



**Northern Illinois
University**

Your Future. Our Focus.

Administrative Support Workshop

October 4, 2024

ASW Agenda



Schedule of events

- Welcome and Introduction
- HRS Updates
- Building Maintenance / Work Requests
- Parking Services
- Parking and Property Control
- Navigate
- DoIT
- Procurement Services
- Accounts Payable

Training & Development



Training Timeline

Phase I

- Admin Support Workshop.
- Centralized, Basic Computer Training.

Phase II

- Blackboard based "Nuts & Bolts" training on common NIU processes.

Phase III

- High-Impact leadership and first-time manager training.
- Ongoing in-person training on NIU processes.

Phase IV

- Mentorship program development.
- Training improvement and needs assessment group.



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Human Resource Services

Administrative Support Workshop

Human Resource Services



I-9 Enhancements

- Completion of the Form I-9 is a two-step process. In the first step, the employee completes information in the I-9 portal and uploads documents to support their ability to work in the United States. The second step requires an authorized representative to review and physically verify the submitted documents.
- Employees can now select any individual, 18 years of age or older, to meet in person and verify their documents. This authorized representative can be a friend, family member, neighbor, etc.
- This process will expedite the verification process.

Human Resource Services



Add Pays

- University Policy for all staff (Civil Service and SPS) requires that Add Pay discussions must start in HRS before agreeing with the receiving employee.
 - HRS ensures consistent application of add-pay formulas
 - HRS confirms the appropriate rate for salaried or hourly employees.

Human Resource Services



Grad and Student Workflow Changes

- HRS is working to enhance the GA and Student hiring and change management process.
- Request and Workflow Management will be in PeopleAdmin
 - HRS is working to simplify and standardize the workflows for approvals.

Human Resource Services



End of Year Announcements & Reminders

October Reminders

- SPS Evaluations should be completed and sent to HR by 10/31
- Temporary instructors that were not reappointed for the fall semester should have position vacated in PeopleAdmin by 10/31

Human Resource Services



End of Year Announcements & Reminders

December Reminders

- W2 Consent will be available to view W2 securely online
- Timesheets will be due the day we return from winter break, collect timesheets before the closure for those not working over break
- Review section 3.3 of the UPI collective bargaining agreement to ensure deadlines are met for contingency notifications for the spring semester
- Check appointment end dates on Graduate assistants and student employees to see if they need to be reappointed (GAs) or appointment end dates extended (Stdts) for the spring semester

Human Resource Services



End of Year Announcements & Reminders

General Reminders

- Offer letter templates are in the reports tab of PeopleAdmin
- When submitting reappointment and FTE change requests in PeopleAdmin for temporary instructors, be sure to attached a signed contract
- When submitting vacate requests in PeopleAdmin, be sure to include if the reason is retirement or resignation and include separation letter
 - CS employees resign with HR, no vacate request is needed in PeopleAdmin
- Monitor your PeopleAdmin requests to ensure they make it all the way to HR
- Gallagher Bassett is the new Workers' Compensation vendor, do not use forms with Tri-Star's information (old work comp vendor)
- Minimum wage will be changing effective 1/1/25 to \$15

Human Resource Services



A note about Automation, Workflows, and UKG

- HRS will engage working groups to define a standardized set of approvers (e.g., department head, division, HR) and identify stakeholders who need to know.
 - HR is mindful of the need for delegated approvers and backup approvers.
- Employees may need to identify actions or activities in the workflow rather than in the comments.



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Thank you!

Questions / Comments / Feedback



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How to submit a work request

October 4, 2024

How do I submit a Work Request?



- Two ways:
 - Preferred method is to use the portal at go.niu.edu/workorder
 - Send an email with the request details to Work_Order@niu.edu
 - Questions call 753 - 1741

A screenshot of the Northern Illinois University Facilities Management & Campus Services website. The page is titled "Submit a Work Request" and includes a search bar, navigation links, and a form for submitting requests. The form has two main sections: "Residence Halls" and "All Other Buildings". The footer contains "NIU Links" and contact information for Northern Illinois University.

NORTHERN ILLINOIS UNIVERSITY
Facilities Management & Campus Services
Division of Administration & Finance

A-Z Index Directory Calendar Visit Campus Apply Quick Links

Search NIU

Facilities Home

Submit a Work Request

Use this form to request Facilities services for a maintenance need (issues with door locks, ceiling tiles, plugged toilets, etc.).
Event Support Request and Estimate Request are separate forms.

Request Work

Request Event Support

Request Estimate

Residence Halls

All Other Buildings

NIU Links

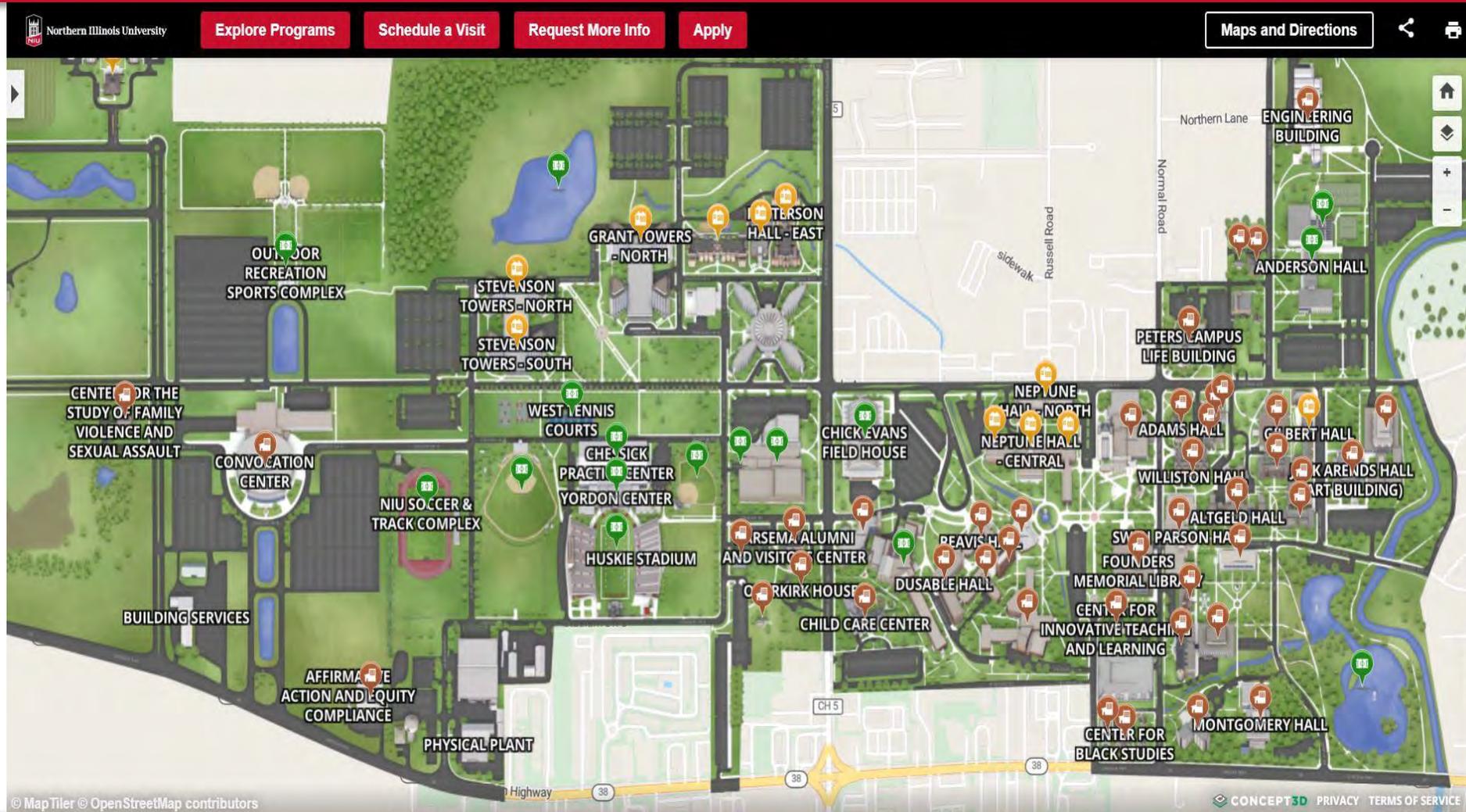
Libraries
Contact Us
Emergency Information
Accessibility

Jobs @ NIU
Directions/Maps
Regional Sites
Huskies Athletics

Northern Illinois University
NIU Home

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1425 W. Lincoln Hwy., DeKalb, IL 60115
(815) 753-1000 | univinfo@niu.edu

Work Order Desk is at Physical Plant



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Two types of Work Request's



Building Maintenance - is typically work that is repairing or maintaining an existing building, parking lot, site improvement or built-in building component

Mission Enhancement – is typically anything discretionary or general improvement :

- Something new or an upgrade to existing infrastructure
- The way you want it does not currently exist

When in doubt, please submit a request

- All requests are reviewed to determine if they proceed as work orders or as projects

Work Request Building Maintenance



Facilities Home

Request Work

Request Event Support

Request Estimate

Submit a Work Request

Use this form to request Facilities services for a maintenance need (issues with door locks, ceiling tiles, plugged toilets, etc.). [Event Support Request](#) and [Estimate Request](#) are separate forms.

Residence Halls & Apartments **All Other Buildings**

! If this is an emergency or needs immediate attention, please call 815-753-1741.

Location * Required

Campus * DEKALB CAMPUS

Building * PHYSICAL PLANT BLDG

Request is not building specific or building not found.

Room * 000-NotSpecified

I can't find the right room number

Location * Describe the location of the room.

Describe the location of the room.

Requester

Name * Tom Viel

Phone * 753-6255

Email * tviel@niu.edu

Separate email addresses with a ;

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Work Request Building Maintenance continued



Request Details

- Type of Request ***
- Building Maintenance & Minor Repair
 - Mission Enhancements

Which one do I select?

Work requests misidentified as maintenance may be delayed during the period needed to determine the proper fund source.

Request *

Request

Attach a picture or document

Choose File No file chosen

Submit

Questions? Contact the Work Order Office at 815-753-1741 or workorder@niu.edu.

NIU Links

[Libraries](#)
[Contact Us](#)
[Emergency Information](#)
[Accessibility](#)

[Jobs @ NIU](#)
[Directions/Maps](#)
[Regional Sites](#)
[Huskies Athletics](#)



Northern Illinois
University

[NIU Home](#)

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1425 W. Lincoln Hwy., DeKalb, IL 60115
(815) 753-1000 | univinfo@niu.edu

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Work Request Mission Enhancement



Separate email addresses with a ;

Request Details

Type of Request *

- Building Maintenance & Minor Repair
- Mission Enhancements

Which one do I select?

Work requests misidentified as maintenance may be delayed during the period needed to determine the proper fund source.

Funding Information

Cost Center *

Fund *

Subclass *

Grant

Or

Centrally Funded

Maintenance or Mission Enhancement



Typical Maintenance and Enhancement Services

Maintenance & Minor Repair Examples

Repair or replacement of an existing building or attached fixture.

- Building air conditioning and heating repairs
- Ceiling tile damage
- Ceramic tile repairs in bathrooms
- Door, lock, and handle repairs
- Electrical power loss
- Elevators, escalators, and chair lift repairs
- Fire alarms
- Floor tile damage
- Graffiti
- Loose hand rails
- Masonry step and sidewalk safety hazards
- Plumbing repairs including: toilet, faucet, sink, drinking fountain issues and leaks, etc.
- Roof leaks
- Security alarms
- Trouble alarms
- Window, glass and screen damage

Mission Enhancement Examples

Change, update, add, and/or remodel an existing building or attached fixture, repair of departmentally owned furniture or other equipment.

- Bracket fabrication
- Custom carpentry: fabricate shelving, countertops, cabinets etc.
- Departmental eye-wash station installation
- Departmental equipment repair
- Departmental fume hood maintenance and repair
- Departmental equipment repair or recharge (Ex: freezers, refrigerators, ice machines, etc.)
- Desk partitions: Installation and hardware
- File cabinet locks and repairs
- Furniture repair and assembly
- Hang and install customer purchased blinds
- Interior room signs
- Installation for departmental equipment
- Lab equipment
- Lock core changes
- Mirror installation
- Mounting of shelving, whiteboards, bulletin boards, pictures and plaques
- Removal and capping of existing plumbing due to equipment removal
- Safe combination lock changes
- Security system installation and changing of codes
- Upgrade power installation for departmental equipment
- Upgrade power installation for departmental space

Close

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Work Request Mission Enhancement



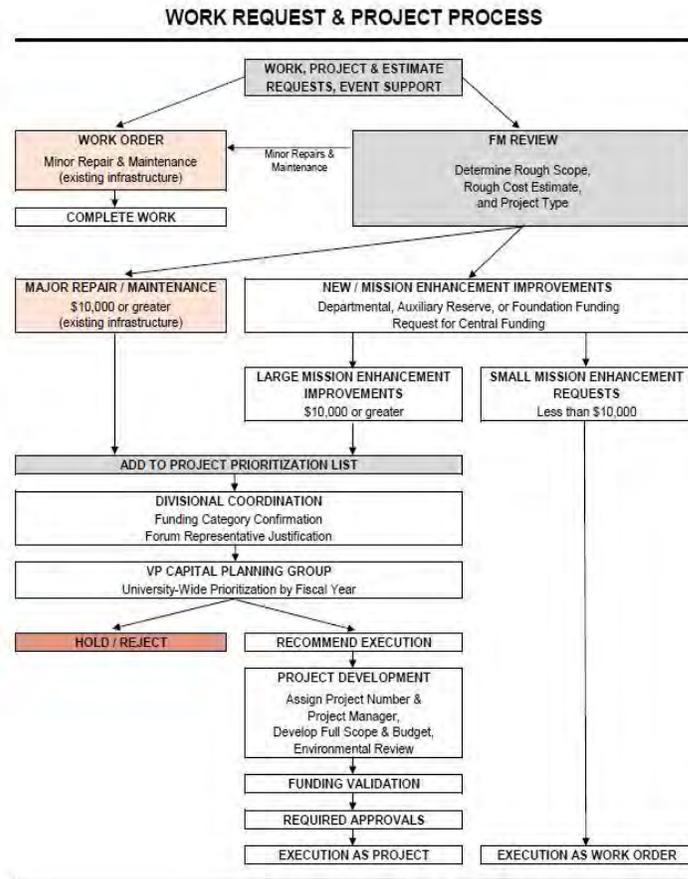
Request *

Business Purpose *

Attach a picture or document No file chosen

Questions? Contact the Work Order Office at 815-753-1741 or workorder@niu.edu.

Work Request flow chart



NORTHERN ILLINOIS UNIVERSITY
Facilities Management & Campus Services

Revised 11/10/2022

Revised 11/10/2022

When the request is submitted



- Once the Submit button is clicked, a confirmation screen and a work request number will appear
- Additional attachments, questions, technical problems or not able to submit via the portal? Email Work_Order@niu.edu or call 753-1741
 - Including the work request number is very helpful

Other information



- Event request - <https://pp-workorder.niu.edu:82/eventsupport/eventsupport.html>
- Key Request - <https://www.niu.edu/facilities/building-maintenance/key-control.shtml>

Division of Administration and Finance

About - Campus Services and Maintenance - Contact Us Division of Administration and Finance

Facilities Management and Campus Services



Facilities Emergency: 815-753-1741
All other requests use the links below. Note: you must be on a NIU network or connected via VPN

Facilities Service Request Cleaning Services Furniture Repair Flooring Grounds Heating and Cooling Maintenance and Repair Space Planning Waste Management Room Signage Work Request	Environmental Health and Safety Hot work permit Indoor Air Quality Ergonomic Assessments Complete Form
Central Supplies Central Stores Office Depot Portal Order Supplies	Parking Services Permits Ticket payments
Vehicle Reservation Transportation Services	Other Services Event Support Shredding Services Cost Estimate Request All other requests
Campus Construction and Projects Project updates Map of projects	

NORTHERN ILLINOIS UNIVERSITY
Facilities Management and Campus Services
Division of Administration and Finance

Home Building Maintenance and Operations

Building Maintenance and Operations



Contact Us
Building Maintenance and Operations
workorder@niu.edu

As a service oriented organization, we appreciate and encourage your comments and input relating to Building Maintenance and Operations and the services we provide to the university community. For additional information, or if you would like to express your concerns, call the Building Maintenance and Operations Director at 815-753-6255.

To provide the best physical environment for teaching, learning, research and community through maintenance and improvement of university facilities. Our products and services include, but are not limited to energy, utilities and maintenance.

We are committed to:



Questions?

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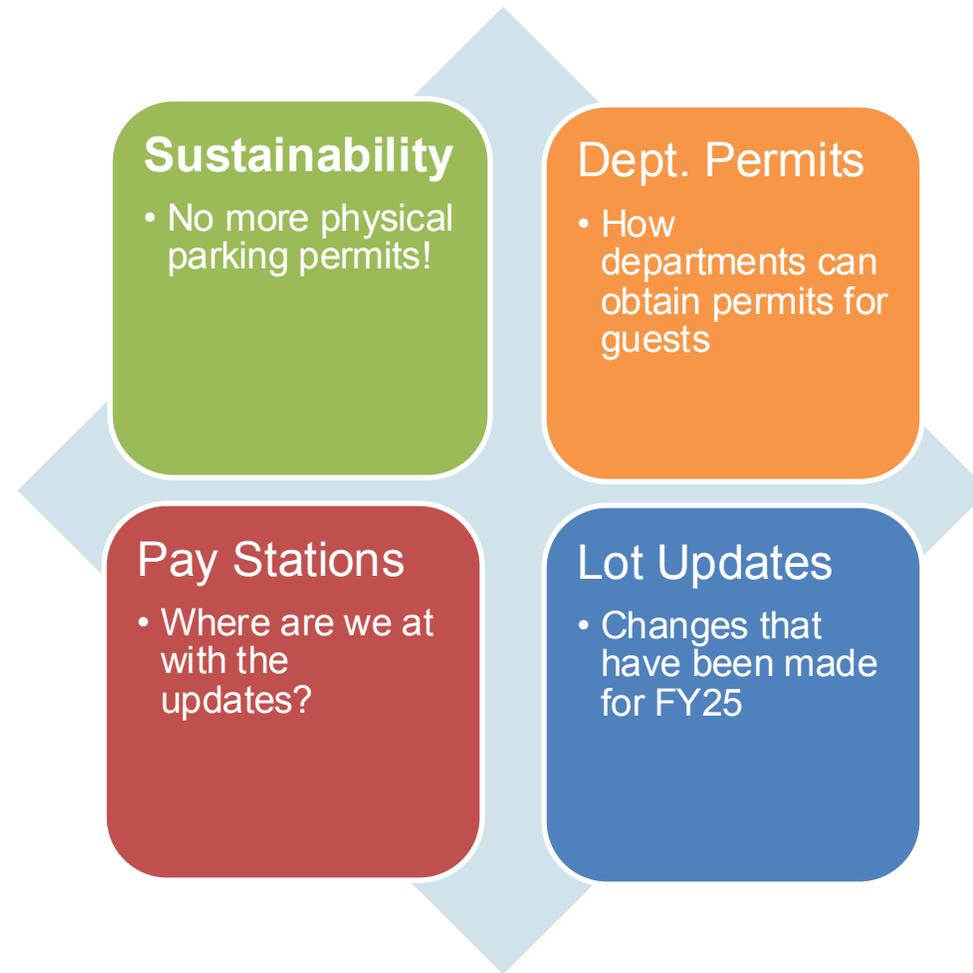
**Northern Illinois
University**

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Parking Services

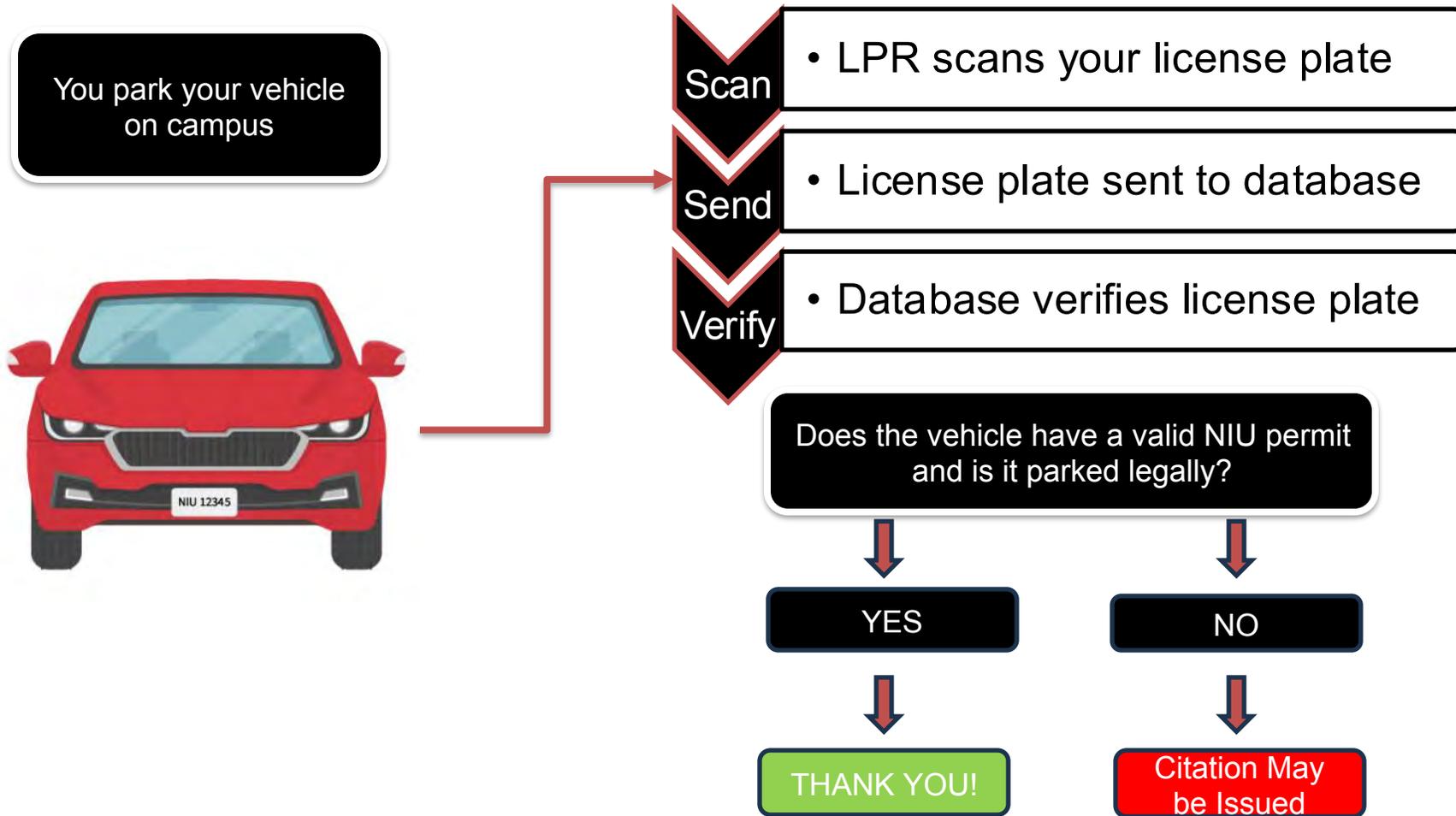
**Administrative Support Workshop
October 4, 2024**

Topics to Discuss Today



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Virtual Permits – How Do They Work?



Parking and Sustainability



Bye-Bye Plastic!

- In FY22 alone, we ordered over 15,000 parking permits!



By Going Virtual We Have...

- Reduced waste from physical permits.
- Eliminated lost/stolen permits and associated costs and products.
- Reduced postage and envelope costs.
- Furthered sustainability goals and fiscal responsibility.

Sustainability Cont.



Where Do We Go From Here?

- A campus energy improvement contract was presented to the Board of Trustees.
- If approved, the goal is to:
 - Install 3 additional EV Charging Stations.
 - Install Solar Carport in the Visitor Lot.



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Department Guest Permits



- Departments now have unique logins.
- If your department has a guest coming, you can request a permit for them using a cost center or by billing the guest.

The screenshot displays the Northern Illinois University Customer Parking Portal. At the top, the NIU logo and 'Northern Illinois University Customer Parking Portal' are visible on the left, and a shopping cart icon with a 'Login' button is on the right. The main content area shows a 'Select a login method:' section with two options: 'Students & Staff' and 'Department Authent...'. A green arrow points to the 'Department Authent...' option. To the right is the 'Department Authentication' form, which includes a 'Department Username*' field with the value 'ED0LLL1', a 'Password*' field with masked characters, and a red 'Login' button. Below the form, there is a note: 'For help go to password.niu.edu or call the Service Desk at 815-753-8100'. A date range '06/01/2022 - 06/01/2022' is shown in a dropdown menu. Below this is an 'Additional Message' section with a text box containing the instruction: 'Please park in the Parking Garage on Normal Road. Exit onto Normal Road and head West towards Lincoln Hwy. The Parking office looks like a little red brick house.' At the bottom, there is a prompt 'Enter any additional instructions you wish to include on the invites' and a 'Confirm' button.

Department Guest Permits



- Guests will receive an email with the invite.
- The link will take them to the website to claim their permit – Once claimed, they are good to park.

Northern Illinois University
Customer Parking Portal Login

Guest Permit Invite Completion

Invite Summary

Access Key: 0011HEG0WG	Message:
Invite Sent: 08/01/2022	Please park in the Parking Garage on Normal Road and head West towards Lincoln Hwy. The Parking office looks like a little red brick house.
Permit Type: DEPARTMENT GUEST - DAILY	
Cost: Prepaid	
Active Date: 08/01/2022	
End Date: 08/01/2022	

Additional Information

Contact

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text" value="jlotz1@niu.edu"/>
Phone #	<input type="text"/>

Please Select 1 Vehicle

Parking Pay Stations



- Decommissioned 3 pay stations.
 - Anderson Hall, Peters Campus Life, and Rec Center
 - Replaced with AIMS Mobile Pay
- 2 Pay Stations in the Visitor Lot now accept Tap to Pay option.

Lot Updates



- Lot 26D by Patterson Hall converted to University Vehicles Only.

- Lot X – Partnership with NIU Police and Public Safety to keep our community safe.



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Questions?



- **Main Parking Contacts**

- Email: Parking@niu.edu
- Phone: 815-753-1045
- <https://www.niu.edu/parking/>

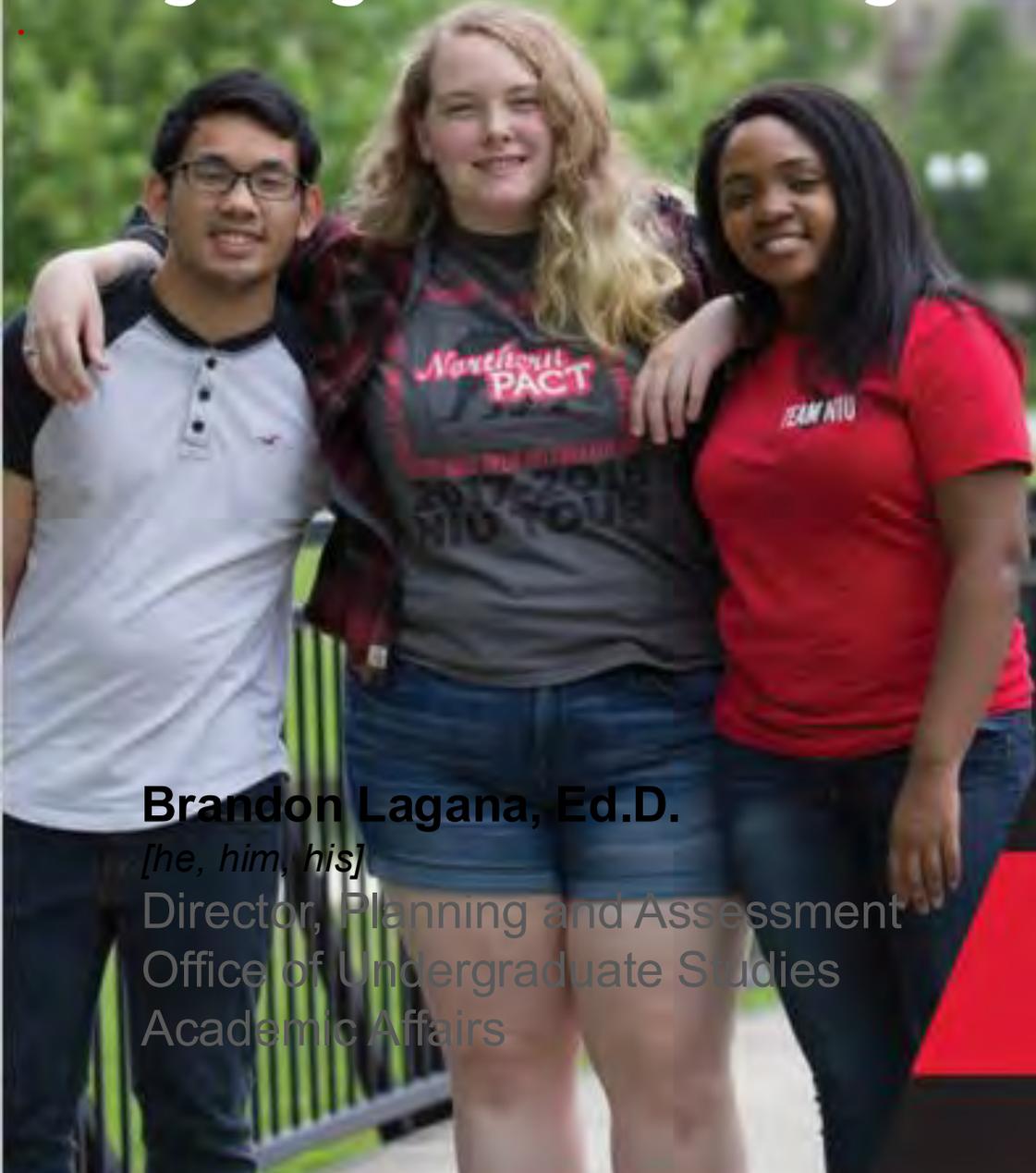
Jessica Nunez – Coordinator of Parking and Transportation Services

- Email: jtetz1@niu.edu
- Phone: 815-753-9692

Navigating NIU: Facilitating Student Persistence and Outreach Support



Northern Illinois
University



NAVIGATE Smart Guidance

Brandon Lagana, Ed.D.

[he, him, his]

Director, Planning and Assessment
Office of Undergraduate Studies
Academic Affairs

Introduction & Overview Spring 2022



Persistence and Outreach Support



Objective: ASW participants gain an overall awareness of how students, advisors and faculty are using the Navigate 360 platform to support student success:

- Schedule appointments
- View schedules
- Study Buddies
- See holds
- Hand Raise (alerts)

The screenshot displays the Navigate360 interface for 'STUDENT SUCCESS'. It features a table of appointments with columns for Days of Week, Times, Dates, Location, Purpose, Care Unit, Personal Link, and Meeting Type. Below the table is a 'Personal Availability Link' section with a URL and a 'Copy' button. The right sidebar contains 'Quick Links' such as 'Schedule an Appointment', 'Create an Event', and 'Record Class Attendance', along with 'Upcoming Appointments'.

DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE
<input type="checkbox"/> Wed, Thu	1:30pm - 3:30pm	September 05, 2024 to December 13, 2024	Faculty/Professor/Instructor [for Appointment Scheduling]	HESA-573, Office Hours For Appointments	Faculty Meet with your professor(s)	Yes	Virtual, In-Person (Appointment) Edit
<input type="checkbox"/> Thu	1:30pm - 3:30pm	September 04, 2024 to November 26, 2024	Faculty/Professor/Instructor [for Appointment Scheduling]	UNIV 101, Professor Meeting [15 mins] For Appointments/Campaigns	Faculty Meet with your professor(s)	Yes	Virtual Edit
<input type="checkbox"/> Wed	3:15pm - 5:00pm	September 04, 2024 to November 26, 2024	Faculty/Professor/Instructor [for Appointment Scheduling]	UNIV 101, Professor Meeting [15 mins] For Appointments/Campaigns	Faculty Meet with your professor(s)	Yes	Virtual Edit
<input type="checkbox"/> Wed, Thu	1:30pm - 3:30pm	September 04, 2024 to December 13, 2024	Faculty/Professor/Instructor [for Appointment Scheduling]	HESA-573, Instructor Meeting [30 mins] For Appointments	Faculty Meet with your professor(s)	Yes	Virtual Edit

* All times listed are in Central Time (US & Canada)

Personal Availability Link
Link: https://niuhuskies.campus.eab.com/pal/str_uZ0eR0 [Copy](#)

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NAVIGATE

Stay on track all the way to graduation!



Users of Navigate

89.3

Average Number of Days to Resolve

Note: only Resolved Holds are included in this calculation, Active Holds are excluded

Non-users of Navigate

129.5

Average Number of Days to Resolve

Note: only Resolved Holds are included in this calculation, Active Holds are excluded

Success Stories



Navigate is easy to use and if I can use it, anybody can. I was able to set up a tutoring and academic coaching session for my psychology class, which was great because I was a little behind in the course.

It's easy to find information in Navigate. You go in, you press a button, and it gives you everything. Navigate shows all your classes and shows who can help you in each individual class. I don't have to figure out who can help me with what.

Navigate also gives me the opportunity to set up a virtual visit, which is important for me because I live two hours from DeKalb.

— Juana Ponce, NIU student

I had to get help with a biology course. I went to Navigate, saw the tutoring option, then made an appointment. You can make appointments for anything, whether it is the writing center or tutoring, or Career Services to meet a career counselor to help you write a resume or cover letter. Navigate has so many resources.

— Kate Bansa, NIU student

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ADVISORS

- Appointment scheduling
- Appointment & Messaging Campaigns
- Alerts monitoring

Navigate360 | STUDENT SUCCESS

Staff Home ▾

Students **Appointments** My Availability Appointment Calendar Appointment Requests

Upcoming Appointments

Care Unit: All Care Units

Actions	DATE/TIME	ATTENDEE	SERVICE	COMMENT	MEETING TYPE	REPORT FILED	DETAILS	PRE-APPT QUESTIONS
<input type="checkbox"/>	1/1	10DEC2024 11:00am - 12:00pm CT	UNIV101 University Experience	Brandon Laguna, Thank you, Kevin, for selecting the attendees...	In Person (Appointment)	Not Yet	Details	N/A
<input type="checkbox"/>	1/1	10DEC2024 2:00pm - 2:15pm CT	UNIV101 University Experience		Virtual	Not Yet	Details	N/A
<input type="checkbox"/>	1/1	10DEC2024 4:00pm - 5:00pm CT	UNIV101 University Experience		Virtual	Not Yet	Details	N/A

Reporting

Recent Appointments Recent Reports You Created

Recent Appointments

Care Unit: All Care Units

Actions	DATE	SERVICE	COURSE	COMMENT	ATTENDEE	REPORT FILED	DETAILS	PRE-APPT QUESTIONS
<input type="checkbox"/>	09/25/2024 3:15pm - 2:00pm CT (1hr)	Professor Meeting (15 mins)	UNIV101 University Experience			Report Details	Details	N/A
<input type="checkbox"/>	09/25/2024 7:45pm - 3:00pm CT (1hr)	Professor Meeting (15 mins)	UNIV101 University Experience			Report Details	Details	N/A
<input type="checkbox"/>	09/25/2024 2:30pm - 2:45pm CT (15m)	Professor Meeting (15 mins)	UNIV101 University Experience			Report Details	Details	N/A

Actions

I want to...

[Join an Alert](#)

[Upload Profile Picture](#)

Quick Links

Take me to:

[Schedule an Appointment](#)

[Drop an Error](#)

[Record Class Attendance](#)

[Manage Assignments](#)

[School Information](#)

[Download Center for Reports](#)

Campaigns

[Appointment Campaigns](#)

[Travel Letters](#)

Upcoming Appointments

[Instructor Check In 3.NIV.101, University Experience With \[redacted\]](#)
10/27/2024 11:45am CT

[Professor Meeting \(15 mins\), University Experience With Zuo \[redacted\]](#)
10/27/2024 7:00pm CT URL
<https://na.blackboard.com/learn/bbc/11d472966d91846644be711e4937>

[Professor Meeting \(15 mins\), University Experience With Anil \[redacted\]](#)
10/16/2024 4:45pm CT URL
<https://na.blackboard.com/learn/bbc/41d472966d91846644be711e4937>



NAVIGATE
Stay on track all the way to graduation!



FACULTY

- ❑ **Issuing referrals or alerts**
for students in need of additional support
 - 56% response rate among students ($M_{\text{students}} = 1,900$)
 - 80%+ attendance and missing assignments
 - 59.7% spring-to-fall return rate from alerts
- ❑ **Texting students**
- ❑ **Encouraging use of Study Buddies**
 - 1,029 distinct students joined one or more of 520 distinct courses (AY24)
 - Top 5: MATH, PSYCH, CHEM, BIOS & ENGL

Ready to complete the progress report for your students?



Success Stories



Rather than wait until the end of the semester, Navigate gives us a chance to intervene early and it is a great avenue to help students succeed. With the help of these alerts, significantly fewer students are falling through the cracks. The message that comes across is, teachers show their students they are cared about individually and their success matters. It's extremely satisfying to help students along the way to their career success, and it's good to have Navigate as part of our tool set to work with.

— Ted Hogan, associate professor in the Department of Engineering Technology

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Navigate Workshops & Learning Sessions



Visit go.niu.edu/navigate (Click **Training Sessions**).

← NIU.edu A-Z Index Calendar Directory Libraries Make a Gift Info For Quick Links Search NIU

NORTHERN ILLINOIS UNIVERSITY
Division of Academic Affairs
Office of the Executive Vice President and Provost

Home About Academic Affairs Units Colleges and Programs Faculty Affairs Undergraduate Affairs Learning Spaces

Division of Academic Affairs / Undergraduate Affairs / Navigate / Training Sessions

Navigate

- About Navigate
- Navigate Student
- Navigate Staff
- Training Sessions**
- Resources and Help Guides

Contact Us

Navigate

navigate@niu.edu

[Student Login](#)

[Staff Login](#)

Navigate Training Sessions

Upcoming Sessions



****ONLINE** NAVIGATE: Fostering Student-to-Student Connections Beyond the Classroom: Study Buddies in Navigate Student**
Thursday, September 26, 2024 from 9:15 AM to 10:00 AM Interested in opportunities to foster student connections beyond the...
9:15 AM [I'm Interested](#)



****ONLINE** NAVIGATE Function to Practice: Configure Calendar for students self-schedule appointments**
Thursday, October 3, 2024 from 9:15 AM to 10:00 AM Location: <http://go.niu.edu/navigatelearn> Working Session Learn to use student...
9:15 AM [I'm Interested](#)



****ONLINE** [Advisors/Staff]: NIU Navigate Staff New-Users Session**
Are you a new user of NIU's Navigate Staff student-success, advising and support platform; or, do you want to learn more about the basics of the system to better support your...
1:15 PM [I'm Interested](#)

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NIU NAVIGATE

Contact: Navigate@niu.edu



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Let's take a break!



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**NIU Procurement Services &
Contract Management**

October 2024

AWS - Division of IT (DoIT) Updates



Employee Systems' Access



Process Automation Projects



Anywhere Printing



Training for 0365 Applications

Employee Access – Automatic



- ❑ **O365 Access**

 - Outlook, Word, Excel, Powerpoint, Sharepoint, Planner, OneNote

- ❑ **MyNIU HR Self-Service**

 - Paystub info, W2, direct deposit

- ❑ **NIU Directory**

 - Contact info self-service

Employee Access – Unit Initiated



DoIT

<u>IT.NIU.edu</u> OnBase Travel, Academic Teams Voice	<u>ITforms.NIU.edu</u> MyNIU Reports & Queries (Financial, HR, Student)
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Finance & Treasury

<u>Procurement</u> P2PO	<u>Accounts Payable</u> OnBase AIR	<u>Card Services</u> JPM P-Card
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Process Automation Projects



OneCard Mobile

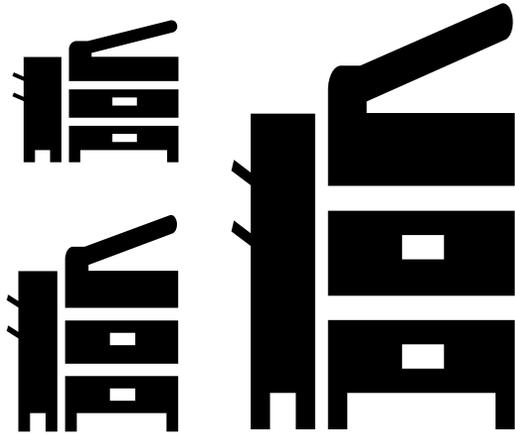


Time & Benefit Reporting



Document Scanning

Anywhere Printing



- ✓ Who – all employees and students
- ✓ What – print, scan, fax
- ✓ Where – anywhere using Papercut
- ✓ When – 24/7

1.1M

pages printed
in FY25 Q1

80%

pages printed
in black/white

90%

pages printed
by faculty/staff

<https://doit.niu.edu/doit/services/document/anywhereprints/>

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❑ Online and In-Person Delivery Modalities

❑ Standardized Workshops

apps.niu.edu/EventIT/Registration/EventCalendar.aspx

- ✓ Excel Basics / Beyond Basics
- ✓ Outlook Basics
- ✓ SharePoint
- ✓ Word Basics
- ✓ Word Mail Merge

❑ Customized Workshops

???????



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Procurement Services and Contract Management Team



Executive Director - Antoinette Bridges

Director- Terry Michels

- **Contract Coordinator** -Kevin Lam
- **Procurement Officer Specialist** - Cecelia Bolles
- **Procurement Officer Specialist** -Annette Reyes
- **Procurement Officer** - James Jindrich
- **Procurement Officer** - Steven Miklasz
- **Procurement Officer** - Dominique Gibson
- **Procurement Officer** - Jodi Leader
- **Procurement Officer** - Ryan Markham

Procurement Business Programs – Commercial Card and BEP

- **Procurement Services Analyst- Commercial Card-** Jay Monteiro
- **BEP Coordinator** – Karen Baker (part time)
- **Extra Help** – Teigan Young (part time)
- **Administrative Assistant** – Cheryl Alliston

“WE ARE HERE TO SUPPORT – WE CARE- FORWARD TOGETHER”

Procurement Basics



- **Plan, engage and communicate early:** expectations to establish dates, dollars, overall direction of objectives; each contract is distinctly different.
- **Provide clear, concise descriptions; appropriate dates**
- **Basic dollar driven factors:**
 - Over \$20K – Small Purchase Waiver (SPW) or Quote Summary
 - Over \$100K – more formal process (IFB, RFP..)
 - Over \$500K – “*Board approval*” (quarterly meetings)
 - Sole Source – 40-60 days – Chief Procurement Officer’s approval required.
- **Presidential Approval** – (not needed as of Sep 13, 2024)
- **Procurement Lead Times** (5-270 days). Refer to PSCM website

Procurement Basics



- **Purchase Requisitions**
 - required for all purchases goods/services
 - **clear, detailed description**
 - multi step approval before reaching PSCM queue
 - Initiate at time of purchase
 - attach all required documents with Purchase Requisition (ie: W9, SPW, Quote, Contract)
 - Purchase Order provided to both vendor and department after approval

Procurement Basics



- **Contracts** – multiple types(i.e. vendor contract vs. NIU template; Master agreements)
 - terms (dollars, dates, scope of services/supply)
 - may require one or more subject matter experts (SME) engagement (OGC, DoIT, Risk Management, Privacy Coordinator, Accessibility, Security)
 - may take a minimum of 30 days internally and must allow time for review and edits by vendor/contractor.
 - only authorized signatories on OGC Contracting Authority Signature Delegation List
 - no auto renewals

Procurement Mechanisms



- **Sole Source Procurements** – Exclusive (or very limited market), unique vendors - \$100K and above (must demonstrate you've shopped the market)
- **Competitive Procurements** – (Invitation for Bid (IFB) and Request for Proposals (RFP))- \$100K and above
- **Small Purchases** – under \$100,000 (Competition required between \$20K and \$99,999)
- **IPHEC** – no dollar value
- **State Contracts (CMS)** – no dollar value – University must be identified as a *permissible* user of the contract
- **Exemptions**- for example textbooks, events, subscriptions, database license, etc.
- **Commercial Card (P-Card)**- \$5000 per transactions. No 2 party agreements.

Procuring Tips



- **Need vs. Want** Ask yourself before you initiate a requisition if this item is necessary.
- **If you must purchase:**
 - **IPHEC or State Contracts-** Consider whether the service or supply is available on an existing contract.
 - **Quantity** – Purchase what is necessary to accomplish the need.
 - **Quotes** – Must be current. If quote is expired obtain new quote. Attempt to match original pricing.
 - **Future year pricing** – Pricing increase should be in-line with current economic increases (CPI)
 - **Multi-year purchase** – frequency of product/service used; lock in pricing; efficiencies
 - **Discounts.** Don't be afraid to ask the vendors for a discount – you'll be surprised how often they award the discounts.

Procuring Tips



- **Consolidate.** If you are using the same vendor for multiple services/supplies please consider consolidation. Consolidation saves a lot of administration time for all parties (invoicing, orders, and payments).
- **Rental versus purchase /Purchase versus Rental** – Evaluate cost benefit. Consider a short-term rental of temporary needs in lieu of purchasing items only used once a year.
- **Secure competitive quotes.** Seek out new vendors. Include BEP where possible.
- **Don't automatically renew premiums, services, or memberships**
It's always best to negotiate or inquire about “preferred” customer discount pricing to ensure you're getting the best price.

Procuring Tips



- Business Enterprise Program (BEP)** – 30% aspiration goal MBE/WBE/PBE; 10% -Small Business; 3%-Veterans
- Annual Reporting
 - Quotes from BEP for purchases >\$20k, if available

Procurement Resources



*NIU Procurement Services and Contract Management <https://www.niu.edu/procurement/>

Internal University and Board of Trustees Policy and Procedures (OGC and BoT) <https://www.niu.edu/board/regs/index.shtml>

Illinois Procurement Code (30 ILCS 500)

Business Enterprise for Minorities, Women, & Persons with Disabilities (30 ILCS 575) (Commission on Equity and Inclusion Act (30 ILCS 574/40-1) <https://cei.illinois.gov/>)

Illinois Higher Education Bulletin

Joint Commission of Administrative Rules (JCAR)
44 Ill. Adm. Code 10

Executive Orders

Commercial Card Policy and Procedures

*PSCM is in the process of updating policies and procedures to streamline where possible.

QUESTIONS?



Questions????????????????????



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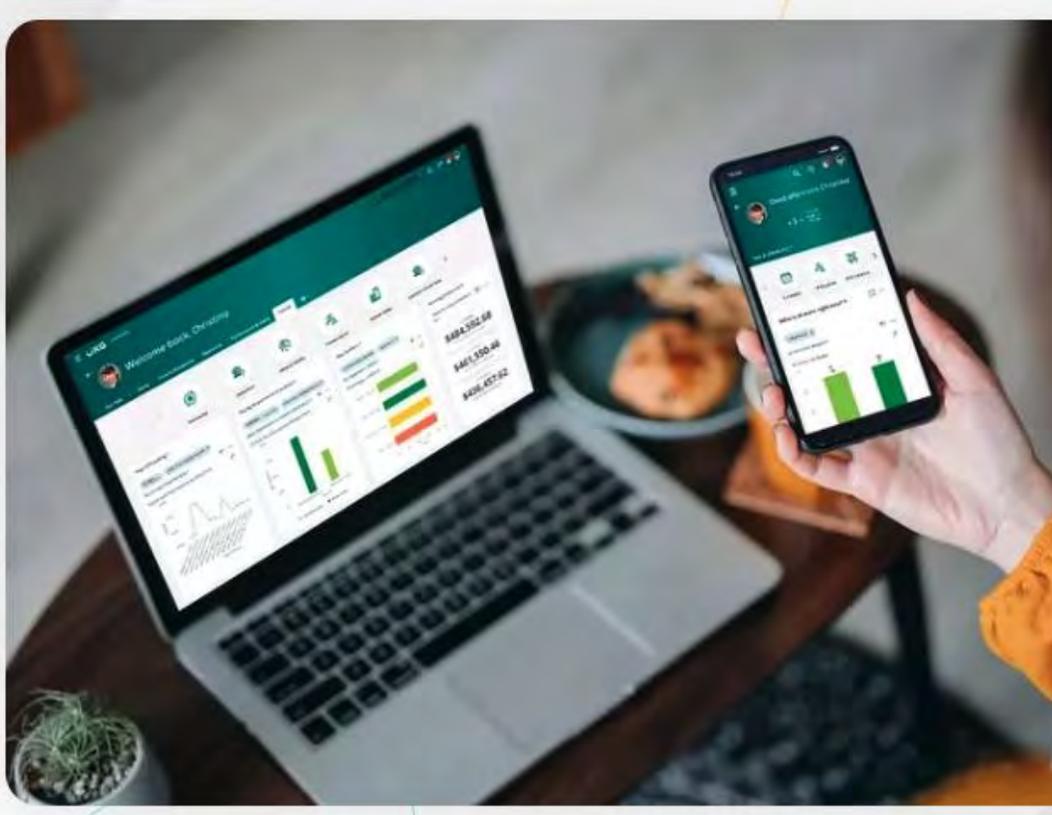
Introduction to UKG Ready

Administrative Support Workshop

Intro to UKG Ready



What is UKG Ready?



- UKG Ready automates administrative processes to reduce busy work and more efficiently manage the moments that matter, such as onboarding or other tasks.
- UKG Ready aims to:
 - Simplify payroll, eliminate errors, and provide best-in-class experiences for employees.
 - Allow managers access to real-time insights into labor data to make proactive decisions.
 - Reduce processing time, support compliance, and ensure the perfect paycheck.
 - Manage a diverse workforce in an intuitive, engaging way to drive results.

Your Future. Our Focus.

Intro to UKG



Why UKG?

The screenshot shows the UKG Timesheet Edit interface. At the top, there are navigation options: "Time Entry", "Calc. Detail", "Calc. Summary", "Counters", and "Summary By Day". Below this, there are two totals: "8.09 hrs" (Raw Total) and "9.04 hrs" (Calc. Total). The main table displays time entries for several dates:

Date	From	To	Lunch	Raw Total	Calc. Total	In Date	Time Off	Branch
TUE Sep 14				0.00 hrs	0.00 hrs			
WED Sep 15	11:39 am	To am	0.00	0.00	0.95	WED Sep 15		Corporat
	From am	11:39 am	0.00	-0.00	0.00	WED Sep 15		Corporat
	12:36 pm	12:37 pm	0.00	0.02	0.02	WED Sep 15		Corporat
	12:37 pm	12:38 pm	0.00	0.02	0.02	WED Sep 15		Corporat
				0.04 hrs	0.99 hrs			
THU Sep 16				0.00 hrs	0.00 hrs			
FRI Sep 17	12:35 pm	12:38 pm	0.00	0.05	0.05	FRI Sep 17		Corporat
	From am	To am	0.00	0.00	0.00	FRI Sep 17		Corporat

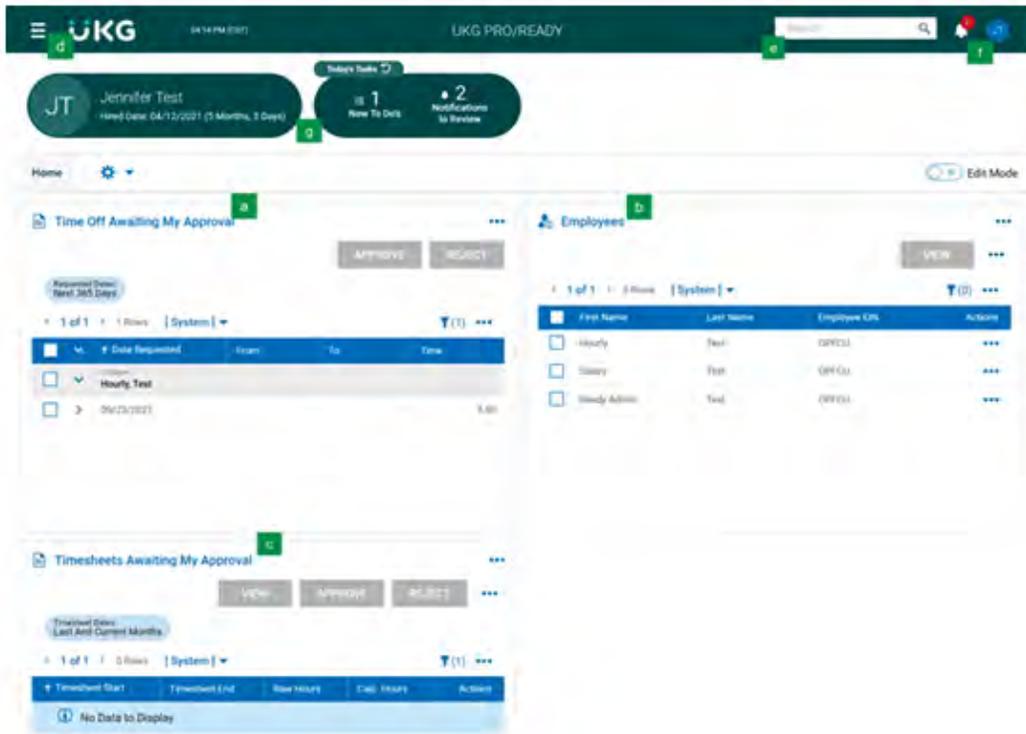
- Tier I project for the Administrative Efficiency Project.
- Reduce the complexity of the payroll process for employees.
- Improve efficiency in time reporting and collecting.
- Eliminate the use of paper and back-scanning

Your Future. Our Focus.

Intro to UKG



Approver Enhancements



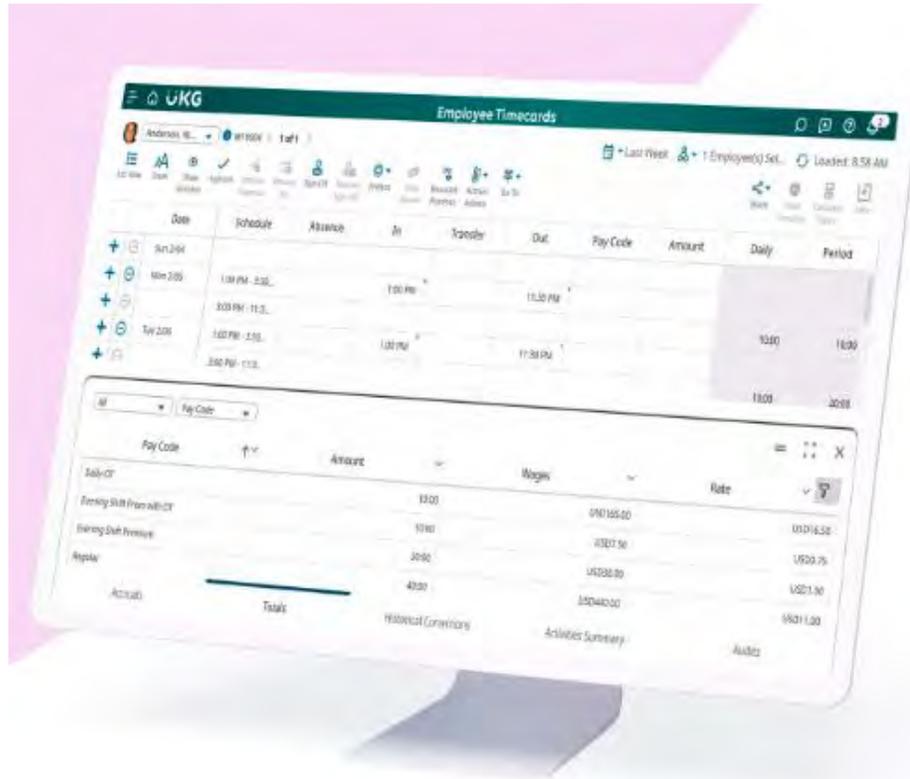
- Tier I project for the Administrative Efficiency Project.
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- Eliminate the use of paper and back-scanning

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Intro to UKG



Employee Enhancements



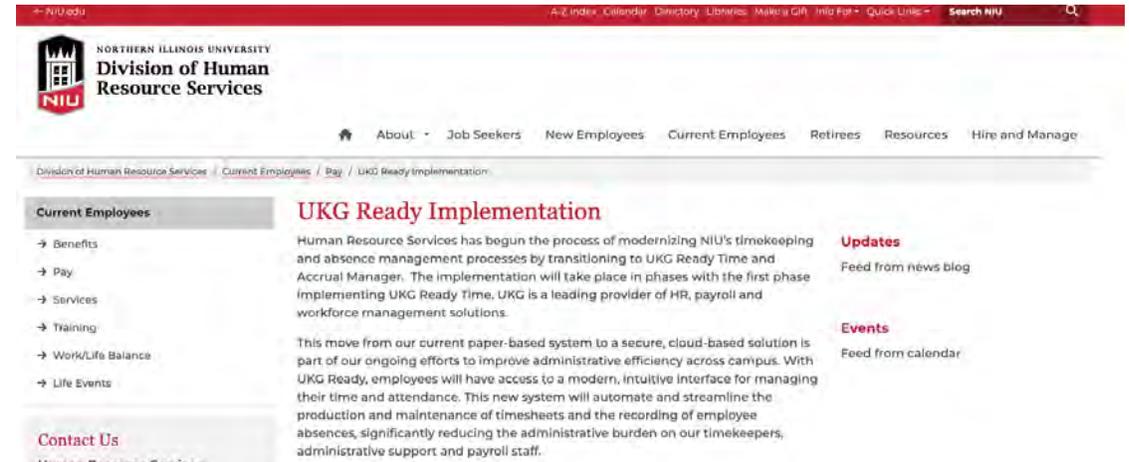
- Meeting you where you are at... Paper time cards to online or mobile.
- For student workers, replace time clocks with integrated solutions for the central payroll
- Simplified time entry to record time consistent with CBA or work rule.
- See how your pay is calculated as you enter time.

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UKG Ready Preview – Timeline Updated



- Early August 2024
 - Launch of UKG Ready Website
- Late October 2024 (tentative)
 - UKG Preview Sessions
- November 2024 (tentative)
 - Focus group validation
 - Primary user training
- January 2025 (tentative)
 - Tentative soft-launch / roll out of less complex work groups



<https://www.niu.edu/hrs/current-employees/pay/ukg-ready.shtml>



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Thank you!

Questions / Comments / Feedback



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2024 Additional Pay Process Training

10/4/2024

Agenda

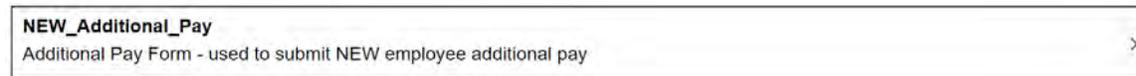
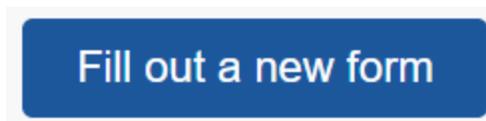
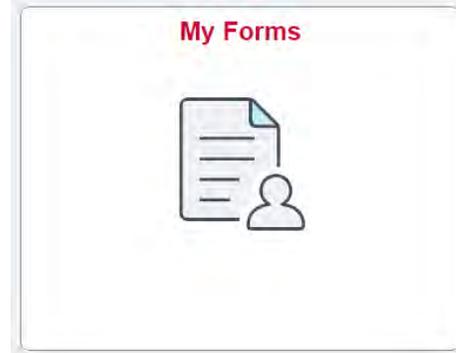


- How to Submit an Additional Pay Request
- Key Details of Form Sections
- Approval Routing
- How to Check the Status of Additional Pay Requests
- Deadlines for Additional Pay Processing
- Miscellaneous Additional Pay Reminders
- Questions

How to Submit an Additional Pay Request



- Go to [MyNIU](#) (From the NIU homepage, go to Quick Links and select “MyNIU”)
- Select the “MyNIU Human Resource System” panel
- Sign in using Single Sign-on
- Select the “My Forms” tile
- Click on the blue “Fill out a new form” button
- Select NEW_Additional_Pay



Form Sections – Employee Type



- The first action you will take is to select employee type
- The choices are salaried *Employee Type
 - All Faculty and Supportive Professional Staff are salaried
 - Civil Service employees can be salaried or hourly
 - Graduate Assistants can be salaried or hourly (indicate based on primary position)

Form Sections – General Info



General Info

*Employee ID	<input type="text"/>	Q
*Primary Department	<input type="text"/>	Q
*Business Unit	<input type="text"/>	Q
*Job Code	<input type="text"/>	Q
*Reg/Temp	<input type="text"/>	Q

- Employee ID
 - Enter the Employee ID of the person to receive the add pay

Form Sections – General Info



General Info

*Employee ID	<input type="text"/>	Q
*Primary Department	<input type="text"/>	Q
*Business Unit	<input type="text"/>	Q
*Job Code	<input type="text"/>	Q
*Reg/Temp	<input type="text"/>	Q

- Primary Department, Business Unit, Job Code, and Reg/Temp
 - Click on the magnifying glass and the information specific to the Employee ID entered will appear and can be selected.

Form Sections – General Info



- Once all of the fields in the General Info section have been entered/selected, the information on the right side of the form will auto populate.

Employee Name	<input type="text"/>
Dept Description	<input type="text"/>
BU Description	<input type="text"/>
Title	<input type="text"/>
FTE	<input type="text"/>

Form Sections – Compensation Info



Compensation Info

*Compensatory Dept 

*Earn Code 

Enter Amount Using 

- Compensatory Dept
 - Click on the magnifying glass and select the department that will be paying for the additional pay.

Form Sections – Compensation Info



Compensation Info

*Compensatory Dept 

*Earn Code 

Enter Amount Using 

- Earn Code
 - Click on the magnifying glass and select the earn code to document the reason/type of work performed for the additional pay.

Form Sections – Compensation Info (Earn Codes)



ADA	Administrative Adjustment	Administrative Adjustment
AFR	Fringe Additional Pay	Contests and Awards (adds to gross pay; sub to taxes; & FICA no SURS)
E13	Add Comp Union Release Time	Union Release Time
E20	Add Comp Ath Camps/ <u>Activ, etc</u>	Athletics Camps/Workshops/Activities
E30	Add Comp Grant <u>Resrch & Actvty</u>	Grant Research & Activity, including Grant funded Instruction for <u>9 and 12 month</u> employees
E40	Add Comp Workshop/Seminar/Conf	Workshop/Seminar/Conference
E50	Add Comp Instructional	<u>12 mon</u> employee & <u>9 mon</u> Faculty teaching NIU course during school year
E80	Add Comp Extra Duties/Reports	Extra Duties outside the normal/regular job description while on contract
E95	Add Comp Market Value Adjust.	Salary Adjustment <u>AcadAdvis</u> - for UFA/UPI Instructors
FRG	Fringe Benefits Taxable	Contests and awards; Meal plans; Bowl Games (taxation only; not added to gross pay)
GNC	Grant No Fringe Cost	Grant No Fringe Cost – 44 account – Out of Contract
LSU	Lump Sum Union	UPI CBA Article 3.3 - Declaration of Interest/Presumption of Rehire
RES	Residential Accommodations	Housing (taxation only; not added to gross pay)
S10	Sup Comp Professorship	Professorship/Endowed Professor
S11	Sup Comp Awards & Royalties	Awards, Royalties & Patent Proceeds
S12	Summer - <u>Non Instructional</u>	Less than <u>12 month</u> Faculty doing Non-instructional Summer Work
SUM	Summer Contract	<u>9 month</u> Faculty teaching during the Summer - use 641100 account code
TEC	Phone/Internet - <u>Nonacctble</u>	Stipends to pay for Telecommunications expense
VEH	Vehicles Leased	Stipends to pay for Vehicles

Form Sections – Compensation Info (Earn Codes)



- Before submitting an additional pay for a faculty member, you must know if the additional pay effective dates are when the faculty member is on or off contract
 - As a general rule, most faculty are on 9-month contracts that run from August 16 to May 15
 - On Contract - August 16 to May 15 (academic year)
 - Off Contract - May 16 to August 15 (summer)
 - However, contract dates do vary, and it is critical to know the contract dates for the individual that is receiving the additional pay before it is processed to determine if on or off contract earn codes should be used

Form Sections – Compensation Info (Earn Codes)



- There are three earn codes that are used most frequently when faculty are **on contract** during the academic year
 - **E50** – Instructional
 - Teaching for credit while on contract (overload)
 - **E80** – Extra Duties Non-Instructional
 - Other duties or teaching non-credit while on contract
 - **E30** – Research Grant Activity
 - Grant work while on contract

- There are three earn codes that are used most frequently when faculty are **off contract** during the summer academic break
 - **SUM** – Summer Appointment
 - Teaching for credit while off contract
 - **S12** – Summer Non-instructional
 - Other duties or teaching non-credit while off contract
 - **GNC** – Grant No Fringe Cost
 - Grant work while off contract

Form Sections – Compensation Info (Earn Codes)



- Before Civil Service and Supportive Professional Staff employees are to receive additional pay for any reason, discussions must occur with HRS
- Most common earn codes for Civil Service and Supportive Professional Staff are:
 - E80 – Extra Duties
 - Civil Service - temporary salary adjustment and temporary upgrade
 - Supportive Professional Staff – duties outside of the job description
 - E50 – Instructional
 - Employees instructing a NIU course

Form Sections – Compensation Info (Earn Codes)



- Taxation for Fringe Benefits
 - There are two earn codes used for taxation of fringe benefits
 - AFR – Fringe Additional Pay
 - Example – one time payment with increment processing
 - Employee receives compensation (not for work performed)
 - Compensation is subject to tax withholding
 - Compensation is not subject to SURS withholding
 - FRG – Fringe Benefits Taxable
 - Example – taxation for campus meal plans
 - Employee does not receive compensation, but the amount is added to taxable gross
 - Amount is subject to tax withholding
 - Amount is not subject to SURS withholding

Form Sections – Compensation Info



Compensation Info

*Compensatory Dept

*Earn Code

Enter Amount Using

- Enter Amount Using
 - Select either Pay Period Amount (for salaried employees) or Hours/Hourly rate (for hourly employees)

Form Sections – Compensation Info



- Once all of the fields in the Compensation Info section have been entered/selected, the information on the right side of the form will auto populate.

Comp Dept Descr

Earn Code Descr

Form Sections – Effective Dates



Effective Dates

*StartDt YYYY/MM/DD



*End Dt YYYY/MM/DD



- Start Date and End Date
 - The pay period begin and end dates selected must coincide with the dates the work will be performed
 - For example, work is performed from 9/3 to 9/27, the additional pay begin date should be 9/1 and end date should be 9/30
 - Always use dates that coincide with when work is performed even if it will result in retroactive payment

Form Sections – Funding Info



Funding Info

Funding #1

*HR Account Code 1

Pay Period Amount 1

Goal/Total Amt 1

Funding #2

HR Account Code 2

Pay Period Amount 2

Goal/Total Amt 2

Funding #3

HR Account Code 3

Pay Period Amount 3

Goal/Total Amt 3

Funding #4

HR Account Code 4

Pay Period Amount 4

Goal/Total Amt 4

- HR Account Code
 - Select the appropriate GL Combination Code or use the search criteria to locate the correct code for the work performed
 - Faculty and SPS – 641000 and CS – 647100
 - For example, CS instructing use 641000 (faculty/SPS account code)
 - For example, Grads with REEGA – 648100 (student account code)
 - Please note, the account code 641100 is used in combination with the SUM earn code for faculty teaching in the summer when not on contract. During the academic year when faculty are on contract, the account code 641000 is used in combination with the E50 earn code.

Form Sections – Funding Info



Funding Info

Funding #1

*HR Account Code 1

Pay Period Amount 1

Goal/Total Amt 1

Funding #2

HR Account Code 2

Pay Period Amount 2

Goal/Total Amt 2

Funding #3

HR Account Code 3

Pay Period Amount 3

Goal/Total Amt 3

Funding #4

HR Account Code 4

Pay Period Amount 4

Goal/Total Amt 4

- Pay Period Amount
 - Enter the dollar amount to be paid to the employee for each pay period
 - When the pay period amount is entered the Goal/Total Amount will auto populate with the total amount of the additional pay to be paid to the employee

Form Sections – More Information



More Information

More Information

- More Information (Comments Box)
 - Please enter as much information as possible in this box to detail the reason for the additional pay
 - For instructional additional pay, must include course number and credits or CUEs
 - For SPS and CS instructional additional pay must indicate that temporary instructor rosters have been reviewed and no other qualified instructors are able or willing to teach course
 - For SPS and CS additional pay requests, please indicate in the comments box the HR representative that approved the submission

Form Sections – Attachments



Attachments

There is no attachment uploaded.

[Add Attachment](#)

- Attachments
 - Any temporary faculty receiving additional pay need to have a signed contract for the work attached to the request
 - Any Civil Service employees that are teaching need to have a signed contract for the work attached to the request
 - Any other supporting documentation that should be retained with the request should be attached

Approval Routing



- Primary Department Approvals (based on HR structure)
 - Department level
 - College level (if applicable)
 - Division level

Approval Routing



- Compensatory Department Approvals (based on FMS cost center approvers)
 - Cost Center Approvers
 - Chair/Director
 - Cost Center Business Manager
 - College Business Manager (for academic division)
 - Dean/AVP
 - Vice President
 - Grants Approvers (if applicable)
 - Grant Principal Investigator
 - Sponsor Projects Associate
 - Foundation Approvers (if applicable)
 - Foundation Associate

Approval Routing



- Human Resource Services Approvers
 - There is a team of approvers in HR that review these forms. The system assigns a name, but that is not necessarily who will be reviewing the request. If you have questions at the HR level, please use the following HR mailboxes:
 - Faculty – FacultyEmployment@niu.edu
 - SPS – SPSEmployment@niu.edu
 - CS – AddPayForms@niu.edu
 - Grads – GradAssistantshipEmp@niu.edu

Approval Routing



- Exceptions to Standard Approval Routing
 - Temporary Delegation (vacation)
 - Employees can put temporary delegation in place when planning to be away from the office
 - Rerouting/Additional Approvers
 - In the event the request needs to be rerouted or additional approvers need to be added, contact Human Resources at the following mailboxes:
 - Faculty – FacultyEmployment@niu.edu
 - SPS – SPSEmployment@niu.edu
 - CS – AddPayForms@niu.edu
 - Grads – GradAssistantshipEmp@niu.edu

How to Check the Status of Additional Pay Requests



- Go to [MyNIU](#) (From the NIU homepage, go to Quick Links and select “MyNIU”)
- Select the “MyNIU Human Resource System” panel
- Sign in using Single Sign-on
- Select the “View Additional Pay Forms” tile
- Once in the tile, you can sort by a variety of fields to find the request you are looking for. Once located, click on the form and you can view the form status.



Deadlines for Processing Additional Pay Requests



- The deadline for Additional Pay requests follow the Payroll calendar on the HR website.

Payroll Calendar
See important payroll dates, including paydays, holidays and deadlines for paperwork.

2024 PRINTABLE PAYROLL CALENDAR (PDF)

Upcoming Dates

Date	Event
Oct 8	Deadline for Paperwork to HRS
Oct 14	Hourly Summaries Available
Oct 15	PAYDAY
Oct 16	Summaries Due
Oct 24	Deadline for Paperwork to HRS
Oct 30	Summaries Available
Oct 31	PAYDAY
Nov 1	Hourly Summaries Due
Nov 8	Deadline for Paperwork to HRS
Nov 14	Hourly Summaries Available
Nov 15	PAYDAY
Nov 18	Summaries (DUE AT NOON)

Deadline for Paperwork to HRS

Tuesday, October 8, 2024

I'm Interested

ABOUT THIS EVENT

Add to calendar

Hourly Pay Period: 10/1/2024 - 10/15/2024

Salary Pay Period: 10/16/2024 - 10/31/2024

Requests must reach HR by the “Deadline for Paperwork to HRS” to be paid timely

Miscellaneous Additional Pay Reminders



- University Policy for all staff (CS and SPS) requires that Add Pay discussions must start in HRS before agreeing with the receiving employee.
 - HRS ensures consistent application of Add pay formulas
 - HRS confirms the appropriate rate for salaried or hourly employees

Miscellaneous Additional Pay Reminders



- Retirees that have returned to work are not permitted to receive additional pay.
 - This rule is in place to ensure they do not exceed their earnings limitations with the retirement system (SURS)
- Faculty that are part-time are eligible to receive additional pay during the academic year if the duration of the additional pay is less than the academic semester.
 - If the duration of the additional pay is a full semester, the change should be processed as a job for benefit implications

Miscellaneous Additional Pay Reminders



- Request for Extra Employment of a Graduate Assistant (REEGA)
 - If a graduate assistant is hired for less than 20 hours per week they can seek extra employment as a student employee
 - The method of payment in this situation is through additional pay
 - However, before the additional pay request can be submitted, an approved REEGA needs to be on file with HRS

Questions



- Faculty – FacultyEmployment@niu.edu
- SPS – SPSEmployment@niu.edu
- CS – AddPayForms@niu.edu
- Grads – GradAssistantshipEmp@niu.edu