Fiscal Year End Preparation: HR Operations & Payroll
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.

Pay Date: September 9

80% Fiscal Year 2022  20% Fiscal Year 2023

- The employee’s total regular and overtime pay is split 80/20, 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

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<th>Monday</th>
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| Afternoon:  
Initial biweekly paychecks created  
Suspense Report available | Morning:  
Biweekly paychecks confirmed |  | 5:30pm:  
Payroll GL runs |  |
| | | | | Biweekly Pay Date |

*Typical biweekly payroll schedule; always refer to the monthly calendar for dates/deadlines.*
Year-End Payroll GLs

Almost-Final FY22 GLs:
August 30, 5:30pm
September 1, 5:30pm

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

Aim to process all FY22 journals on the September 1 GL to allow an extra opportunity to correct errors.

The September 9 split biweekly paycheck will miss this deadline.

Pre-emptively review any biweekly funding changes and suspense charges for the September 9 paycheck before the GL runs.

Final FY22 GL:
September 8, 5:30pm
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

FY23 Paperwork & Appointment Processing

- Allow extra time for processing of fall appointments and pay changes
- September faculty hires/reappointments must be submitted by **August 12**
- Annual merit load may delay processing of some changes

FY23 Salaries and Encumbrances

- Biweekly merit increases are effective **August 22**
- Monthly merit increases are effective **September 1**
- FY23 salary encumbrances will appear in Cognos on **September 12**
HR Operations & Payroll

Key Dates

**FY22 Deadlines (all times 5:00pm)**

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| AUG 5 | • Pay adjustments & paper journals for FY22  
        • Posn/Appt & Summer Salary Forms for Aug 2022 |
| AUG 12| • Hire paperwork for new September faculty |
| AUG 15| • Temp Hires/Special Pay Forms for 8/26/22 pay date |
| AUG 17| • School/Unit Approval:  
        Biweekly Online Add Pay for 8/26/22 pay date |
| AUG 22| • School/Unit Approval:  
        Monthly Online Add Pay for 8/31/22 pay date |
| AUG 29| • Temp Hires/Special Pay Forms for 9/9/22 pay date |
| AUG 30| • School/Unit Approval:  
        Online Payroll Journals for the 8/30/22 GL |
| SEPT 1| • School/Unit Approval:  
        Online Payroll Journals for the 9/1/22 GL |
| SEPT 8| • School/Unit Approval:  
        Online Payroll Journals for the final FY 2022 GL |

**Pay Dates**

- **August 26**  
  Biweekly Pay Date (100% FY22)

- **August 31**  
  Monthly Pay Date (100% FY22)

- **September 1**  
  Adjustment Pay Date (100% FY22)

- **September 9**  
  Biweekly Pay Date (80% FY22, 20% FY23)
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
Thank You