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.

<table>
<thead>
<tr>
<th>August</th>
<th>20</th>
<th>21</th>
<th>22</th>
<th>23</th>
<th>24</th>
<th>25</th>
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<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>September</td>
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<td>2</td>
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**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

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>Morning: Biweekly paychecks confirmed</td>
<td>5:30 pm: Payroll GL runs</td>
<td>Biweekly Pay Date</td>
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Year-End Payroll GLs

Almost-Final FY23 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.

Final FY23 GL:
- September 8, 5:30pm

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
HR Operations & Payroll

**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
Thank You