Congratulations on being selected as an IPR Research Assistant (RA) for the summer 2016 term! Please mark your calendar for the **Monday, June 13**, RA training session. We will send you an email with more information about its location and content in the upcoming weeks.

The following summary outlines the steps you must complete to receive a paycheck from IPR. Please note that all employment registration forms must be on file with IPR’s Arlene Dattels before your first day of work. You may contact Arlene at a-dattels@northwestern.edu or at 847-467-4041 with any questions.

Your compensation is $10.40 an hour and you may work up to 35 hours per week for 10 of the 12 weeks starting Monday, June 20 and ending Friday, September 9, 2016. Students must report the actual hours worked; there are no allowances for paid holidays, vacation, or sick days. In all, you can earn a maximum of $350 per week while enrolled in this program. Exceptions to the prescribed schedule can be arranged with your IPR faculty advisor so long as you do not exceed the total of 350 program hours, and they are communicated to Arlene in advance.

- If you have not been employed by Northwestern within the last six (6) months, please fill out the following payroll document forms and submit them to Arlene by **Friday, June 10**.
  1. NU Personal Data sheet;
  2. State and Federal W-4s;
  3. Direct deposit (required); and

- These forms are online [here](#). Please see the section on “Payroll Forms.” Hard copies can also be picked up from IPR, 2040 Sheridan Road, 3rd floor, or from Human Resources, 720 University Place, 2nd floor.

- Students must also complete the I-9 (section 1) online before your first day of work if you have not done so previously. Call Arlene if you have any questions before completing the I-9 form.

- If you have been employed by the University within the last six (6) months but worked for a different person or department, you only need to fill out the NU Personal Data form. Please submit this form to Arlene complete with your supervisor’s signature by **Friday, June 10**.

**Time-Sheet Processing Using the Kronos Time System:**
- Temporary employees enter their hours online through Northwestern’s Kronos time system. A NetID and password are required. It is easier to log-on from campus as a VPN is required elsewhere. If you need help using your NetID or Kronos, you can find help [here](#) or call 847-497-7606.

- Time-sheet data entry must be completed and saved by 5:00 p.m. on the cut-off day as stated on the “Biweekly Kronos Schedule” found online [here](#).

- Complete a biweekly time sheet indicating hours worked each day (exclude lunch, breaks, sick time, and holidays). IPR will not pay overtime wages; therefore, if you have multiple jobs, no one week (Sunday to Saturday) can report an excess of 40 hours, even if the two-week period total does not exceed 80 hours.

- Additions or changes to prior time sheets can only be made by a supervisor (or Arlene). Pay changes will be reflected on the next scheduled pay date.

**Paychecks and Address Changes:**
- Biweekly paychecks are via direct deposit, and paystubs can be viewed online under “View Your Paycheck” at FASIS self-service. You can also change your address for payroll here, as changing it in CAESAR does not change it in payroll.