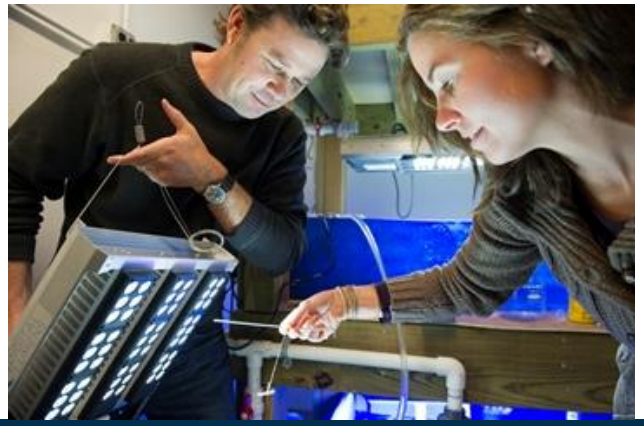
Northeastern University
Human Resources Management

ELECTRONIC TEMPORARY NON-STUDENT HIRE FORM



HRNAVIGATOR

DISCOVER THE POSSIBILITIES

TEMPORARY NON-STUDENT HIRE FORM GUIDED WALKTHROUGH

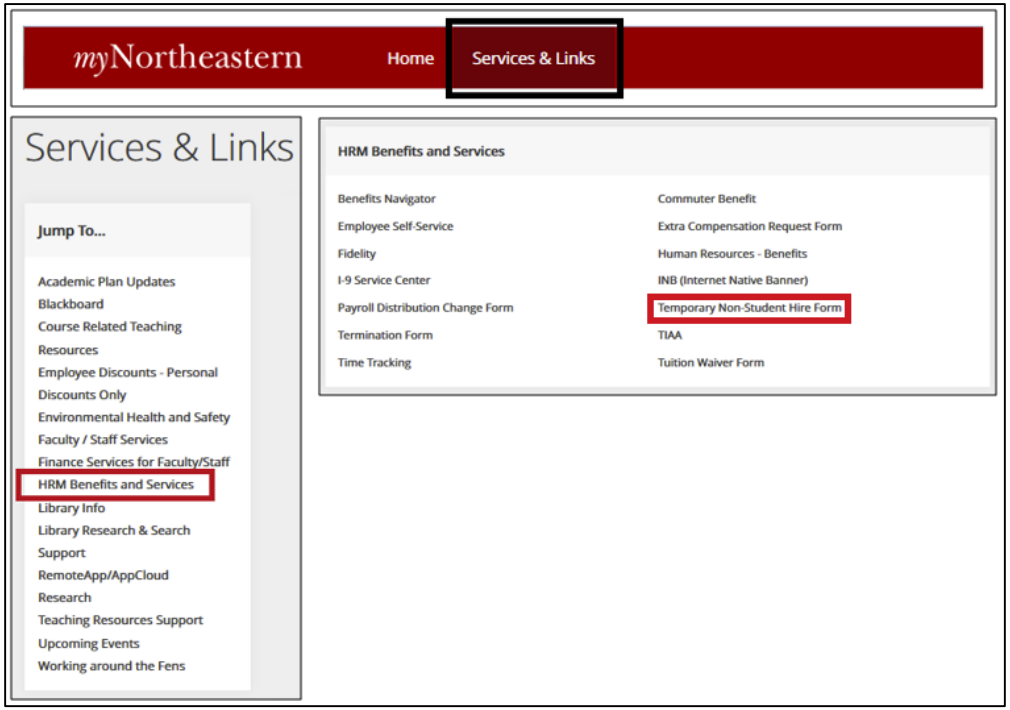
1. Initiating a Temp Non-Student Hire form
   - Slides 3-13
2. Approving a Temp Non-Student Hire form
   - Slides 14-17
3. Checking the status of a Temp Non-Student Hire
   - Slides 18-20

- If you have any questions, please reach out to your HR Operations contact directly or call the HRM Customer Service Center at 617-373-2230

GUIDED WALKTHROUGH: INITIATING A TEMPORARY NON-STUDENT HIRE FORM

Access the TNS Hire form on myNortheastern

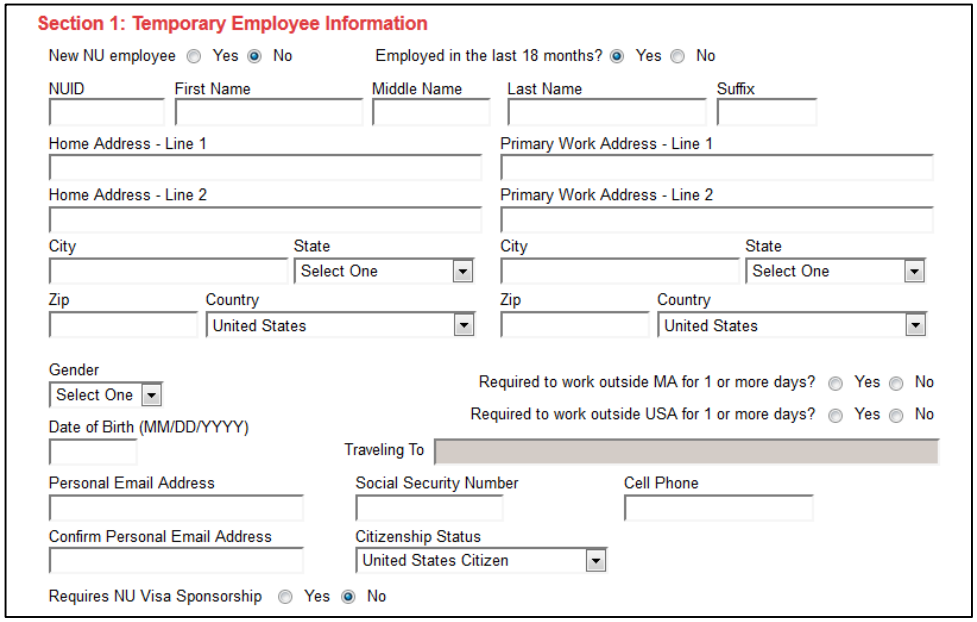
1. Log into your myNortheastern account
2. Click on the Services & Links tab
3. Under HRM Benefits and Services, click on Temporary Non-Student Hire Form



GUIDED WALKTHROUGH: INITIATING A TEMPORARY NON-STUDENT HIRE FORM

Section 1: Employee Information

1. If the individual does not have an NUID (or if you don't know it), select yes for new NU employee. If they already have an existing NUID, select no
   - If No is selected:
     - Check yes or no for employed in the last 18 months
     - Fill in the employee's NUID
       - The remaining fields in Section 1 will populate based on the information in Banner
       - You can update any outdated information



GUIDED WALKTHROUGH: INITIATING A TEMPORARY NON-STUDENT HIRE FORM

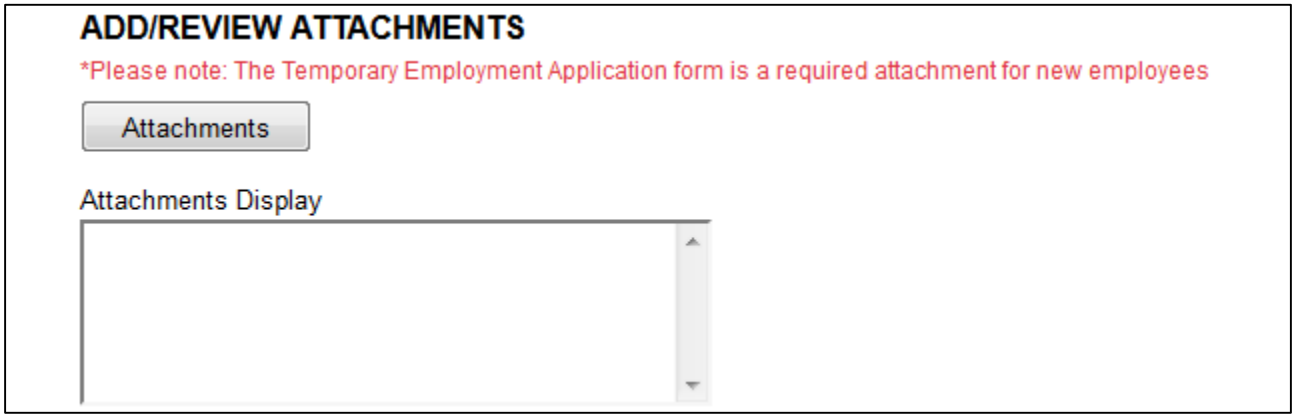
Section 1: Employee Information, continued

- If Yes is selected:
  - Leave the NUID field blank
  - Fill in the individuals full **legal name**, home, and work address.
    - Work address effects the individual's taxes, ensure this is accurate
  - If the work address is outside of Massachusetts or the United States, select yes for required to work outside MA/USA for 1 or more days
  - Select the individual's gender from the drop down menu
  - Enter the date of birth
  - Enter the personal email address
    - The I-9 emails will be sent here, ensure this is correct
  - Enter the social security number
    - If the individual does not yet have an SSN, use 123-45-6789
  - Enter the cell phone number
  - Select their citizenship status from the drop down menu
  - Select yes or no for requires NU visa sponsorship

GUIDED WALKTHROUGH: INITIATING A TEMPORARY NON-STUDENT HIRE FORM

Section 1: Employee Information, continued

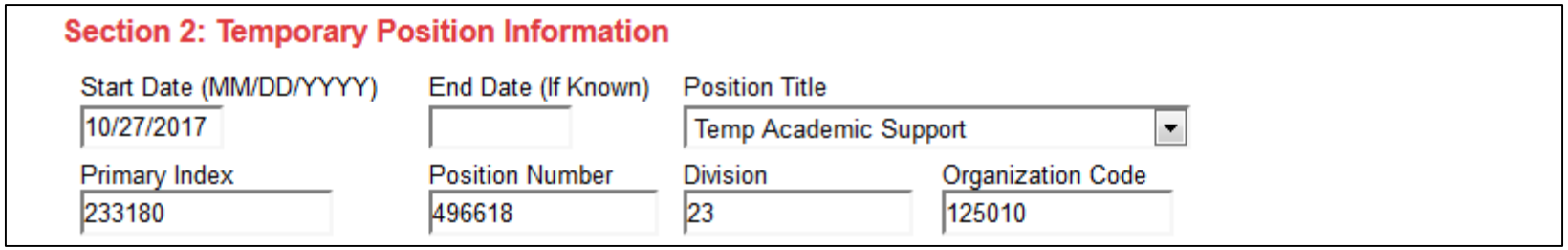
2. A signed copy of the TNS Employment Application is required for *new* employees, you will not be able to move forward without an attachment
   - The application can be found on the HRM website; direct link: http://www.northeastern.edu/hrm/pdfs/hr-payroll/temporary-non-student-application7_2015.pdf
3. Attach any other documents as necessary
   - Direct Deposit Form, W-4, M-4, etc.



GUIDED WALKTHROUGH: INITIATING A TEMPORARY NON-STUDENT HIRE FORM

Section 2: Temporary Position Information

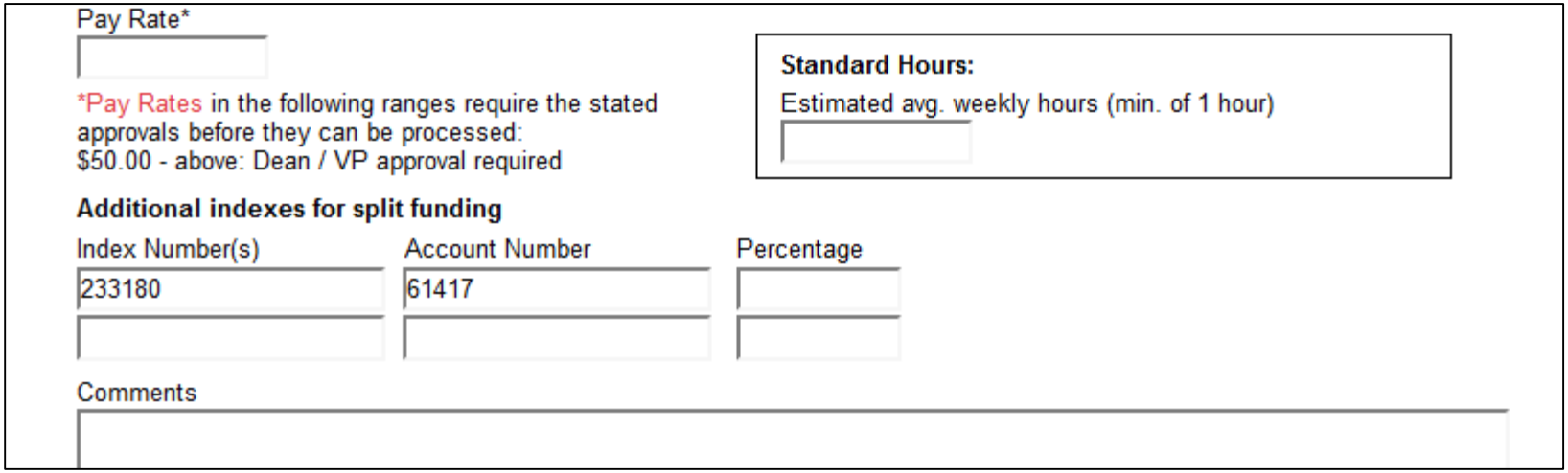
1. Enter the start date
   - If the start date is in the past or within 7 business days of initiating the form, you will be asked to reach out to your HR Ops contact to notify them of the hire. You can continue completing the form, but must click OK on the dialog box
2. Select the most appropriate position title from the drop down menu
3. Enter the index the position/pay should be charged to
4. Position number, division, and organization code will populate based on the index provided
   - Use this information to confirm you have entered the correct index
   - If these fields did not populate, enter the information manually



GUIDED WALKTHROUGH: INITIATING A TEMPORARY NON-STUDENT HIRE FORM

Section 2: Temporary Position Information, continued

5. Enter the hourly pay rate
   - If the pay rate is $50 or greater, Dean/VP approval is required. You will need to manually enter the correct name in Section 3: Approvals Required
6. Enter the weekly standard hours
   - If the employee's schedule is variable, enter the average/most appropriate weekly hours
7. If the entire amount is to be charged to one index, enter 100 in the percentage field. If it's to be charged to 2, enter the index split here. If more than 2 indexes are needed, use the comment section below to provide details of the correct split.


Pay Rate*

*Pay Rates in the following ranges require the stated approvals before they can be processed:
$50.00 - above: Dean / VP approval required

Standard Hours:
Estimated avg. weekly hours (min. of 1 hour)

Additional indexes for split funding

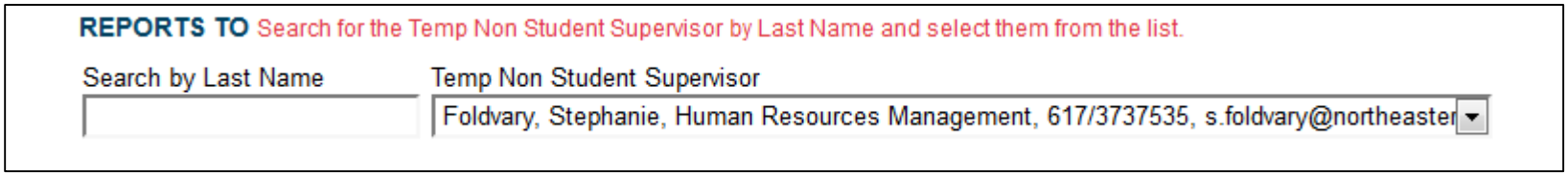
Index Number(s)	Account Number	Percentage
233180	61417	

Comments

GUIDED WALKTHROUGH: INITIATING A TEMPORARY NON-STUDENT HIRE FORM

Section 2: Temporary Position Information, continued

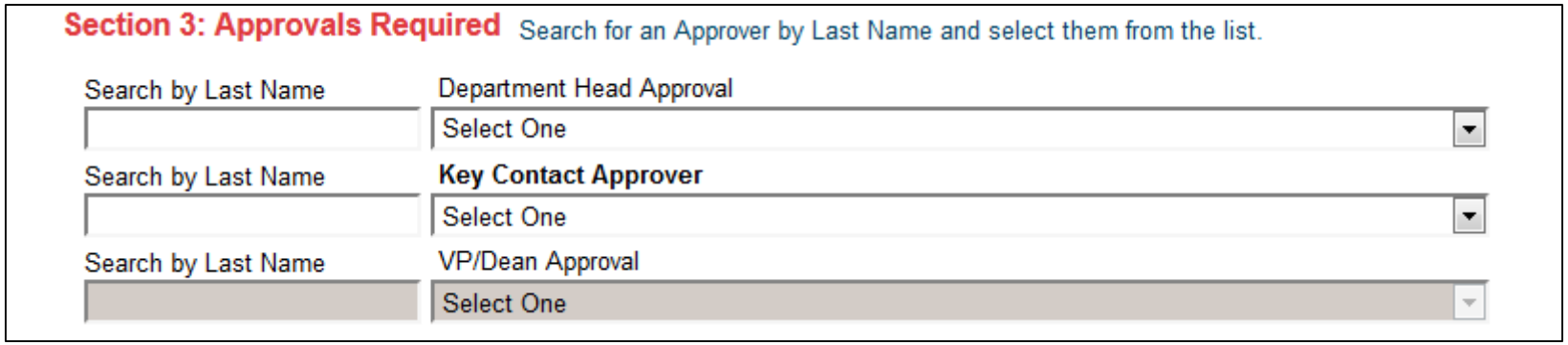
8. Search for the supervisor by last name and select them from the drop down menu
   - The TNS supervisor will be responsible for approving the employee's timesheets in Time Tracking
   - If the supervisor needs to be updated after submitting the form, please reach out directly to your HR Ops contact



GUIDED WALKTHROUGH: INITIATING A TEMPORARY NON-STUDENT HIRE FORM

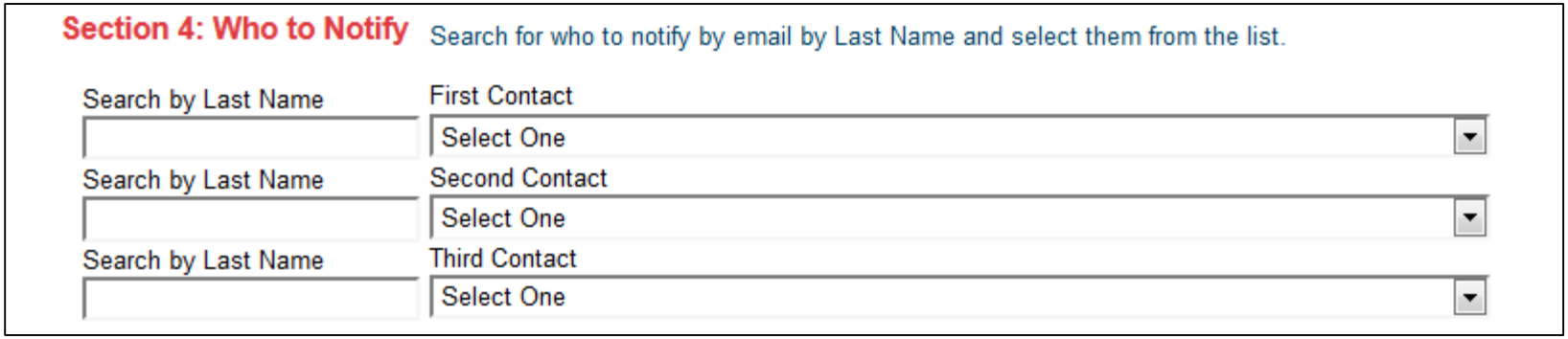
Section 3: Approvals Required

1. Search for approvers by last name and select them from the drop down menu
   - HRM only requires Key Contact approval for TNS Hires
   - If the Pay Rate is $50 or greater, Dean/VP approval is required
   - Refer to your college/division guidelines for other required approvals



Section 4: Who to Notify

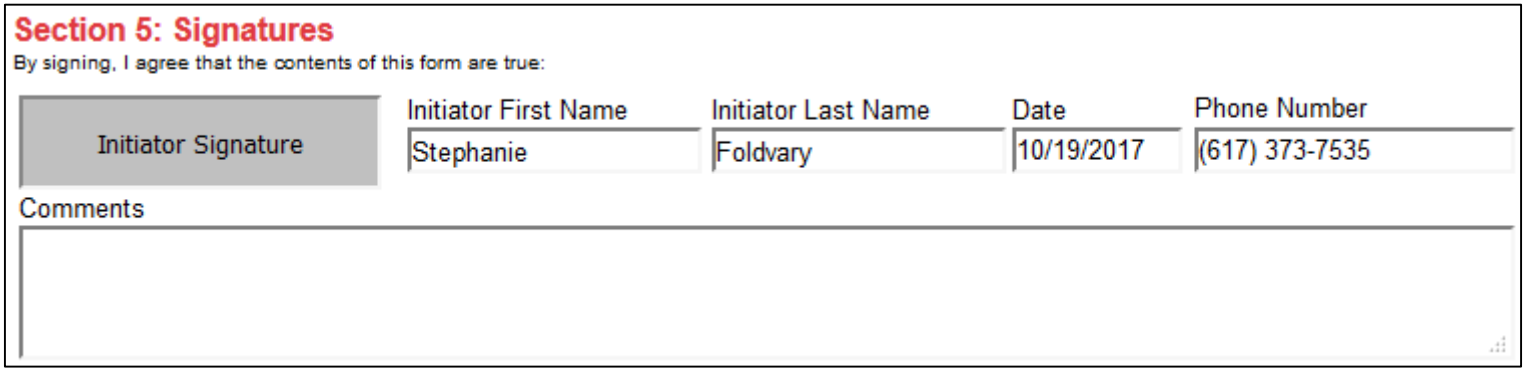
1. This section is used to alert an individual of the TNS form submission
   - Anyone listed in this section will not be required to approve the form
   - Anyone listed in this section will be able to see all comments and attachments on the form
2. Search for who to notify via email by last name and select their name from the drop down menu



GUIDED WALKTHROUGH: INITIATING A TEMPORARY NON-STUDENT HIRE FORM

Section 5: Signatures

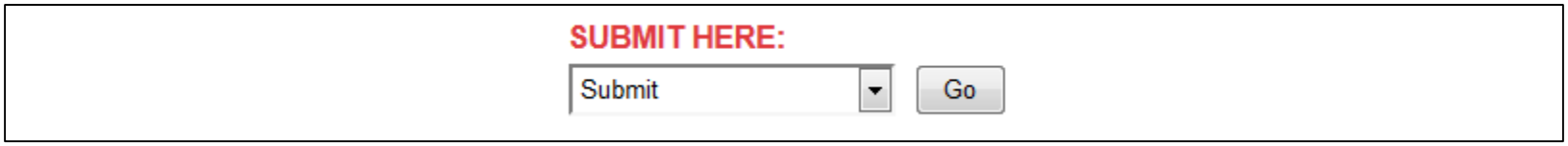
1. Enter any comments if necessary
   - Comments will be visible to all approvers listed
2. Click the "Initiator Signature" button to provide your electronic signature
3. Click OK to sign the form
   - **This action DOES NOT submit the form**



GUIDED WALKTHROUGH: INITIATING A TEMPORARY NON-STUDENT HIRE FORM

Submit the Form

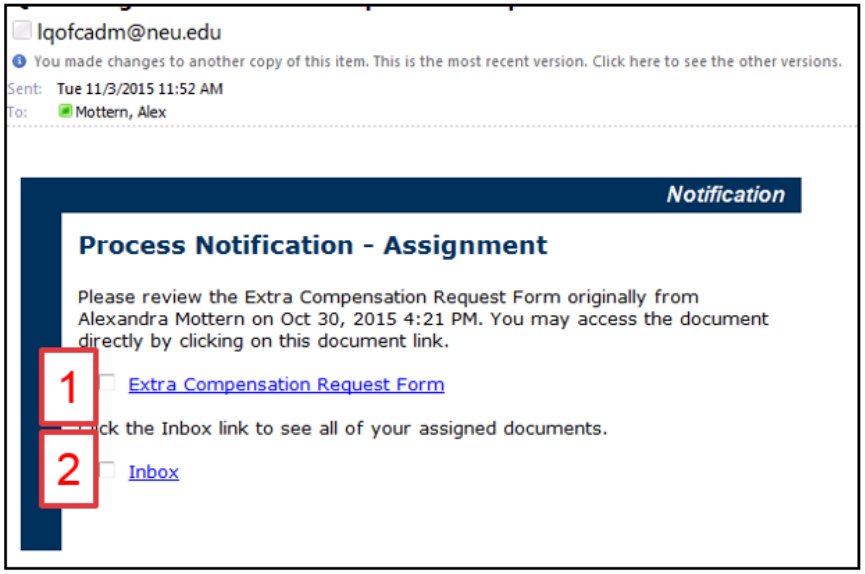
1. Scroll to the bottom of the page, ensure that submit is showing in the drop down menu
2. Click “Go” to submit the form, this will route the form to the first of the designated approvers
3. You will receive an email with a PDF copy of the form for your records
4. If you have made an error after submitting the form, please contact those you will be routing the form to
   - They can either make adjustments to the form or reject it

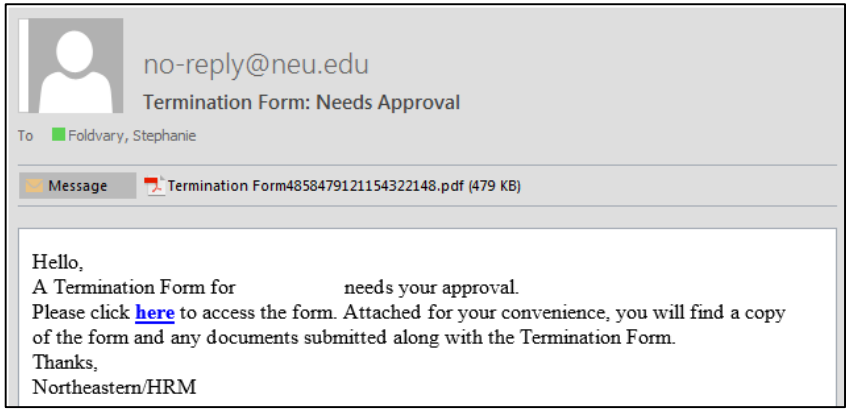


GUIDED WALKTHROUGH: APPROVING A TEMPORARY NON-STUDENT HIRE FORM

Access the TNS Hire Form

- You will receive two automated email notifications when your approval is needed
- The first link in the Process Notification email will bring you directly to the form that is pending your approval
- The second link in the Process Notification email will bring you to your inbox.
  - Your inbox shows all forms that are currently pending your approval. You can bookmark this link as it will never change: https://neuforms3.neu.edu/user/inbox

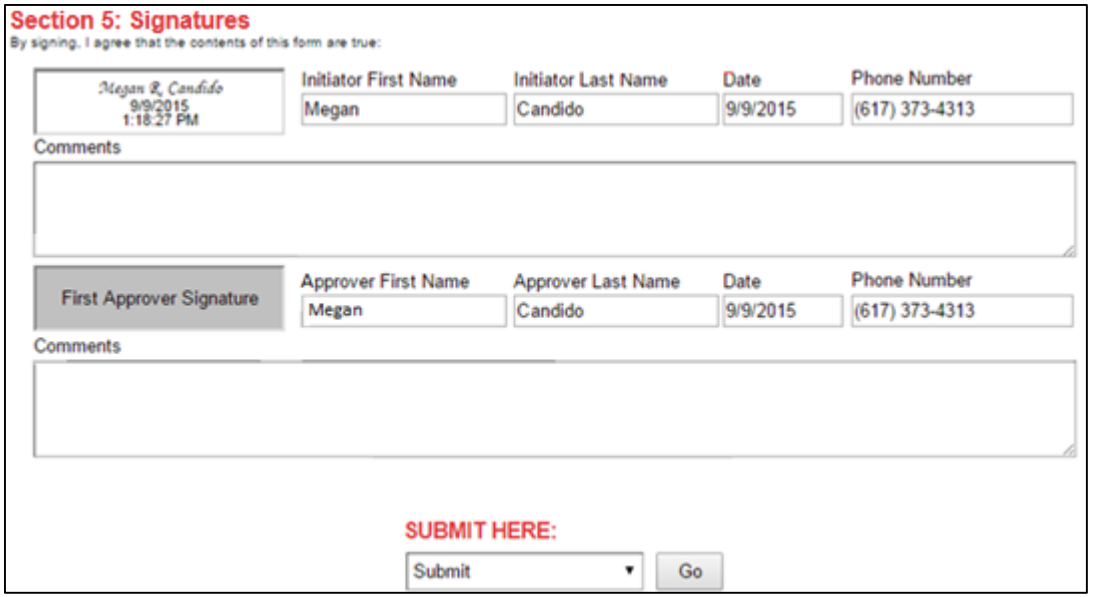




GUIDED WALKTHROUGH: APPROVING A TEMPORARY NON-STUDENT HIRE FORM

Review/Approve the TNS Hire form

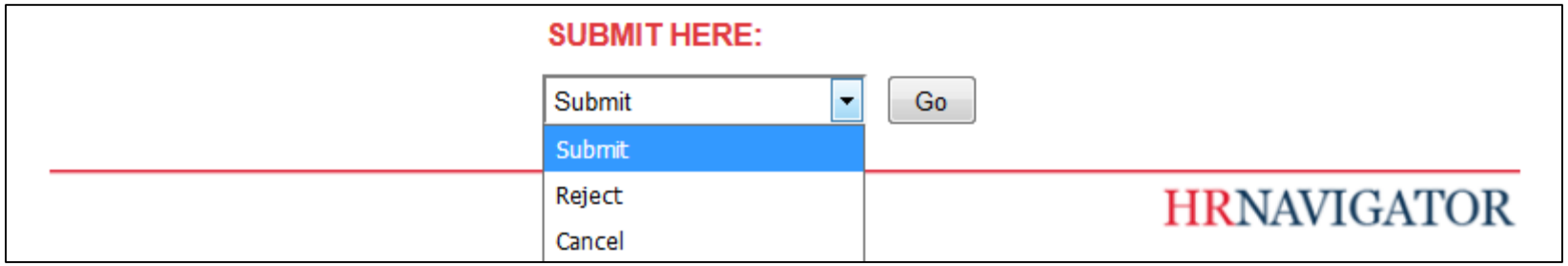
1. Log in using your myNortheastern credentials
2. Review the form details to ensure that everything is correct
3. If the information is correct, scroll down to Section 5: Signatures
   - Enter any comments if necessary (they will be visible to all approvers listed)
4. Click the "Approver Signature" button to provide your electronic signature
5. Click OK to sign the form
   - **This action DOES NOT submit the form**
6. Scroll to the bottom of the page, ensure that submit is showing in the drop down menu and click "Go"



GUIDED WALKTHROUGH: APPROVING A TEMPORARY NON-STUDENT HIRE FORM

If the Form is Incorrect:

- Reject the form (gets sent back to the initiator)
  1. Scroll to the bottom of the form and select reject from the "Submit Here" drop down menu and click "Go"
  2. The initiator can then make changes to the form and resubmit
  3. All approvers will need to sign the form again
- Cancel the form (deletes the form from the server)
  1. Scroll to the bottom of the form and select cancel from the "Submit Here" drop down menus and click "Go"
  2. The form will be deleted from the server
  3. The initiator will need to submit a brand new form if the previous was cancelled



GUIDED WALKTHROUGH: APPROVING A TEMPORARY NON-STUDENT HIRE FORM

- The form will be processed by HR Operations within 5 business days after the **last** approver has signed the form
- The initiator and Key Contact will receive a notification email with a PDF copy of the processed form
- If you have made an error submitting a form that should have been rejected or cancelled, please reach out to your HR Operations contact directly

GUIDED WALKTHROUGH: CHECKING THE STATUS OF A TEMPORARY NON-STUDENT HIRE FORM

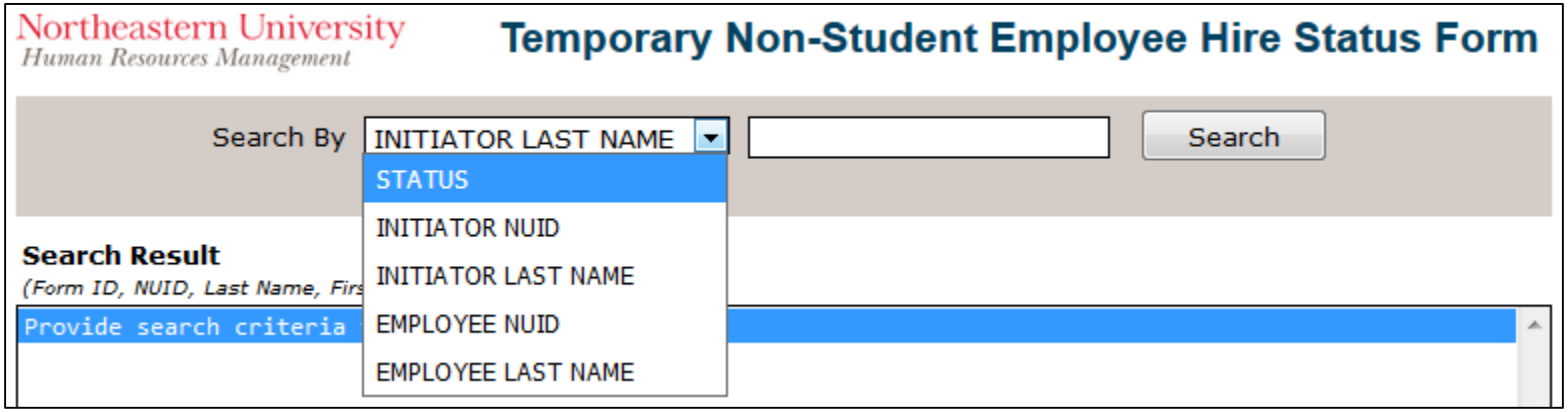
Access the Extra Compensation Status Form

- The direct link to the status form is https://neuforms3.neu.edu/lfserver/TemporaryNonStudentEmployeeHireStatusForm
  - **You can only check the status of a form that you have initiated or are listed as an approver for**

GUIDED WALKTHROUGH: CHECKING THE STATUS OF A TEMPORARY NON-STUDENT HIRE FORM

Check the Status of an Extra Compensation Form

1. Log in using your myNortheastern credentials
2. Search for the form you would like to check the status of based on the Status (details on next slide), Initiator NUID, Initiator Last Name, Employee NUID, or Employee Last Name
3. Select the form and click “View Detail”
4. To see where the form is pending, review the signatures section to identify whose approval is still needed based on the approvers list above



GUIDED WALKTHROUGH: CHECKING THE STATUS OF A TEMPORARY NON-STUDENT HIRE FORM

Form Status Definition

1. Needs Approval: Waiting on approval(s) from someone listed in the approvals required section
2. Approved: The form has been signed by all approvers listed. It is waiting to be processed by HR Operations
3. Processed: The form has been processed; no further action is required
4. Rejected: The form has been rejected
   - The status of the form will not change to "Needs Approval" once it's been rejected. Only when it has been processed will the status update
5. Cancelled: The form was not processed and has been deleted