Feinberg School of Medicine
FY18 Financial Administrator’s Meeting

Date: 3/27/18
Financial Management Presentation

Agenda

- HR Operations/Payroll
- Position Management/staff additional pays
- Faculty Additional pays
- myHR Learn
- Forecasting Reminders
- NUFIN Updates
- Security Access forms and Modeling
- Exceptions
The HR Operations and Payroll/Tax Model

March 27, 2018

Northwestern
# HR Operations - myHR

## System Administration
- Manage and provide support for myHR and related processes.
- Process the bi-weekly, monthly, and off-cycle payrolls in myHR.
- Maintain documentation and web content for system procedures.
- Administer security for HR systems, including: myHR, Kronos, Vista, Cognos, I-9 Service Center, and Faculty Recruiting System.
- Provide project and business process management for system implementations.
- Offer regular system training to the user community.

## Reporting & Analytics
- Provide recurring reporting services for central units and other Northwestern systems.
- Manage data requests for large internal and external projects.
- Deliver generic, public reports accessible by any myHR user.
- Create custom queries and reports on-demand for schools and departments.
# HR Operations Processing, Payroll and Tax

<table>
<thead>
<tr>
<th>HR Operations – Processing</th>
<th>Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Manages Employee Record Life Cycle</em></td>
<td><em>Delivers Pay</em></td>
</tr>
<tr>
<td>Faculty, staff, student and temporary hires and terminations in myHR; Layoffs and Separations</td>
<td>Overpayments and retroactive payments</td>
</tr>
<tr>
<td>Employee job record maintenance</td>
<td>W-2 inquiries</td>
</tr>
<tr>
<td>Special Pay, Additional Pay (not deployed)</td>
<td>Deployed Additional Pay Review</td>
</tr>
<tr>
<td>W-4, direct deposits</td>
<td>Timekeeping Support</td>
</tr>
<tr>
<td>I-9 Section 2 Completion</td>
<td>90-day journal processing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Manages Employment Tax Matters</em></td>
</tr>
<tr>
<td>Non-resident tax issues</td>
</tr>
<tr>
<td>Form 1042-S production and inquiries</td>
</tr>
</tbody>
</table>
# Client Service Team

<table>
<thead>
<tr>
<th>myHR</th>
<th>System Administration</th>
<th>Payroll</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reporting and Analytics</strong></td>
<td><strong>System Administration</strong></td>
<td><strong>Payroll</strong></td>
<td><strong>Tax</strong></td>
</tr>
<tr>
<td><em>Chris Tondini – Manager, Business Process Analysts</em></td>
<td><em>Kim Amesquita – Manager, HRS Operations</em></td>
<td><em>Anitra Flowers-Scales – Manager, Payroll</em></td>
<td><em>Anitra Flowers-Scales – Manager, Payroll</em></td>
</tr>
<tr>
<td><strong>HR Operations – Processing</strong></td>
<td><strong>HR Operations – Records</strong></td>
<td><strong>System Administration</strong></td>
<td><strong>Tax</strong></td>
</tr>
</tbody>
</table>
| *Julie Phelan - Manager, Operations*  
Ro Torres – Operations Lead  
Sandra Glenn  
Bob Vasas | *Julie Phelan - Manager, Operations*  
Kathie Longston | *Anitra Flowers-Scales – Manager, Payroll* | *Kameika Beckford*  
*Angie Gwinn*  
*Diana Malishkevich*  
*Geetali Rajwani* |
PROCESS CYCLE

NU School/Department

- Identifies need for myHR record or update to record
- Completes applicable paperwork or online request for employment record
- Submits paperwork or online request for processing in HRS

Payroll

- Payroll processing
- Overpayments, retro payments
- Vacation payouts
- Timekeeping Support
- Bank issues
- Online and condolence checks
- W-2 reprints
- Deployment and journals
- NMG balancing
- Garnishments, levies, deductions
- NU Qatar

Tax

- Non-resident tax matters
- FNIS experts
- Form 1042S
- Forms W-7, 8233
- Non-resident royalties, awards
- Loan forgiveness
- Contracted services
- Imputed income
- Reconciliations
- Tax balancing
- Forms W-2/W-2C

HR Operations

- Onboarding
- Ongoing employment record(s) maintenance
- Terminations
- I-9/e-Verify
- Direct Deposit
- Form W4
- Add Pay (not deployed)
- Special Pay

Northwestern
Position Management Updates
Position Management Updates

• THANK YOU

• Exempt from Process:
  - >70% grant funded
    • 70-100% still require FSM Dean’s Office Approval
  - Temps/Contractors <$2000 for length of assignment
  - Research Staff (post docs and research associates)
  - Faculty (regular and research)
Position Management Updates

Process

1. Requestor: Completes the Position Request Form and attaches position description, department organization chart, and supporting funding documents.

2. Dept Uploads request to Box by Noon, Wednesday.

3. Feinberg Deans' Office Review.


5. Position Approval Committee (PAC) Review.

6. PAC Decision.

- Approvals.
- Rejection notifications sent to School.

- FEPT sends approval form to HR Talent Acquisition (HR TA).

- HR TA Opens Position in effect for active recruitment.

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**Job Offer Process**

- Candidate/Job
- Complete Approval to Hire Form of candidate resume
- Feinberg Dean's Office Approval

- HR Communicates Offer to Candidate

- HR TA Review and Approval

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NU Position Management Workflow Process

Updated 3/2018

Northwestern Medicine
Feinberg School of Medicine
Position Management Updates

• Reminders:
  - Please use the latest forms on the Position Management website
  - Whenever possible, identify at least two of the school/unit evaluation criteria, and provide detailed justification.
  - Include a statement explaining your budget report submissions if your overall budget appears in deficit due to revenue transfers at fiscal-year-end close or other circumstances.
  - Include a detailed org chart that highlights the vacant position.

• PAC turn around time – 10 business days
Position Management Updates

• Staff Add Pay process
  - myHR online add pay tool
  - Upload supporting documentation, whenever possible
  - Temporary assignments
    • Use 5-10% on monthly salary

- Approvals
- Exempt from PAC approvals:
  • Research Subject Fees
  • Faculty (regular and research)
  • Students
Monthly Add Pay Approvals
Monthly Add Pay Approvals

• Monthly calendar is emailed by Jenny Bynes
• All monthly Additional Payments are held for approval until the monthly Add Pay deadline
• If payment is required prior to month’s end (adjustment run), email Rachel Rufer or Marsha McClellan for approval
• All adjustment run Add Pays are taxed at a federal rate of 22%, which maybe higher than the employees regular rate (contact Payroll for tax rate information)
myHR Learn
myHR Learn
Login and Trainings

• All NUFin, NUPlans, Grants Management, myHR, Leadership & Development trainings are available through myHR Learn

• Access myHR Learn:

• Login to myHR: https://myhr.northwestern.edu/
myHR Learn

Find a Curriculum

• Search for all courses in a particular category, such as, NUFin:

• Click on the Filter icon next to the search bar.
• In the Learning Event Type filed, select **Curriculum**.
myHR Learn
Find a Curriculum

• Depending on the Curriculum, pages may include: Overview, Before Class, Hands On Enrollment, After Class, Online Courses, Resource Libraries
There are two ways to view and download documents:

- To view and download through Curriculum you must “enroll”

- To view and download through searching for a particular document click Launch
NUPlans Budgeting Training Resources

MyHR Resources

**NUPlans Budgeting Basics**

- Budgeting Overview
- Introducing the NUPlans Budgeting Applications Video
- Tour NUPlans Contributor Video
- Tour NUPlans Web
- Budget Compensation for Existing employees
- Budget Compensation Placeholders
- Budget Compensation Totals & Summaries
- Budget Revenue and Expenses
- Estimating Grant Expenses
- Find Budget Balances and Projected Carryforward
- Get Budget Reports
- Login into NUPlans Job Aid
- NUPlans Contributor Basics Manual
- Budget Preparation Glossary
- Budget Preparation FAQs
- How to Look Up User Security
NUPlans Budgeting Training Resources

Single Classes

- Commitment Budgeting
- Grant Proposals in NUPlans Web
- Add Salary Placeholders
- NUPlans Compensation Chart String Status References
- Add Account to Chart String
- Change Chart String Status
- Manipulating Views

Classroom Training

- Compensation Budgeting
- Fund Budgeting

These are the exact same classes as last year. We will notify you when the dates have been set. A member of our team will be in all classes.

NUPlans Tips

This is available from the reference folder in NUPlans Web. It contains a lot of helpful information relating to the NUPlans tool.
NU Plans – Forecasting Reminders
**NUPlans Forecasting**

- Forecasting is due Friday April 13th
- Important to forecast at the detail level as accurately as possible because this forecast determines the amount of carryforward available to budget at the chartstring level
- NUPlans forecasting flows nightly into NUPlans Budgeting tool when it opens
- Things to account for:
  - All salaries including new positions
  - NMCAT & Dean’s commitment revenue
  - Internal transfers including cost share and any other year end deficit coverage
  - NMHC funding, including restricted funds and fellow support
  - New gift revenue and expense
  - Other anticipated revenue and expense
NUPlans Forecasting

• FSM enters forecasts within the detailed forecast folder within NUPlans
NUPlans Forecasting

- All individual chart strings are rolled up to the top of total chart strings
  - Once you click on an individual fund tab you should expand the account categories in the total chart strings section (by clicking the + button). This will expand the categories in all chartstrings in that fund.
  - There will be three columns that will be shaded white. This is where you can enter the data at the account code level
NUPlans Forecasting

Forecast Methods

• Add amount to Budget
  • Add your input in the amount column (positive or negative) to the Budget

• Add amount to Actuals
  • This adds your input in the amount column to Total Actuals

• Use Total Actuals
  • This method uses the amount in the total actuals column

• Use Amount
  • This method uses your input in the amount column

• Use Budget
  • This method uses the amount in the budget column. *This is system default.*

• Use Previous Forecast
  • This uses the previous month’s forecast
NUPlans Forecasting

Copy Comments

- Comments entered for one forecasting period can be copied to another forecasting period
- This action cannot be undone and Comments are copied immediately
- Any comments already entered will be overwritten

1. Click cell to select from dropdown menu.

2. Click cell to select budget grouping. If "All Funds Performance - Prep File Input" was selected in #1 above, select a Prep File.

3. Click cell to select month/fiscal year to copy from.

4. Click cell to select month/fiscal year to copy to.

5. Click button to copy comments.
**NUPlans Forecasting**

**Variance by Fund view**

- When you are done with your forecast, take a look at the Variance by Fund under Detailed Forecasting folder.
- If you have any variance greater or less than $100k in the Fcst vs Budget $ column, please explain what they are in the comments column.

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Fund Description</th>
<th>Budget</th>
<th>Total Forecast</th>
<th>Fcst vs. Budget $</th>
<th>Fcst vs. Budget %</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>General Unrestricted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>160</td>
<td>Recharge Centers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>171</td>
<td>Designated</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>172</td>
<td>Self Supporting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>193</td>
<td>Voluntary Commit (Salary &amp; NonSal)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>320</td>
<td>Unrestricted Gifts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>440</td>
<td>Temp Restr Endow Spending</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>450</td>
<td>Unrestr Endowment Spending</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Northwestern Medicine*

Feinberg School of Medicine
NUPlans Forecasting

Recommended Reports

- **Fund Balance by Chart String Report**
  - Compares budget to forecast for revenue and expense at the chartstring level

### Fund Balance by Chart String

<table>
<thead>
<tr>
<th>Chart String</th>
<th>FY18 Beg CFWD</th>
<th>FY18 Total Budget - Revenue</th>
<th>FY18 Total Budget - Expense</th>
<th>FY18 Total Budget - Net</th>
<th>FY18 Total Forecast - Revenue</th>
<th>FY18 Total Forecast - Expense</th>
<th>FY18 Total Forecast - Net</th>
<th>FY18 Performance</th>
<th>FY8 Performance Adjustment</th>
<th>Ending Fund Balance (Performance + Performance Adjustment + Carry Forward)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Funds</td>
<td>1,246,442</td>
<td>3,551,545</td>
<td>3,670,025</td>
<td>(118,480)</td>
<td>3,551,545</td>
<td>3,670,025</td>
<td>(118,480)</td>
<td>0</td>
<td>0</td>
<td>1,127,962</td>
</tr>
<tr>
<td>110</td>
<td>(126,495)</td>
<td>767,474</td>
<td>767,474</td>
<td>0</td>
<td>767,474</td>
<td>767,474</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>(128,495)</td>
</tr>
<tr>
<td>11-2</td>
<td>(136,495)</td>
<td>767,474</td>
<td>767,474</td>
<td>0</td>
<td>767,474</td>
<td>767,474</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>(138,495)</td>
</tr>
<tr>
<td>172</td>
<td>493,876</td>
<td>1,085,420</td>
<td>1,163,253</td>
<td>(77,833)</td>
<td>1,085,420</td>
<td>1,163,253</td>
<td>(77,833)</td>
<td>0</td>
<td>0</td>
<td>416,043</td>
</tr>
</tbody>
</table>

- **Endowments**
  - 218,251
  - 1,522,651
  - 1,528,178
  - (5,527)
  - 1,522,651
  - 1,528,178
  - (5,527)
  - 0
  - 212,724

- **Gifts**
  - 680,831
  - 176,000
  - 211,120
  - (35,120)
  - 176,000
  - 211,120
  - (35,120)
  - 0
  - 625,711

- **Research**
  - 688,831
  - 176,000
  - 211,120
  - (35,120)
  - 176,000
  - 211,120
  - (35,120)
  - 0
  - 625,711
NUPlans Forecasting

Recommended Reports

- Account Category Summary by Fund
  - Income statement presentation (similar to budget summary report in NU Plans budget) for the entire budget grouping

<table>
<thead>
<tr>
<th></th>
<th>FY14 Budget</th>
<th>FY14 Total Act</th>
<th>Previous Forecast</th>
<th>Forecast</th>
<th>Performance</th>
<th>Fct vs. Budget $</th>
<th>Fct vs. Budget %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net</td>
<td>(1,150,007)</td>
<td>(1,088,151)</td>
<td>(1,083,633)</td>
<td>(1,150,007)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expense</td>
<td>1,150,007</td>
<td>1,088,151</td>
<td>1,083,633</td>
<td>1,150,007</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Expense: Total Salaries &amp; Benefits</td>
<td>1,052,085</td>
<td>1,018,795</td>
<td>1,018,325</td>
<td>1,052,085</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Exp: Staff Salaries</td>
<td>827,111</td>
<td>796,539</td>
<td>796,562</td>
<td>827,111</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Exp: Staff Other Salaries</td>
<td>0</td>
<td>4,787</td>
<td>4,787</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Exp: Employee Benefits</td>
<td>224,974</td>
<td>216,969</td>
<td>216,976</td>
<td>224,974</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>
NUPlans Forecasting

- Departments with any questions on NUPlans Forecasting can be directed to their Financial Administrators

- Any Questions?
Recent NUFIN Updates
NUFinancials WorkCenter

Recently the NUFinancials WorkCenter was added for approvers in NUFIN. If it isn’t on your home page, there is a direct link from Navigator. This is what you see when you open it, choose the Approvals tab

<table>
<thead>
<tr>
<th>NU Financials WorkCenter</th>
<th>Purchasing</th>
<th>AP</th>
<th>Expenses</th>
<th>GL &amp; Budget</th>
<th>Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU Purchasing Queries</td>
<td>My Requisitions (12 months)</td>
<td>This query displays Requisitions entered by the current user in the past 12 months.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transactions for a Requisition</td>
<td>This query displays Requisitions and their subsequent POs, Vouchers, and Payments. It prompts you for a Requisition #, Requester, or Date range.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transactions for a PO</td>
<td>This query displays information about Purchase Orders and their related Requisitions, Vouchers, and Payments. It prompts you for a PO, Supplier, or Dates.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PO Change Orders for a PO #</td>
<td>This query lists POs for a PO # you provide.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PO Change Orders for a NetID</td>
<td>This query lists the PO Change Orders (POCs) entered by a specific user. It prompts you to specify a NetID.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Welcome to the NUFinancials WorkCenter

The NUFinancials WorkCenter is a hub to help find and view various NUFinancials transactions and queries without searching through the main menu.

The WorkCenter's menu is on the left side of this window. It is organized with a tab for each functional area and contains quick links to create or inquire on transactions. It also provides links to queries for displaying a range of transactions with summary information, based on your search criteria. Many of these queries are enabled for you to click in the results to drill into details or directly open the transaction in a standard page.
NUFinancials WorkCenter

This brings up the approvals landing page. Any cash advance, expense report, payment request, actuals journal, requisition or purchase order that is pending your approval will show up here. This list can change every time you visit depending on what is pending.

Welcome to the NUFinancials WorkCenter

The NUFinancials WorkCenter is a hub to help find and view various NUFinancials transactions and queries without searching through the main menu.

The WorkCenter’s menu is on the left side of this window. It is organized with a tab for each functional area and contains quick links to create or inquire on transactions. It also provides links to queries for displaying a range of transactions with summary information, based on your search criteria. Many of these queries are enabled for you to click in the results to drill into details or directly open the transaction in a standard page.
The fields at the top act as filters, most are self-explanatory.
- The Approver Type field is level 1, level 2, etc.
- The Requester Name field doesn’t have to be exact. You can use a last name.
- If you leave the fields blank and click View Results all REQs pending your approval will come up.
• Clicking on View loads the Requisition details page.
• Clicking on the Req ID loads the summary page.
• If you click History you can see the prior approvals. There are currently no comments (in REQs) but they will be added soon.
• If you click Line Distribution all lines come up with chartstring details.
• If you click approver list it will let you know everyone who can approve at the current level.
• The Requester information is also there, I just removed it for this slide.
NUFinancials WorkCenter

Also worth noting in expense approvals, once you click into Line Details there is a column which indicates which line are reimbursable (or rather not reimbursable).

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Line</th>
<th>Transaction Date</th>
<th>Report Description</th>
<th>Expense Type</th>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Activity</th>
<th>Program Code</th>
<th>ChartField 1</th>
<th>Account</th>
<th>Transaction Amount</th>
<th>Currency</th>
<th>Payment Method</th>
<th>Non-Reimbursable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>03/18/2018</td>
<td>Beverages at Gino’s East for Match Day 2018 covered by consumption</td>
<td>Beverages</td>
<td>171</td>
<td></td>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td>76759</td>
<td>1938.130 USD</td>
<td>USD</td>
<td>Cash or Personal Credit Card</td>
<td>N</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>03/18/2018</td>
<td>Pizza and appetizers for Match Day 2018. Paid food and service via REG, costs split between Student Senate and Special Events.</td>
<td>Catering</td>
<td>171</td>
<td></td>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td>76725</td>
<td>1923.000 USD</td>
<td>USD</td>
<td>Cash or Personal Credit Card</td>
<td>Y</td>
</tr>
</tbody>
</table>
View Payment Request

The View Payment Request screen is also a recent addition (NavBar > Navigator > Accounts Payable > Payments > Payments Requests > View Payment Request)
View Payment Request

This new view allows you to see any payment request, not just the requests that are sitting in your approval inbox.

You can filter by –

• PRQ number
• Date
• Supplier (Vendor)
• And the person who entered the request.

When updates come out they are usually mentioned in the Administrative Systems New Digest. If you aren’t currently subscribed click the link above and subscribe to this and a few other helpful emails.
NUFIN Security – Modeling
NUFIN Security – Modeling
What is Modeling and When to Use it

• Modeling is when you want to mimic a current employee security access profile onto that of another employee.

• Best used when employees have same position/role or require same access as an existing user.

• To check a user’s current access, run the GE007 – User Security Profile report in Cognos.
NUFIN Security – Modeling
Where to find Modeling on Security Access Forms

General Security Access Form
• Sections B, C, D, and F of the form can be modeled after an existing user access.
• On the General form, the model only applies to that one section. This allows you to either model or designate needed access in other sections as necessary.
NUFIN Security – Modeling
Where to find Modeling on Security Access Forms

Express Access Security Form
• Modeling after an existing user access is found under the NUFinancials section. However, please keep in mind that on the Express form, if model, it applies to the entire form.
NUFIN Security – Modeling

Things to Keep in Mind

• Use the Express form for New Users, Transfers, and Inactivations. The General form can be used the same as an Express form, but also for modifications.

• On the General form, you cannot choose to both model and select boxes for the same section. For the Express form, you cannot choose to model and fill out other sections of the form. You can only choose to do one of them.

• When dealing with employees that are transferring from one NU department/division to another NU department/division, all old access is removed, with the exception of the basic expense and shopper roles.

• It is extremely helpful to both you and your Financial Administrator to run the GE007 – User Security Profile report prior to submitting a security access request. The report will show current access for all FFRA systems, except FAMIS, InfoEd, or NUPlans.
Exceptions
Exceptions
Things to Keep in Mind

• Please remember to complete an exception form any time there is an exception to the University’s and/or Feinberg’s expense policies.

• If the expense is over 90 days, a 90 day memo needs to accompany the transaction. Please include on the form the reason why the expenses are being submitted after 90 days. The 90 day timeframe begins the first day of the expense.

• Include all backup that supports the request for exception to the policy, this will help expedite the approval process.

• Expense reports with exceptions may require numerous approvals which may result in a longer turnaround time.
*For 90 day exceptions on correction journals please complete the online form.
The regular system workflow on journals is acceptable, no additional approvals are needed.