

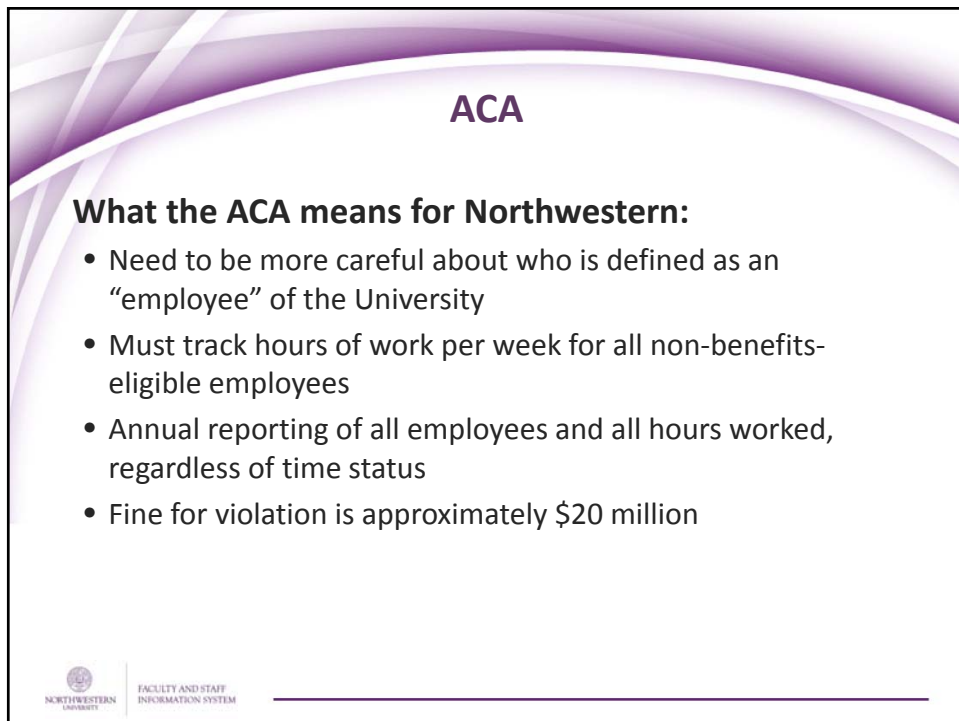


**AFFORDABLE CARE ACT:
HR PAPERWORK & PROCESS CHANGES**

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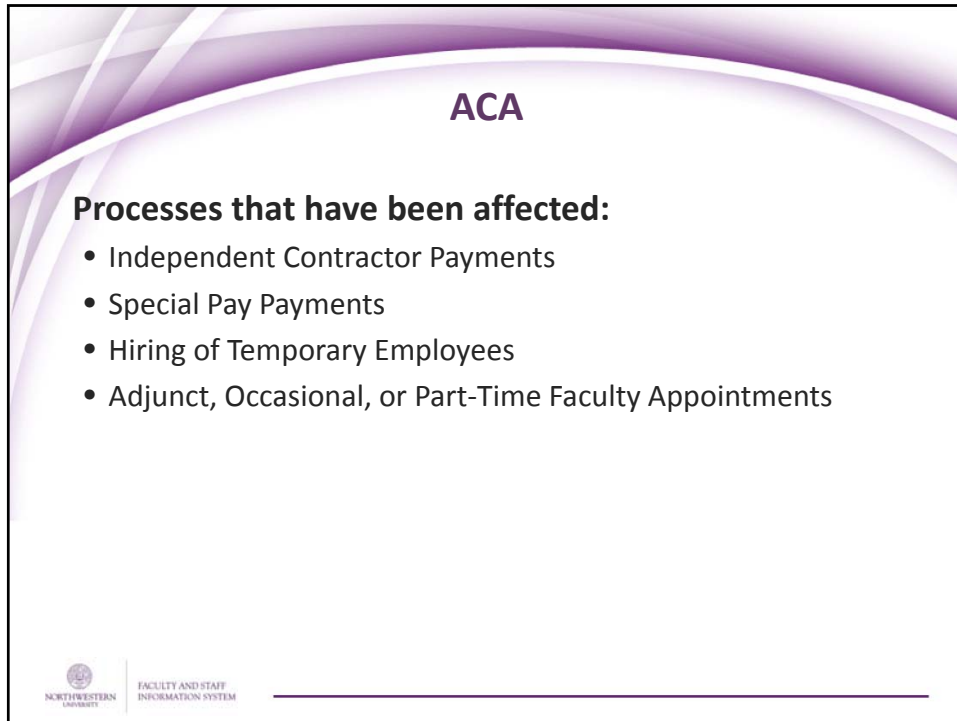
ACA

What the ACA means for Northwestern:

- Need to be more careful about who is defined as an “employee” of the University
- Must track hours of work per week for all non-benefits-eligible employees
- Annual reporting of all employees and all hours worked, regardless of time status
- Fine for violation is approximately \$20 million


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ACA

Processes that have been affected:

- Independent Contractor Payments
- Special Pay Payments
- Hiring of Temporary Employees
- Adjunct, Occasional, or Part-Time Faculty Appointments

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**INDEPENDENT CONTRACTOR
UPDATES**

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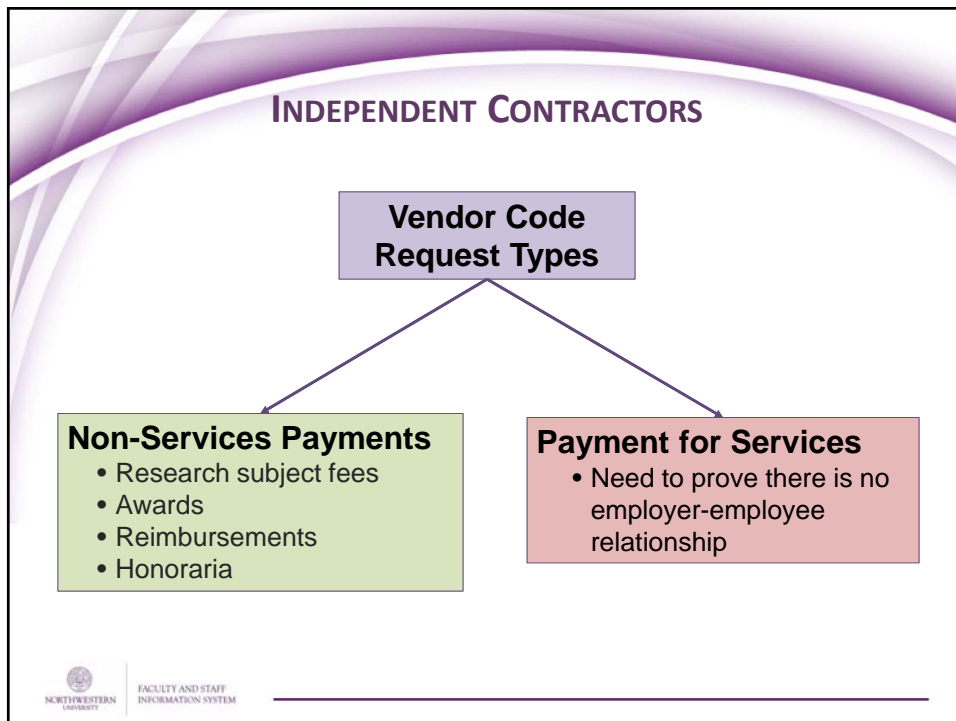
INDEPENDENT CONTRACTORS

Independent Contractor Payments

- All *new* independent contractors must be pre-approved by HR before vendor code is requested
- New first step: Independent Contractor Questionnaire (ICQ)
- ICQ does not need to be completed for:
 - Existing vendors receiving additional payment
 - Contractors that have already been approved on a prior ICQ
 - Companies

 Any individual who has been paid by NU in the current calendar year **cannot** be paid as a contractor.

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INDEPENDENT CONTRACTORS

ICQ: **Non-Services Payments**

- Page 1 *only* for the “non-services” options listed on form
- Does not need HR approval
- Complete, sign, and attach Page 1 in NUPortal when requesting vendor code for these payments



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INDEPENDENT CONTRACTORS

ICQ: **Payment for Services**

1. Complete Page 1
2. Answer questions on pages 2-3
3. Email form to contractor_request@northwestern.edu
4. Response is received via email from HR Compensation with Determination box completed on Page 3
5. If approved, attach the signed ICQ with your vendor code request in NUPortal



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INDEPENDENT CONTRACTORS

What if you cannot pay the individual as a contractor?

- Hire as a temporary employee (short-term or one-time payments)
- Hire as a regular employee (ongoing services)
- Use a Special Pay Form (for pre-approved services)

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**SPECIAL PAY AND
TEMPORARY EMPLOYEES**

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SPECIAL PAY

Special Pay Payments


- Only services pre-approved by HR and listed on the form may be used for Special Pay
- Hours per week must be provided for every request (except awards)

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SPECIAL PAY

Using the Special Pay Form


- Every payment must be no longer than a single biweekly pay period
- Hours Worked per Week *must* be included
- Indicate if you will be providing more payments for the person
- Include a copy of the Personal Data Form completed by the individual
- Ensure the individual completes the I-9 process and submits tax forms and direct deposit forms to Payroll

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TEMP EMPLOYEES

Hire someone as a temporary employee when:


- They do not fit the criteria of Independent Contractor or Special Pay
- You do not want to create a regular position

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TEMP EMPLOYEES

To hire a temp:

1. Have the individual complete a Personal Data Form
2. Fill in the bottom section of the form
 - Consider hours worked when setting the comp rate
3. Scan and email to the appropriate address listed
4. Remind the individual to complete tax forms, direct deposit, and I-9
 - Employee may go to Payroll Office to show documents for I-9
 - Remember, the I-9 must be completed within 3 days of starting work

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TEMP EMPLOYEES

Using Kronos


- Once the temp is hired, hours must be entered into Kronos for payment
- Hours may be entered by someone in the department
- Individuals may be instructed to enter hours themselves

Terminating Temps

- Your temp must be terminated when finished
- FASIS Admin users can terminate in FASIS on Temp Panel
- Or, email Kronos (mytime@northwestern.edu)

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UGH... WHAT??!!

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FORM SUMMARY

Independent Contractor


→ Payment for approved use where there is no employer/employee relationship

- Person does not have an NU appointment
- Person has not been paid by NU this calendar year

Special Pay

→ One-time payment for pre-approved services that are not considered full employment

- Person is not currently receiving pay by NU (may be in an unpaid appointment)

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FORM SUMMARY

Additional Pay


→ Extra pay added to an existing employee's paycheck but not deemed worth a complete appointment

- Person is currently receiving an NU paycheck

Temp Employee Hire

→ Short-term payment for new or existing employees where no other option is correct

- Person may or may not be receiving an NU paycheck

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EXAMPLE


Example: Paying a Research Subject Fee

Existing employee: Additional Pay Form

Individual who worked for NU in January but is no longer active: Special Pay Form


Active Employee in Unpaid Status: Special Pay Form

Individual who is not employed and has not been paid by NU this year: Independent Contractor Form

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**ADJUNCT / OCCASIONAL
FACULTY**

(paid faculty members that are not benefits-eligible)

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ADJUNCT FACULTY

Summary of Adjunct/Occasional Faculty Changes:

- Hours per week must be tracked for all non-benefits-eligible faculty
- Use the **Standard Hours** field on the Posn/Appt Form to enter the ACA-Eligible Hours

Work Location		Std Hours: 22.25	Reports To:		Location:	
Department #:						

- Submit a new form to adjust Standard Hours if the faculty member's classroom hours are adjusted
- When the employee is in *unpaid* status (i.e. not teaching) use Standard Hours = 1



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ADJUNCT FACULTY

Federally-supplied formula for determining "ACA-Eligible Hours" per week in the classroom:

$$\begin{aligned}
 & \text{(Classroom Hours per week)} \times 2.25 \\
 & + \text{(Number of Classes)} \times 1 \text{ hour for office work} \\
 & = \text{Total ACA-Eligible Hours Per week}
 \end{aligned}$$




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ADJUNCT FACULTY

Examples:

	Classroom Hours	Total Work Hours (Classroom x 2.25)	Office Work Hours	ACA-Eligible Hours (Standard Hours)
One 3-hour/wk Class	3 / week	6.75 / week	1 / week	7.75 / week
Two 3-hour/wk Classes	6 / week	13.50 / week	2 / week	15.50 / week
Three 3-hour/wk Classes	9 / week	20.25 / week	3 / week	23.25 / week
Four 3-hour/wk Classes	12 / week	27.00 / week	4 / week	31.00 / week


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QUESTIONS?


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RESOURCES

- **Faculty or Adjunct Payments:**
facultyrecords@northwestern.edu
- **Independent Contractor/Employee Questions:**
contractor_request@northwestern.edu
- **ACA Law and Benefit Questions:**
aca@northwestern.edu
- **Paperwork Assistance:**
fasistraining@northwestern.edu
Chicago Open Lab: Tuesdays, 2:30-4:30pm (Tarry 1-731)
Evanston Open Lab: Wednesdays, 2:30-4:30pm (Crown G593)

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