

## Gisela Gutierrez

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**From:** Olga Loevski  
**Sent:** Monday, February 16, 2009 4:52 PM  
**To:** Gisela Gutierrez  
**Subject:** DA's meeting/Payroll

Post

Hi Gisela,

Here are key points:

- Time sheet approvals – DA's are the backup ETES supervisors for their faculty & staff and should be approving time sheets in case faculty & staff are not available. If DAs believe they don't have access to some time sheets, they should see Olga ASAP.
- Time sheet with multiple records/jobs – please make sure to approve only Kellogg hours...see Olga for assistance.
- Prior time sheets – need help with approving/filling out, please see Olga.
- Hiring temporary employees – New hires should fill out payroll paperwork as soon as possible; any delays may cause problems on NWU payroll office side...Once you hire a temp, please have him fill out personal data form, I-9, tax forms & direct deposit ASAP. Olga has hard copies in her office, also forms are available on NWU payroll website – <http://www.northwestern.edu/her>
- Termination of temp employment – if you know any temps who are leaving/will be leaving soon, please let Olga know ASAP, so she can ensure no time is entered after temps are gone.
- Personal data forms – if you need any assistance with filling out supervisor's portion of personal data forms, please see Olga...job codes & accounts are linked to the funding source, so it's important to fill out these codes correctly
- International students who don't have a SSN, cannot work until they get a social security card. Admin office will be glad to assist the students with getting SSN. Please see Olga for details.
- DAs should try to submit all additional pays by 12<sup>th</sup> of each months to make sure the students are paid by the end of the current month. If ad pays are submitted after 12<sup>th</sup>, there is a chance the students will get paid only at the end of the following month.

Please let me know if you have any questions.

Thank you,

Olga