Fiscal Year End Preparation: HR Operations & Payroll
Introduction

Cathy Evins
Training Specialist
HR Systems, Process & Analytics
Office of Human Resources
Agenda

• Key Processes
• Important Dates & Deadlines
• Contacts & Resources
HR Operations & Payroll

Key Processes

- Biweekly split
- Payroll general ledger (GL)
- Year-end payroll GLs
- Payroll reports
- Other year-end considerations
No Biweekly Split Payroll this year

The biweekly paycheck paid on September 6 covers pay period August 18 to August 31, all in FY24.

100% Fiscal Year 2024

Pay Date: September 6
No Biweekly Split Payroll this year

The biweekly paycheck paid on September 20 covers pay period September 1 to September 14, all in FY25.

100% Fiscal Year 2025

Pay Date: September 20
Payroll General Ledger (GL)

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

...finalize all payroll and approved payroll journals.
...commit debits/credits to all chartstrings that are open and valid.
...charge debits/credits for a missing or invalid account to “suspense.”
...require any subsequent change be processed with a payroll journal.

When does the GL run?

- **Biweekly & Monthly Payroll**: 5:30pm evening prior to Pay Date
- **Adjustment/Off-Cycle Payroll**: 5:30pm same day as Pay Date
- **Bi-Weekly Paychecks created, GL Suspense Report available**: Sept 5th

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<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 FY24 GLs:
MON = August 30, 5:30pm
BIR = September 5, 5:30pm

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

  Aim to process all FY24 journals on the August 30 GL to allow an extra opportunity to correct errors.

• The September 20 biweekly paycheck is **first pay date in FY25**.

  Pre-emptively review any biweekly funding changes and suspense charges for the September 20 paycheck **before** the GL runs.

Final FY24 GL:
ADJ = September 12, 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

FY25 Paperwork & Appointment Processing

• Allow extra time for processing of fall appointments and pay changes
• September faculty hires/reappointments must be submitted by August 5, 5:00pm
• Annual merit load may delay processing of some changes

FY25 Salaries and Encumbrances

• Biweekly merit increases are effective September 1 and reflect on September 20 pay date
• Monthly merit increases are effective September 1 and reflect on September 30 pay date
• FY25 salary encumbrances will appear in Cognos upon completion of the GL runs on September 19 for biweekly and September 27 for monthly
**FY24 Deadlines (all times 5:00pm)**

**JULY 30**
- Pay adjustments & paper journals for FY24

**AUG 5**
- Posn/Appt & Summer Salary Forms for Aug 2024
- Hire paperwork for new September faculty

**AUG 12**
- Temp Hires/Special Pay Forms for August 23 pay date

**AUG 14**
- School/Unit Approval: Biweekly Online Add Pay for August 23 pay date

**AUG 20**
- School/Unit Approval: Monthly Online Add Pay for August 30 pay date

**AUG 26**
- Temp Hires/Special Pay Forms for September 6 pay date

**AUG 29**
- School/Unit Approval: Online Payroll Journals for the GL for August 30 pay date

**SEPT 5**
- School/Unit Approval: Online Payroll Journals for the GL for September 6 pay date

**SEPT 12**
- School/Unit Approval: Online Payroll Journals for the GL for September 12 (final FY24) pay date

**Pay Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Payroll Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August 23</strong></td>
<td>Biweekly Pay Date</td>
<td>(100% FY24)</td>
</tr>
<tr>
<td><strong>August 30</strong></td>
<td>Monthly Pay Date</td>
<td>(100% FY24)</td>
</tr>
<tr>
<td><strong>September 6</strong></td>
<td>Biweekly Pay Date</td>
<td>(100% FY24)</td>
</tr>
<tr>
<td><strong>September 12</strong></td>
<td>Adjustment Pay Date</td>
<td>(100% FY24)</td>
</tr>
<tr>
<td><strong>September 20</strong></td>
<td>Biweekly Pay Date</td>
<td>(100% FY25)</td>
</tr>
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<td><strong>September 30</strong></td>
<td>Monthly Pay Date</td>
<td>(100% FY25)</td>
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Contacts & Resources

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
Thank You