<table>
<thead>
<tr>
<th>US Citizen/Resident --AND-- have received a paycheck from Northwestern in the last 4-6 months</th>
<th>US Citizen/Resident --AND-- Have NOT received a paycheck from Northwestern in the last 4-6 months</th>
<th>International Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Email a completed Personal Data Form (please use the highlighted copy on our <a href="#">website</a>) signed by your Kronos supervisor to Ms. Bryce O’Tierney in the OUR: <a href="mailto:adminUR@northwestern.edu">adminUR@northwestern.edu</a></td>
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<td>☐ Please email Ms. Bryce O’Tierney in the OUR (<a href="mailto:adminUR@northwestern.edu">adminUR@northwestern.edu</a>) and let her know you are an international student. This helps us process your paperwork correctly.</td>
</tr>
<tr>
<td>☐ Go to Northwestern’s I-9 Online Service Center. Enter your information as a new employee. For School/Area, select ‘Central Administration.’ For Department/Center, select ‘0008 Undergraduate Research Office.’</td>
<td></td>
<td>☐ If you do NOT already have a SSN and need one:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Request an employment letter from our office. Indicate the full name on your passport. You can usually pick this up from our office within 2 business days.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Request a SSN letter from the International Office. <a href="#">IO only prints these letters on Tuesdays and Fridays.</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Take both these documents to the SSN Office to request a number. <a href="#">Additional instructions here.</a></td>
</tr>
<tr>
<td>☐ Complete Direct Deposit:</td>
<td>☐ Complete the FNIS Request Form and turn it in at Payroll, 720 University Place 2nd Floor, where you must also bring original</td>
<td></td>
</tr>
</tbody>
</table>
1. Log into myHR with your active NetID and password: https://myhr.northwestern.edu
2. Choose “Pay” then “My Direct Deposit.”
3. Enter your date of birth to confirm your identity.
4. Enter one (or more) financial institution’s routing and account numbers.
   - Click “No” to the prompt about off-shore accounts unless all the funds are going to an off-shore/foreign bank account. If they are, please reach out to hroperations@northwestern.edu.

For assistance while entering your Direct Deposit in myHR, please contact the myHR Help Desk at 847-467-4800 or myHRhelp@northwestern.edu.

For assistance in-person, you may come to the Operations and Payroll office on either campus (720 University Place, Evanston or Abbott Hall, 8th floor, Chicago) or contact hroperations@northwestern.edu.

identifying documents to complete I9 verification.

☐ After Payroll processes your FNIS, they will generate personalized W-4s for you, which you will sign at Payroll.

☐ Email Bryce to confirm you have completed all steps at Payroll, and attach a completed Illinois Department of Children & Family Services Form

☐ Complete Direct Deposit:
   - If you are unable to access the below (e.g., browser keeps reloading, no "Pay" tab is visible), wait until you have access to your Kronos account - at that time you will be able to set up the direct deposit in myHR**

   1. Log into myHR with your active NetID and password: https://myhr.northwestern.edu
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