

US Citizen/Resident --AND-- have received a paycheck from Northwestern in the last 4-6 months	US Citizen/Resident --AND-- Have NOT received a paycheck from Northwestern in the last 4-6 months	International Students
<p><input type="checkbox"/> Email a completed Personal Data Form (please use the highlighted copy on our website) signed by your Kronos supervisor to Ms. Bryce O’Tierney in the OUR: adminUR@northwestern.edu</p> <p><input checked="" type="checkbox"/> No I9 re-verification or paperwork re-submission required</p>	<p><input type="checkbox"/> Email a completed Personal Data Form (please use the highlighted copy on our website) signed by your Kronos supervisor to Ms. Bryce O’Tierney in the OUR: adminUR@northwestern.edu</p> <p><input type="checkbox"/> 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.’</p> <p>I-9 Forms for Authentication:</p> <p><input type="checkbox"/> You will complete the I-9 process <i>in person</i> at Payroll, 1800 Sherman 3rd Floor, Suite 3500. Bring original identification documents. Federal regulations mean that no copies or faxes are permitted.</p> <p>Complete and email the below forms to Ms. Bryce O’Tierney in the OUR (adminUR@northwestern.edu):</p> <p><input type="checkbox"/> Federal Form W-4: Most students will claim no withholdings or allowances, meaning you will put zero on the lines.</p> <p><input type="checkbox"/> Illinois Form W-4: Most students will claim no withholdings or allowances, meaning you will put zero on the lines.</p> <p><input type="checkbox"/> Illinois Department of Children & Family Services Form: Attest that you will comply with the Abused and Neglected Child Reporting Act. Enter ‘research assistant’ as type of employment.</p> <p><input type="checkbox"/> Complete Direct Deposit:</p>	<p><input type="checkbox"/> Please email Ms. Bryce O’Tierney in the OUR (adminUR@northwestern.edu) and let her know you are an international student. This helps us process your paperwork correctly.</p> <p><input type="checkbox"/> If you do NOT already have a SSN and need one:</p> <ul style="list-style-type: none"> ○ Request an employment letter from our office. Indicate the full name on your passport. <i>You can usually pick this up from our office within 2 business days.</i> ○ Request a SSN letter from the International Office. <i>IO only prints these letters on Tuesdays and Fridays.</i> ○ Take both these documents to the SSN Office to request a number. Additional instructions here. <p><input type="checkbox"/> Email a completed Personal Data Form (please use the highlighted copy on our website) signed by your Kronos supervisor to Ms. Bryce O’Tierney in the OUR: adminUR@northwestern.edu <i>Leave the SSN blank if you do not yet have a SSN.</i></p> <p><input type="checkbox"/> 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.’</p> <p><input type="checkbox"/> Complete the FNIS Request Form and turn it in at Payroll, 1800 Sherman 3rd Floor, Suite 3500, where you must also bring original</p>

****NOTE:** 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>
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 (1800 Sherman 3rd Floor, Suite 3500, Evanston or Abbott Hall, 8th floor, Chicago) or contact hroperations@northwestern.edu.

[identification 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:**
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