

FY 2023 CLOSE

Fiscal Year End Preparation: HR Operations & Payroll

WELCOME

Introduction

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Agenda

- Key Processes
- Important Dates & Deadlines
- Contacts & Resources

Biweekly Split Payroll

The first September biweekly paycheck is charged to both fiscal years.

August	20	21	22	23	24	25	26
	27	28	29	30	31	September 1	2

Pay Date: September 8

90% Fiscal Year 2023

10% Fiscal Year 2024

- The employee's total regular and overtime pay is split 90/10, regardless of how the hours are recorded in the timekeeping system.

Payroll General Ledger (GL)

What happens when the GL runs?

- ...finalizes all payroll and approved payroll journals.
- ...debits/credits are committed to all chartstrings that are open and valid.
- ...debits/credits for a missing or invalid account are charged to “suspense.”
- ...any subsequent change must be processed with a payroll journal.

When does the GL run?

- **Biweekly & Monthly Payroll:** 5:30pm prior evening
- **Adjustment/Off-Cycle Payroll:** 5:30pm same day
- **Bi-Weekly Paychecks created, GL Suspense Report available:** September 1st

Monday	Tuesday	Wednesday	Thursday	Friday
	Morning: Biweekly paychecks confirmed		5:30 pm: Payroll GL runs	Biweekly Pay Date

Year-End Payroll GLs

Almost-Final FY23 GLs:

August 30, 5:30pm

September 1, 5:30pm

Final FY23 GL:

September 8, 5:30pm

- **Full approval must be received** for Additional Pay, Payroll Journals, and 90-day Journals to be processed.

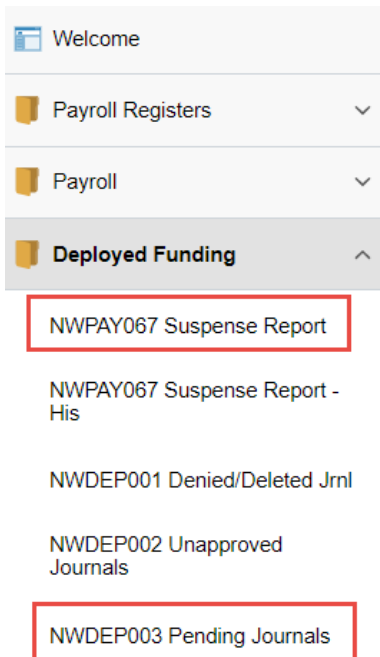
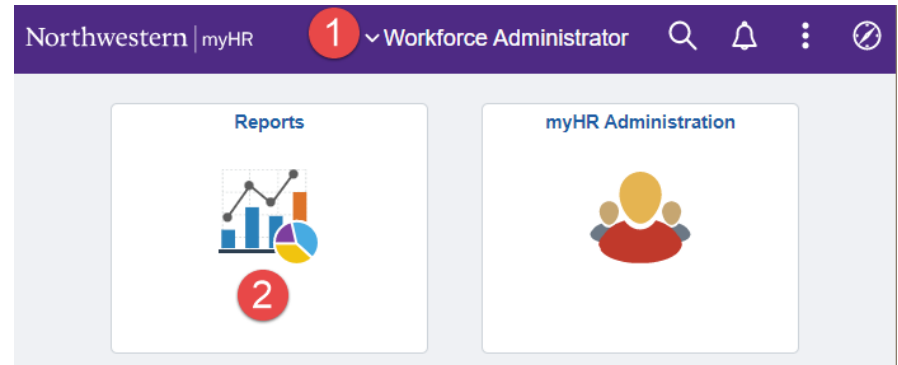
Aim to process all FY23 journals on the September 1 GL to allow an extra opportunity to correct errors.

- The September 8 split biweekly paycheck **will miss this deadline.**

Pre-emptively review any biweekly funding changes and suspense charges for the September 8 paycheck *before* the GL runs.

Payroll Reports: Pre-GL

Check these reports before the GL runs to catch any potential errors.

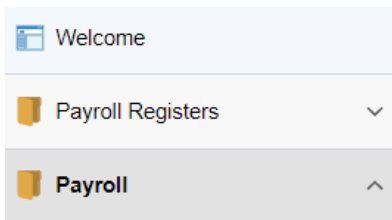
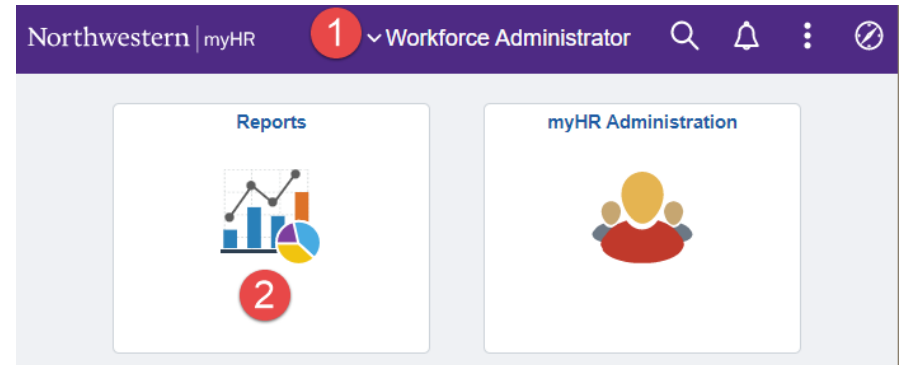


Deployed Funding Reports:

- **NWPAY067 Suspense Report:** Review any payroll that may hit suspense
- **NWDEP003 Pending Journals:** Review any payroll journals that still require approval

Payroll Reports: Post-GL

Check these reports after the GL runs to see what needs to be changed.



Payroll Reports:

- **Payroll Expense Distribution (PED):** Review all actual accounts that were charged by the GL
 - Available in either Department or Chartstring sort order/security
 - Click through myHR or access directly in Cognos (HR003 and HR002)

Other Year-End Considerations

FY24 Paperwork & Appointment Processing

- Allow extra time for processing of fall appointments and pay changes
- September faculty hires/reappointments must be submitted by August 7
- Annual merit load may delay processing of some changes

FY24 Salaries and Encumbrances

- Biweekly merit increases are effective August 20
- Monthly merit increases are effective September 1
- FY24 salary encumbrances will appear in Cognos on September 12

FY23 Deadlines (all times 5:00pm)

- AUG 4 • Pay adjustments & paper journals for FY23
- AUG 7 • Posn/Appt & Summer Salary Forms for Aug 2023
• Hire paperwork for new September faculty
- AUG 14 • Temp Hires/Special Pay Forms for 8/25/23 pay date
- AUG 16 • **School/Unit Approval:**
Biweekly Online Add Pay for 8/25/23 pay date
- AUG 22 • **School/Unit Approval:**
Monthly Online Add Pay for 8/31/23 pay date
- AUG 28 • Temp Hires/Special Pay Forms for 9/08/23 pay date
- AUG 30 • **School/Unit Approval:**
Online Payroll Journals for the 8/30/23 GL
- SEPT 1 • **School/Unit Approval:**
Online Payroll Journals for the 9/1/23 GL
- SEPT 8 • **School/Unit Approval:**
Online Payroll Journals for the **final** FY 2023 GL

Pay Dates

August 25

Biweekly Pay Date
(100% FY23)

August 31

Monthly Pay Date
(100% FY23)

September 1

Adjustment Pay Date
(100% FY23)

September 8

Biweekly Pay Date
(90% FY23, 10% FY24)

Contacts

- **askHR**
 - askHR@northwestern.edu | 847-491-4700

Resources

- **HR Operations and Payroll Deadlines:**
northwestern.edu/hr/essentials/pay-taxes/pay-dates.html
- **myHR Guides & Resources:**
northwestern.edu/hr/essentials/hr-systems/myhr/administration/index.html

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Thank You