

FY 2026 CLOSE

Fiscal Year End Preparation: HR Operations & Payroll

- **Biweekly split?**
- **Year-end payroll General Ledger**
- **Payroll reports**
- **Other year-end considerations**
- **Key Dates and Deadlines**
- **Contacts and Resources**

Biweekly Split Payroll this year

Biweekly Pay Period August 30 to September 12 is paid on September 18 and is 10% FY26 and 90% FY27

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 30	August 31	September 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
					First FY27 Biweekly Pay Date	

- 10% of this pay period is charged to FY26 and 90% to FY27
- The employee's total regular and overtime pay is split 10/90, regardless of how the hours are recorded in the timekeeping system.

FY26/FY27 Pay Dates

Pay Dates
Aug 31 Monthly Pay Date (100% FY26)
Sept 1 Adjustment Pay Date (100% FY26)
Sept 4 Biweekly Pay Date (100% FY26)
Sept 10 Adjustment Pay Date (100% FY26)
Sept 18 Biweekly Pay Date (10% FY 26 and 90% FY27)
Sept 24 Adjustment Pay Date (100% FY27)
Sept 30 Monthly Pay Date (100% FY27)

Payroll General Ledger (GL)

What happens when the GL runs? The GL will...

- ...finalize all approved payroll funding updates and payroll journals
- ...delete all entered but not yet approved funding updates
- ...commit debits/credits to all indicated open and valid chartstrings
- ...charge debits/credits for any missing or invalid funding to suspense account
- ...require any subsequent changes to funding be processed with a payroll journal

When does the GL run?

- **Just after the Deployment (Funding Change) Deadline**
- **Biweekly & Monthly Payroll:** 5:30pm evening prior to Pay Date
- **Adjustment Payroll:** 5:30pm same day as Pay Date

Year-End Payroll General Ledgers

Almost-Final FY26 GLs:

MON = August 28

ADJ = August 29

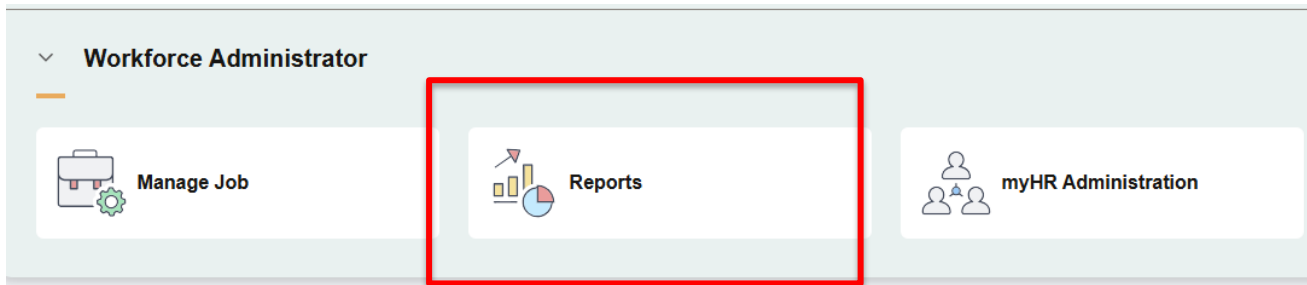
BIR = September 3

Final 100% FY26 GL:

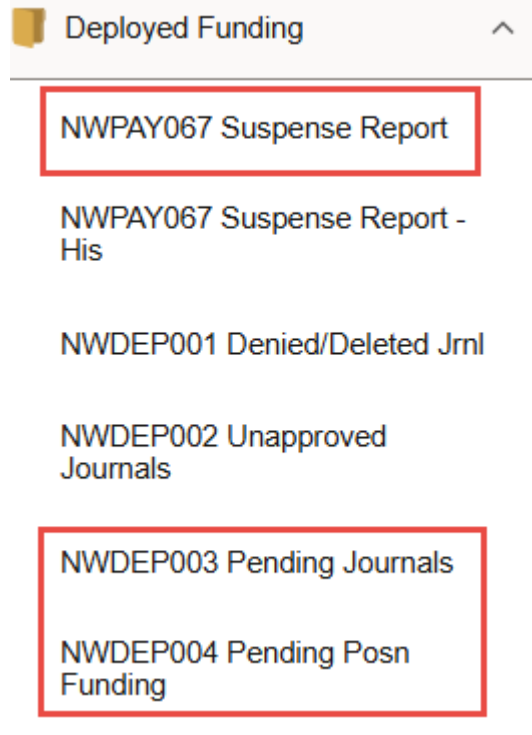
ADJ = September 10

- Paper Journals should be submitted to Payroll by noon on Sept 1 to ensure enough processing time before the Sept 10 GL.
- Aim to submit and approve all FY26 journals by the Sept 3 GL to allow time to correct any errors before the September 10 GL.
- Full approval must be received for Additional Pay and Deployed Payroll Journals by September 10 to reflect in FY26.

Payroll Reports: Pre-GL



myHR Reports Dashboard



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

Deployed Funding Reports:

- **Suspense Report:** Review any payroll charges that will hit suspense if not resolved
- **Pending Journals:** Review any payroll journals that still require approval
- **Pending Position Funding:** Review any funding transactions that still require approval

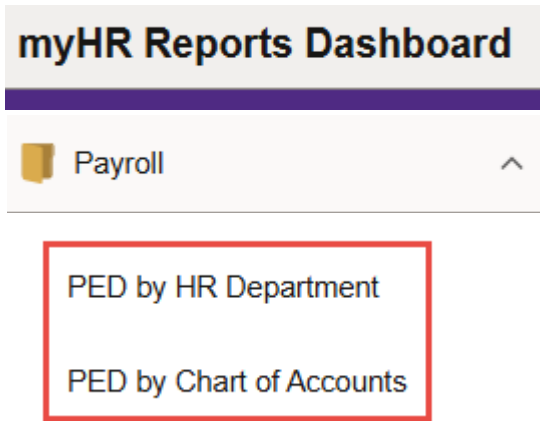
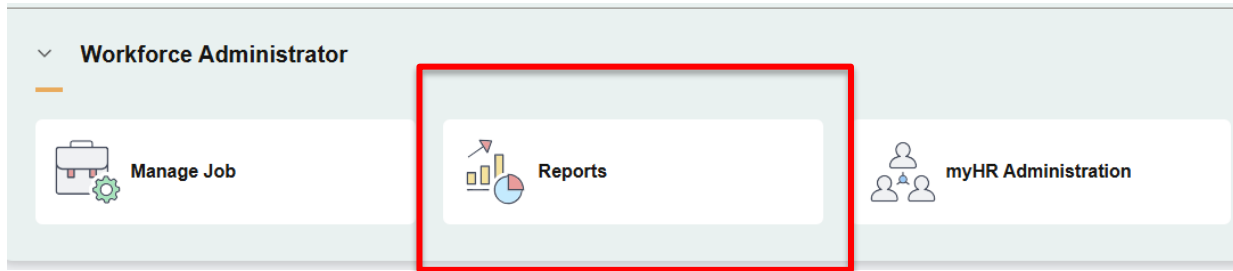
End of FY 26 Suspense Reports:

August 24: Monthly Suspense Report

August 17 and August 31: Biweekly Suspense Report

Payroll Reports: Post-GL

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



Payroll Reports:

- **Payroll Expense Distribution (PED):** Review all pay amounts and accounts charged when GL ran
 - Available either by Department or by Chartstring
 - Access from myHR or directly in Cognos (HR003 and HR002)

Other Year-End Considerations

FY26 Paperwork & Appointment Processing

- Allow extra time for processing of fall appointments and pay changes
- September 1st Faculty hires/reappointments due one month early, by August 5, 5:00pm
- September 1 and later changes to existing positions may be held by HR Operations until mid-August and then processed

FY26 Salaries and Encumbrances

- Biweekly merit increases are effective August 30 and reflect on September 18 pay date
- Monthly merit increases are effective September 1 and reflect on September 30 pay date
- FY26 salary encumbrances will appear in Cognos upon completion of the GL runs on September 18 for biweekly and September 29 for monthly

HR Operations & Payroll

Key Dates

FY26 Deadlines

- AUG 4 • Pay adjustments & paper journals for FY26
- AUG 5 • Posn/Appt & Summer Salary Forms for 8/31 pay date
• Hire paperwork for new September faculty
- AUG 10 • Temp Hires/Special Pay Forms for 8/21 pay date
- AUG 19 • [School/Unit Approval:](#)
Monthly Online Add Pay for 8/31 pay date
- AUG 24 • [School/Unit Approval:](#)
Adjustment Online Add Pay for 9/1 pay date
• Temp Hires/Special Pay Forms for 9/4 pay date
- AUG 26 • [School/Unit Approval:](#)
Biweekly Online Add Pay for 9/4 pay date
- AUG 28 • [School/Unit Approval:](#)
Online Payroll Journals for the 8/30 GL
- SEPT 1 • Paper Payroll Journals to Payroll
- SEPT 4 • Temp Hires/Special Pay Forms for 9/18 pay date
- SEPT 10 • [School/Unit Approval:](#)
Online Payroll Journals for the **final** FY 2026 GL

Pay Dates
Aug 31 Monthly Pay Date (100% FY26)
Sept 1 Adjustment Pay Date (100% FY26)
Sept 4 Biweekly Pay Date (100% FY26)
Sept 10 Adjustment Pay Date (100% FY26)
Sept 18 Biweekly Pay Date (10% FY 26 and 90% FY27)
Sept 24 Adjustment Pay Date (100% FY27)
Sept 30 Monthly Pay Date (100% FY27)

Contacts

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

Resources

- **HR Operations and Payroll Deadlines:**
<https://hr.northwestern.edu/essentials/pay-taxes/pay-dates.html>
- **myHR Guides & Resources:**
[myHR Documentation and Processes](#)
[myHR Admin Guides for Data Lookup, Deployed Funding and Temp Administration](#)

FY 2026 CLOSE

Thank You