

We know that figuring out the Payroll paperwork can be complicated! Please follow the descriptions for whichever of the following best describes your current situation.

⇒ If you are a US Citizen/Resident --AND-- have received a paycheck from Northwestern in the last 4-6 months: [Please click here](#)

⇒ If you are a US Citizen/Resident --AND-- Have NOT received a paycheck from Northwestern in the last 4-6 months: [Please click here](#)

⇒ If you are: International student --AND-- you ALREADY have a SSN: [Please click here](#)

⇒ If you are: International student --AND-- you DO NOT have a SSN:

Due to circumstances beyond our control, you are unfortunately not eligible to participate in URAP this summer. Federal government offices, including the Social Security Office, have limited hours and are minimally staffed due to COVID-19, so we cannot reasonably request a SSN within the time limitations of the grant (and you are legally not allowed to work without one).

If you are: US Citizen/Resident --AND-- have received a paycheck from Northwestern in the last 4-6 months

- Email a completed Personal Data Form (please use the highlighted copy on our [website](#); **your signature must be handwritten, in cursive**), signed by your Kronos supervisor to Ms. **Bryce O'Tierney** in the OUR: adminUR@northwestern.edu. You and your supervisor only need to fill out the highlighted portions; they can leave their supervisor position number blank and we will complete this for them.
- No I9 re-verification or paperwork re-submission required

US Citizen/Resident --AND-- Have NOT received a paycheck from Northwestern in the last 4-6 months

□ Email a completed Personal Data Form (please use the highlighted copy on our [website](#); **your signature must be handwritten, in cursive**), signed by your Kronos supervisor to Ms. **Bryce O’Tierney** in the OUR: adminUR@northwestern.edu. You and your supervisor only need to fill out the highlighted portions; they can leave their supervisor position number blank and we will complete this for them.

□ **Complete I9 Section 1:** 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.**’

□ **Complete I-9 Section 2**

- Upload: Upload scans or clear photos of your documents via our encrypted online [upload](#). Documents must be from the Lists of Acceptable documents: <https://www.northwestern.edu/hr/documents/work-essentials/i9documents.pdf>

*U.S. Passport: Upload both the Passport ID page and the Passport barcode page

- Identify: Identify a person to be your remote agent.
 1. The agent is someone with whom you can meet in person who is 18 years of age or older.
 2. The agent will verify your documentation via the Form I-9 / E-Verify to the Department of Homeland Security.
 3. The agent will be asked to provide Northwestern their name, email, and a copy of their government-issued photo ID (such as a driver’s license or passport).
 4. You or your agent must have the technology to participate in a video conference and upload documents via a website.

If you have any questions regarding the I-9 process, please feel free to email the Office of Human Resources at [I9 Help](#).

□ Email Ms. **Bryce O’Tierney** in the OUR (adminUR@northwestern.edu) to confirm you have completed the I9 process.

□ **Complete and email the below forms to Ms. Bryce O’Tierney in the OUR (adminUR@northwestern.edu); **handwritten, cursive signatures required:****

- [Federal Form W-4](#): Most students will claim no withholdings or allowances, meaning you will put zero on the lines.
- [Illinois Form W-4](#): Most students will claim no withholdings or allowances, meaning you will put zero on the lines.

Complete the Child Abuse Prevention Form AND Direct Deposit process:

****NOTE:** if you are unable to access the below (e.g., browser keeps reloading, no "Attestations" tile is visible), wait until you have access to your Kronos account - at that time you will be able to complete the attestation in myHR**

- Log into myHR with your active NetID and password: <https://myhr.northwestern.edu>
- Click the 'Attestations' tile >> Select "My Child Abuse Prevention Form" >> Read the statement and click 'Attest' at the bottom

****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**

- Log into myHR with your active NetID and password: <https://myhr.northwestern.edu>
- Choose "Pay" then "My Direct Deposit."
- Enter your date of birth to confirm your identity.
- 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.

If you are: International student --AND-- you ALREADY have a SSN --AND-- you will be living in the United States this summer

❑ 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.

❑ Email a completed Personal Data Form (please use the highlighted copy on our [website](#); **your signature must be handwritten, in cursive**), signed by your Kronos supervisor to Ms. **Bryce O’Tierney** in the OUR: adminUR@northwestern.edu. You and your supervisor only need to fill out the highlighted portions; they can leave their supervisor position number blank and we will complete this for them.

❑ **Complete I9 Section 1:** 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.**’

❑ **Complete I-9 Section 2**

- Upload: Upload scans or clear photos of your documents via our encrypted online [upload](#). Documents must be from the Lists of Acceptable documents:
<https://www.northwestern.edu/hr/documents/work-essentials/i9documents.pdf>

*Foreign Nationals: Also provide your:

a. FNIS Request Form: <https://www.northwestern.edu/hr/documents/work-essentials/fnisrequestform.pdf>

b. Additional documents: <https://www.uscis.gov/i-9-central/acceptable-documents/additional-documentation-requirements>

- Identify: Identify a person to be your remote agent.
 1. The agent is someone with whom you can meet in person who is 18 years of age or older.
 2. The agent will verify your documentation via the Form I-9 / E-Verify to the Department of Homeland Security.
 3. The agent will be asked to provide Northwestern their name, email, and a copy of their government-issued photo ID (such as a driver’s license or passport).
 4. You or your agent must have the technology to participate in a video conference and upload documents via a website.

If you have any questions regarding the I-9 process, please feel free to email the Office of Human Resources at [I9 Help](#).

❑ Email Ms. **Bryce O’Tierney** in the OUR (adminUR@northwestern.edu) to confirm you have completed the I9 and FNIS process, which includes signing of personalized W-4s.

Complete the Child Abuse Prevention Form AND Direct Deposit process:

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