

McCormick School of Engineering and Applied Science
Administration, Finance Facilities & Planning
Payroll Approver & Management Matrix - FY23

A A Primary Approver/Lead
B B Back-up Approver
E E Enters



Payroll Management

Access Forms						
New/Updated Access to myHR			A			B
Maintenance of HR Dept Tree			A		B	

Approval Signatures						
Position/Appointment Forms (Faculty)		E		A		
Position/Appointment Forms (Staff)			A		B	
Special Pay	E		B	A		
Summer Salary (paper/On Base + upload)	E		B	A		

MyHR Online						
Position Funding		E	B	A		
Journals		E	B	A		
90-day payroll journals		E	B	A		
Additional Pay - Faculty Admin Appt, Awards		E	B	A		
Additional Pay - OPE, Farley Segal	E		B	A		

OPE, Segal, Farley teaching compensation						
Advance Request for New Adjunct Appt	E		B	A		
Advance Requests for Pay	E		B	A		
Position/Appointment Forms	E		B	A		
Adjuncts - Monthly payroll upload to HR Ops	E		B	A		
Additional Pay - Deployed in MyHR	E		B	A		

Partner to NU HR Payroll Office						
Communication to HR Ops on processes/transactions	A (Adjuncts/ Add Pay)		A (Staff)	A (Faculty)		

Staff Leaves of Absence						
Journals for Reimbursement		E (Faculty)	E (Staff)	A	B	

*NU HR Benefits questions mcc-staffrequests@northwestern.edu (Zac Davis)