Weinberg Financial Operations
Winter Meeting

Thursday, March 18th, 2021
Agenda

• Icebreaker activity
• Student Awards
• Payment lookup in NUFinancials and myHR
• Payroll training and questions
• Reminders
• Temp Administration
Student Awards
Student Awards

Types of Awards

**Prize**

- Money given for achievement, merit, or as a contest winner
- Payment methods include Payment Request, Special Pay, Additional Pay

**Scholarship**

- Money to aid in studying, teaching, or research
- Payment method is myHR appointment
Student Awards
PAC Review

- Student award payments are subject to PAC review
- Smartsheet request submission
- FY20 student award stats
- FY21 Smartsheet form
- Feedback
# Student Awards

## Prize Payment Methods

<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>MGW Monthly Grad Wages</td>
<td>Active graduate or undergraduate student</td>
<td>Additional Pay</td>
</tr>
<tr>
<td>Active</td>
<td>Any</td>
<td>BIT Biweekly Temporaries</td>
<td>Active undergraduate student</td>
<td>Special Pay</td>
</tr>
<tr>
<td>Terminated</td>
<td>Within 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 Awards
Student Look Up

Log in to myHR and navigate to Job Summary page
Click **Nw Job Summ2** tab
Student Awards
Weinberg Resources

- Student Award Processing Guide
- Student Award Payment Required Documentation Chart
- Student Look Up Guide
- Sample Scholarship
- Sample Special Pay
NUFinancials
Expense Report Status Lookup
NUFinancials
Expense Report Status Lookup

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

Expense Report Status Lookup

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NUFinancials
Expense Report Status Lookup

<table>
<thead>
<tr>
<th>Employee Self Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUFinancials WorkCenter</td>
</tr>
<tr>
<td>Purchasing</td>
</tr>
<tr>
<td>NU Travel and Expense Queries</td>
</tr>
<tr>
<td>My Expense Reports</td>
</tr>
<tr>
<td>List of Expense Reports entered by the employee running this query; and also those entered FOR this employee.</td>
</tr>
<tr>
<td>Expense Reports for a Dept</td>
</tr>
<tr>
<td>List of Expense Reports with at least one line charged to the Department ID entered at the prompt.</td>
</tr>
<tr>
<td>Expense Supervisors for EmplID</td>
</tr>
<tr>
<td>Query to look up the Expenses Supervisors for an Employee. Prompts you to enter an Employee ID.</td>
</tr>
<tr>
<td>Expense Report Workflow Detail</td>
</tr>
<tr>
<td>This query prompts for an Expense Report ID and shows expense report header details, approval history, pending approvers, and payment information (if applicable).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel &amp; Expenses Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel and Expense Center</td>
</tr>
<tr>
<td>Employee Travel and Expense Center</td>
</tr>
<tr>
<td>EXPENSE REPORTS</td>
</tr>
<tr>
<td>Create</td>
</tr>
<tr>
<td>CASH ADVANCES</td>
</tr>
<tr>
<td>Create</td>
</tr>
<tr>
<td>PAYMENTS</td>
</tr>
<tr>
<td>Employee Expense Payments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NUFinancials WorkCenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU_EXPENSE_REPORTS_FOR_DEPT - At least 1 line charge to dept</td>
</tr>
<tr>
<td>Department ID</td>
</tr>
<tr>
<td>From Acctg Date (optional)</td>
</tr>
<tr>
<td>To Acctg Date (optional)</td>
</tr>
<tr>
<td>View Results</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Row</th>
<th>Exp Report ID</th>
<th>Status</th>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Entered By</th>
<th>Report Descr</th>
<th>Business Purpose</th>
<th>Acctg Date</th>
<th>Total Amount</th>
<th>Reimbursable Amt</th>
<th>Travel Auth ID</th>
</tr>
</thead>
</table>

 Northwestern
NUFinancials
Expense Report Status Lookup

<table>
<thead>
<tr>
<th>Row</th>
<th>Exp Report ID</th>
<th>Status</th>
<th>Employee ID</th>
<th>Employee Name</th>
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<th>Total Amount</th>
<th>Reimbursable Amt</th>
<th>Travel Auth ID</th>
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<tbody>
<tr>
<td>1</td>
<td>0000755555</td>
<td>Paid</td>
<td>1234567</td>
<td>Willie Wildcat</td>
<td>WWW555</td>
<td>Books</td>
<td>Professional Development</td>
<td>03/10/2021</td>
<td>663.560</td>
<td>663.560</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>0007111111</td>
<td>Staged</td>
<td>3000115</td>
<td>John Smith</td>
<td>JMS4533</td>
<td>Travel Expenses to Conf</td>
<td>Professional Development</td>
<td>03/11/2021</td>
<td>884.190</td>
<td>884.190</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>0007222222</td>
<td>In Progress</td>
<td>1234567</td>
<td>Willie Wildcat</td>
<td>WWW555</td>
<td>Travel Expense to Conf</td>
<td>Professional Development</td>
<td>03/09/2021</td>
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<td>3500.000</td>
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<tr>
<td>4</td>
<td>0007333333</td>
<td>Paid</td>
<td>1555555</td>
<td>Frances Snow</td>
<td>FOS2343</td>
<td>Software purchase</td>
<td>Professional Development</td>
<td>03/04/2021</td>
<td>576.940</td>
<td>576.940</td>
<td></td>
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<tr>
<td>5</td>
<td>0008999999</td>
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<td>1555555</td>
<td>Frances Snow</td>
<td>FOS2343</td>
<td>Membership Dues</td>
<td>Professional Development</td>
<td>02/25/2021</td>
<td>200.000</td>
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<td>John Smith</td>
<td>JMS4533</td>
<td>Conference Fees/Books</td>
<td>Corporate Card Transactions</td>
<td>02/22/2021</td>
<td>1810.000</td>
<td>0.000</td>
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</table>
NUFinancials
Expense Report Status Lookup

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<table>
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<th>Reimbursable Amt</th>
<th>Travel Auth ID</th>
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<tbody>
<tr>
<td>0000755555</td>
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<td>1234567</td>
<td>Willie Wildcat</td>
<td></td>
<td>WWW555 Books</td>
<td>Professional Development</td>
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<tr>
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<td>3000115</td>
<td>John Smith</td>
<td></td>
<td>JMS4533 Travel Expenses to Conf</td>
<td>Professional Development</td>
<td>03/11/2021</td>
<td>884.190</td>
<td>884.190</td>
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<tr>
<td>0000722222</td>
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<td>1234567</td>
<td>Willie Wildcat</td>
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<td>WWW555 Travel Expense to Conf</td>
<td>Professional Development</td>
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<td>Frances Snow</td>
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<td>FOS2343 Software purchase</td>
<td>Professional Development</td>
<td>03/04/2021</td>
<td>576.940</td>
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<td>0000899999</td>
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<td>Frances Snow</td>
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<td>FOS2343 Membership Dues</td>
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<td>Paid</td>
<td>3000115</td>
<td>John Smith</td>
<td></td>
<td>JMS4533 Conference Fees Books</td>
<td>Corporate Card Transactions</td>
<td>02/22/2021</td>
<td>1810.000</td>
<td>0.000</td>
<td></td>
</tr>
</tbody>
</table>
```
NUFinancials
Expense Report Status Lookup

View Expense Report

Willie Wildcat

Business Purpose: Professional Development
Description: Books
Reference:

Empl ID: 1234567
Report: 0000755555
Created: 03/04/2021
Last Updated: 03/10/2021
Post State: Posted

Actions: [Choose an Action]

Employee Expenses (1 Line) 663.56 USD
Cash Advances Applied 0.00 USD

Non-Reimbursable Expenses 0.00 USD
Prepaid Expenses 0.00 USD

Employee Credits 0.00 USD
Supplier Credits 0.00 USD

Amount Due to Employee 663.56 USD
Amount Due to Supplier 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report Withdraw Expense Report
Submitted On: 03/05/2021 Submitted By: Charlie Brown

Approval History:
- Submitted: Charlie Brown
- Employee Certification: Willie Wildcat
- Department Level 1 Approvers: Snoopy
- Expenses Supervisor: Lucy van Peit
- Payment
NUFinancials
Payment Request Status Lookup
NUFinancials
Payment Request Status Lookup
# NUFinancials
Payment Request Status Lookup

<table>
<thead>
<tr>
<th>Request ID</th>
<th>Entered Datetime</th>
<th>Invoice Number</th>
<th>Description</th>
<th>Supplier ID</th>
<th>Supplier</th>
<th>Total Amount</th>
<th>Currency</th>
<th>Request Status</th>
<th>Scheduled to Pay</th>
<th>Business Unit</th>
<th>Voucher ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRQ02545XX</td>
<td>5/1/2021 3:44PM</td>
<td>12345</td>
<td>Edited articles for Professor</td>
<td>00000008333</td>
<td>WILLIE WILDCAT</td>
<td>150.00</td>
<td>USD</td>
<td>Vouchered</td>
<td>Paid</td>
<td>NWUNV</td>
<td>02157018</td>
</tr>
<tr>
<td>PRQ0234494</td>
<td>5/14/2020 3:32PM</td>
<td>006789101</td>
<td>Invoice to cover water cooler rental.</td>
<td>0000028181</td>
<td>READYREFRESH</td>
<td>3.98</td>
<td>USD</td>
<td>Vouchered</td>
<td>Paid</td>
<td>NWUNV</td>
<td>02120066</td>
</tr>
</tbody>
</table>
NUFinancials
Payment Request Status Lookup

Navigator>Accounts Payable>Vouchers>Add/Update>Regular Entry

- Enter the voucher ID
- Select Search
- Select the “Payments” tab.
- In the schedule payment section, the payment date and the reference (e.g. check #) will appear to indicate payment.
# NUFinancials
## Payment Methods

<table>
<thead>
<tr>
<th>Payment Begins With</th>
<th>Payment Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5XXXXXXXX</td>
<td>CHK</td>
<td>Live check prints out at 2020 Ridge</td>
</tr>
<tr>
<td>6XXXXXXXX</td>
<td>EFT</td>
<td>Live check that is printed by Chase and mailed out by the bank</td>
</tr>
<tr>
<td>7XXXXXXXX</td>
<td>ACH</td>
<td>Automated Clearing House/Direct Deposit Payment. Should be in bank account the following day</td>
</tr>
<tr>
<td>8XXXXXXXX</td>
<td>CARD</td>
<td>Credit card payment. The supplier needs to run the dedicated credit card through their bank for processing.</td>
</tr>
</tbody>
</table>
myHR
Payment Lookup
Additional Pay Lookup

- Weinberg Finance Website – Resources & Job Aids page
- Finding the Status of an Additional Pay Request
myHR Payment Lookup

- Human Resources Website – Documentation & Processes page

- Paycheck Confirmation – myHR Data Lookup Guide (Page 55)

- myHR Navigation:
  PAYROLL FOR NORTH AMERICA > PAYROLL PROCESSING USA > VIEW PAYCHECK INFORMATION > PAYCHECK
myHR
Payment Lookup

• This information is only available for people within your department.

• Please see Jessica Clements regarding myHR access questions.
Payment to Non-Resident Contractors
Non-Resident Contractor Payment

- Non-Resident Contractors
- Payment for work performed outside of the United States
- Note: These payments are paid through accounts payable.
Payroll Training
Feedback Request
Payroll Training Feedback

• Feedback for myHR training
  – Completing a position/appointment form
    (for visiting scholars, postdocs, employees)
  – Hiring and reappointing temps
    (student & non-student)
Payroll Training

Are there areas where additional training or documentation would be helpful?
Questions?
Reminders

• Summer Salary
• Chartfield Maintenance
Temporary Employee Administration
Temp Administration

• myHR access required
  Contact Jessica for access questions
• Log in to myHR and navigate to Temporary Assignments pages
• Enter appointment and funding changes, including corrections
  – 90 day journals submitted on paper
Temp Administration

Resources

• Weinberg website
• myHR Temp Administration Guide
• 90 Day Journal Form
Thank you!