

FY 2022 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 21	22	23	24	25	26	27
28	29	30	31	September 1	2	3

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

Monday	Tuesday	Wednesday	Thursday	Friday
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

Final FY22 GL:

September 8, 5:30pm

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

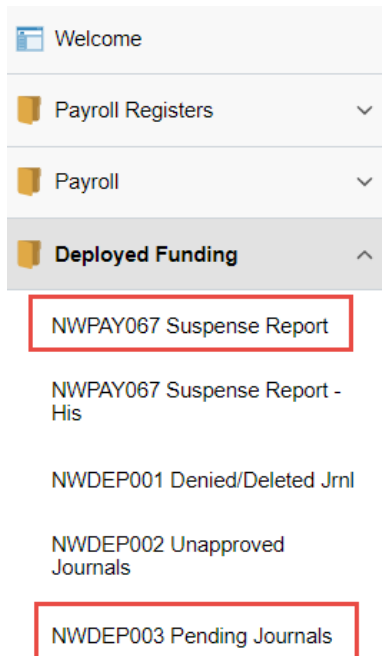
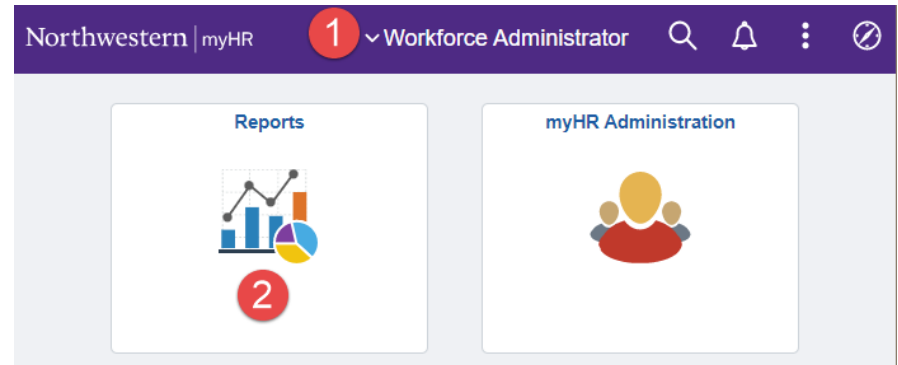
Aim to process all FY22 journals on the September 1 GL to allow an extra opportunity to correct errors.

- 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.

Payroll Reports: Pre-GL

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

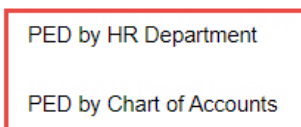
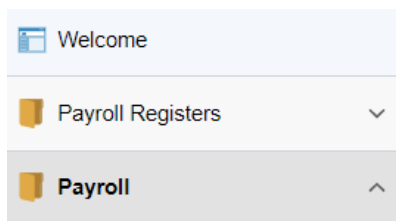
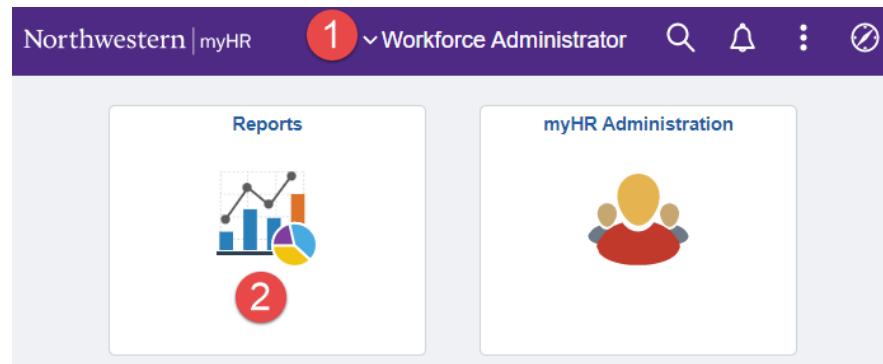


Deployed Funding Reports:

- **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)

- 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

FY22 CLOSE

Thank You