How to Access NPAY002A

1. Log into myHR.northwestern.edu
2. Select ‘Workforce Administrator’
3. Click the ‘Reports’ box
4. Select ‘NPAY002A’ under ‘Payroll’

Note: Until myHR releases the Payroll Register on Wednesday 9/19 at noon, you may receive an error that the “record does not exist in the access groups available to you” or “no matching values”.