this coming summer are paid at the FY19 salary rate. Even if paid in September, we use FY19 salary.

• Faculty can however choose to use the FY20 salary for half month of September summer salary payment if paid on sponsored funds.
**Summer Salary Request Form**

**NORTHWESTERN UNIVERSITY Summer Salary Request Form-2019**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Academic Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Home H: Home Dept: Name:**

**Effective Date | End Date | Flat Amount | Payroll Only | Approvals**

- **JUNE**: 6/1/19 | 6/30/19 | 0.00 |
- **JUNE**: 7/1/19 | 7/31/19 |
- **JULY**: 8/1/19 | 8/31/19 |
- **AUGUST**: 9/1/19 | 9/15/19 |

**Payment Funding**

<table>
<thead>
<tr>
<th>NIH NSF Fund</th>
<th>Financial Dept</th>
<th>Project</th>
<th>Activity</th>
<th>Chartfield</th>
<th>Account</th>
<th>Percent</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
</tr>
</thead>
</table>

**COMMENTS:**

Send this completed/approved form to HR Operations online. The submitter confirms that all information is complete and accurate and appropriate signatures have been received and validated.

[www.northwestern.edu/hr/forms/summer-salary.html](http://www.northwestern.edu/hr/forms/summer-salary.html)
Summer Salary Resources

- Human Resources Summer Salary Payments Website
- Online myHR Learn HRS402 Summer Salary training
- HR Summer Salary presentation slides
Approval Roles & Workflow
Expense Approval Roles & Responsibilities

• Each individual within the workflow process has the responsibility of ensuring that travel expenditures are authorized and accurate.
Traveler

• Has requested permission for travel (or other reimbursement) from the appropriate supervisor or sponsor for authorized University business. Also, the traveler verifies that the submitted expenses are reasonable and appropriate.
Levels 1, 2, and 3 Approvals

• Reviews all attached receipts for **accuracy** and **completeness** and verifies the application of any travel authorization/cash advances.

• Examines all expenditures and ensures they are in compliance with **University policy**.

• Determines that the **chart string** used is appropriate and that there are no restrictions on the funds.
Supervisor Approval

The department chair or faculty supervisor approves expenditures for faculty, the immediate supervisor approves for staff or students

- Acknowledges prior approval of the trip or reimbursement.
- Validates the stated business purpose of the trip or reimbursement.
- Agrees that the total expense reimbursement complies with University policy and is reasonable and appropriate.
ASRSP Approval

Required when charging to sponsored accounts

• Ensures that the travel and related expenditures are in accordance with sponsor guidelines and University policy, and reviews backup documentation for auditability and completeness.
Accounts Payable Approval

• Looks for material violations of University policy and reviews workflow approvals.
• Reviews documentation for general completeness.
View Workflow

• NUFinancials
  – Expense Tile
  – View Expense Report page
  – Work Center

• Cognos
  – SC026 Expenses by Submission and Workflow status
View Workflow
NUFinancials – Expense Tile
View Workflow
NUFinancials – View Expense Report
View Workflow
NUFinancials – Work Center Queries
## View Workflow

### Cognos Supply Chain Report

### Unsubmitted/Returned Expense Reports

<table>
<thead>
<tr>
<th>Sheet ID</th>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Department</th>
<th>Department Name</th>
<th>Project ID</th>
<th>Total Amount</th>
<th>Last Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000999999</td>
<td>11111111</td>
<td>Schueneman, Holly</td>
<td>4000000</td>
<td>Weinberg</td>
<td>10000000</td>
<td>$621.18</td>
<td>4/24/19</td>
</tr>
<tr>
<td>0000999998</td>
<td>11111112</td>
<td>Krause, Carina</td>
<td>4000000</td>
<td>Weinberg</td>
<td>10000000</td>
<td>$858.40</td>
<td>4/22/19</td>
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<tr>
<td>0000999997</td>
<td>22222222</td>
<td>Garrison, Carrie</td>
<td>4000000</td>
<td>Weinberg</td>
<td>10000000</td>
<td>$2,088.82</td>
<td>5/6/19</td>
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<tr>
<td>0000999996</td>
<td>22222221</td>
<td>Aguilar, Vaneida</td>
<td>4000000</td>
<td>Weinberg</td>
<td>10000000</td>
<td>$2,033.20</td>
<td>5/6/19</td>
</tr>
</tbody>
</table>

**Subtotal for Department 4000000**  
$5,601.60

**Summary**  
$5,601.60

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### Expense Reports in Workflow

<table>
<thead>
<tr>
<th>Sheet ID</th>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Approval Level</th>
<th>Department</th>
<th>Department Name</th>
<th>Project ID</th>
<th>Total Amount</th>
<th>Last Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000999995</td>
<td>22222220</td>
<td>Clements, Jessica</td>
<td>ER Employee Certification</td>
<td>4000000</td>
<td>Weinberg</td>
<td>10000000</td>
<td>$858.40</td>
<td>4/19/19</td>
</tr>
<tr>
<td>0000999994</td>
<td>11111113</td>
<td>Williams, Katie</td>
<td>ER Employee Certification</td>
<td>4000000</td>
<td>Weinberg</td>
<td>10000000</td>
<td>$1,446.20</td>
<td>5/6/19</td>
</tr>
<tr>
<td>0000999993</td>
<td>22222220</td>
<td>Clements, Jessica</td>
<td>ER Supervisor</td>
<td>4000000</td>
<td>Weinberg</td>
<td>10000000</td>
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<td>5/3/19</td>
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<tr>
<td>0000999992</td>
<td>11111111</td>
<td>Schueneman, Holly</td>
<td>NU Expense Rpt DEPT1 Approver</td>
<td>4000000</td>
<td>Weinberg</td>
<td>10000000</td>
<td>$1,367.82</td>
<td>5/6/19</td>
</tr>
</tbody>
</table>

**Subtotal for Department 4000000**  
$6,144.16

**Summary**  
$6,144.16
Chartfield Maintenance
Chartfield Cleanup

Submit inactivation requests now for fiscal close

– Inactive projects won't show up on next year's reports

– Need help? Let me know!
  Schedule a quick meeting to go over any of your chartfield questions via Outlook
Fiscal Year End updates

• Fiscal Year End website
• Evanston Campus FYE Town Hall
  Wednesday, May 22, 2019 9:30 – 11:30 a.m.
  Norris, McCormick Auditorium
  1999 Campus Drive
• Contact Nicole Van Laan via phone at 847.491.4722 or email at nicole.vanlaan@northwestern.edu if you have questions about these town hall sessions or the Fiscal Year End process
Advance Notice: NUFinancials Unavailable May 16-19

In order to complete an upgrade to the newest version of the software, NUFinancials will be unavailable from 5 p.m. on Thursday, May 16, until 8 a.m. on Monday, May 20.

We understand that not having access to NUFinancials next Friday isn’t optimal; however, this upgrade will allow us to identify and solve problems faster and more efficiently by significantly accelerating our ability to deliver new capabilities into NUFinancials. This update will also ensure that our environment is up-to-date on all system enhancements and fixes.

Post-Upgrade Notes

- Before logging into NUFinancials after the upgrade, please be sure to clear your cache.
- A few changes to the look and feel may be encountered (for example, the three-line “hamburger” icon in the upper right-hand corner will change to three dots), but locations and functionality will remain the same.

If you have questions or concerns about the NUFinancials down time, please contact the IT Support Center at consultant@northwestern.edu or 847-491-4357 (1-HELP). We will send a reminder message on May 15 about the scheduled downtime, and a follow-up message the morning of Monday, May 20, when NUFinancials again becomes available.
Follow-up on Feedback
Your feedback helps!

– New on the form this meeting is a place for your name and email if you’d like us to follow-up with you directly

– Some feedback items that were shared more than once
  • Website updates needed
  • Meeting Prep and Agenda
  • Amazon use
Thank you for attending!