FY 2025 CLOSE

Fiscal Year End Preparation: HR Operations & Payroll

Agenda

- **Operations and Payroll Processes**
- **Important Dates and Deadlines**
- **Contacts and Resources**

Key Processes

- **Biweekly split?**
- **Year-end payroll General Ledger (GL)**
- **Payroll reports**
- **Other year-end considerations**

No Biweekly Split Payroll this year

Biweekly Pay Period August 17 to August 30 is paid on September 5 and is 100% FY25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 17	18	19	20	21	22	23
24	25	26	27	28	29	30
August 31	September 1	2	3	4	5	6
					Last FY25 Biweekly Pay Date	

Biweekly Pay Period August 31 to September 13 is paid on September 19 and is 100% FY26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 31	September 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
					First FY26 Biweekly Pay Date	

FY25/FY26 Pay Dates

Pay Dates
Aug 29 Monthly Pay Date *(100% FY25)*
Aug 30 Adjustment Pay Date *(100% FY25)*
Sept 5 Biweekly Pay Date *(100% FY25)*
Sept 11 Adjustment Pay Date *(100% FY25)*
Sept 19 Biweekly Pay Date *(100% FY 26)*
Sept 25 Adjustment Pay Date *(100% FY25)*
Sept 30 Monthly Pay Date *(100% FY26)*

Payroll General Ledger (GL)

What happens when the GL runs? The GL will…

…finalize all payroll funding and approved payroll journals.
…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/Off-Cycle Payroll:** 5:30pm same day as Pay Date
- "Typical" week:

Monday	Tuesday	Wednesday	Thursday	Friday
Afternoon: **Suspense Report Available**	Morning: **Paychecks confirm**		5:30pm: **Deployment Deadline and GL runs**	**Pay Date**

Typical biweekly payroll schedule; always refer to the payroll calendar for that month's specific dates and deadlines.

Year-End Payroll General Ledgers

Almost-Final FY25 GLs:

MON = August 28, 5:30pm

ADJ = August 29, 10:00am

BIR = September 4, 5:30pm

Final FY25 GL:

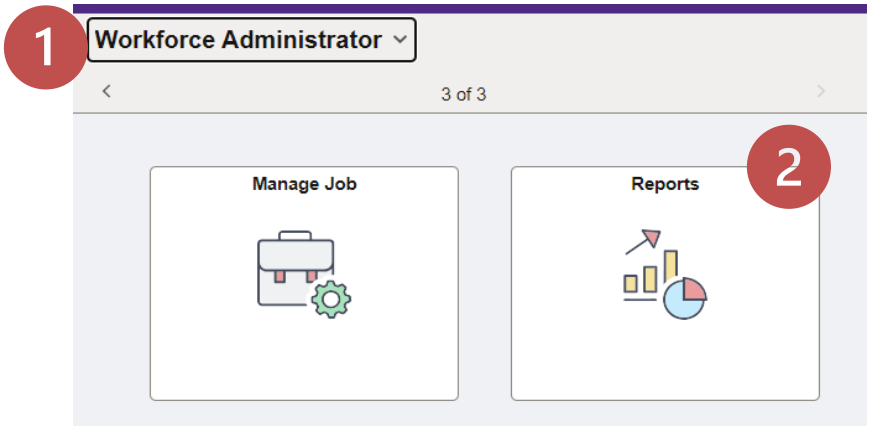
ADJ = Sept 11, 5:30pm

- **Full approval must be received** for Additional Pay, Deployed Funding Changes, and Deployed Payroll Journals by September 11 to reflect in FY25.
- Paper Journals should be submitted to Payroll by noon on Sept 9 to ensure enough processing time before the Sept 11 GL.

Aim to process all FY25 journals by the Sept 4 GL to allow time to correct any errors before the September 11 GL.

Payroll Reports: Pre-GL

Check these reports <u>before</u> the GL runs to catch any potential issues.





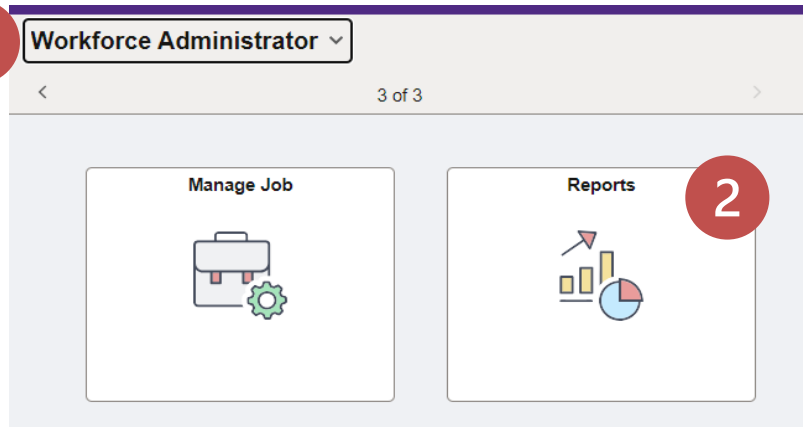
Deployed Funding Reports:

- **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 25 Suspense Reports:
August 21: Monthly Suspense Report
August 18 and August 29: Biweekly Suspense Report

Payroll Reports: Post-GL

Check these reports <u>after</u> 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
- Sept 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 31 and reflect on September 19 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

Key Dates

End of FY25 Deadlines

AUG 5
- Posn/Appt and Summer Salary Forms for Aug 2025
- Hire paperwork for new September faculty

AUG 19
- School/Unit Approval:
  Monthly Online Add Pay for August 29 pay date

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

AUG 25
- Temp Hires and Special Pay Forms for September 5 pay date

AUG 28
- School/Unit Approval:
  Online Funding and Journals for the Monthly GL for Aug 29 pay date

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

SEPT 4
- School/Unit Approval:
  Online Funding and Journals for the Biweekly GL for Sept 5 pay date

SEPT 9
- School/Unit Approval:
  Paper Payroll Journals for the Adjustment GL for Sept 11 (**final** FY25) pay date

SEPT 11
- School/Unit Approval:
  Online Payroll Journals for the Adjustment GL for Sept 11 (**final** FY25) pay date

Pay Dates
29-Aug Monthly Pay Date *(100% FY25)*
30-Aug Adjustment Pay Date *(100% FY25)*
5-Sep Biweekly Pay Date *(100% FY25)*
11-Sep Adjustment Pay Date *(100% FY25)*
19-Sep Biweekly Pay Date *(100% FY 26)*
30-Sep Monthly Pay Date *(100% FY25)*
3-Oct Biweekly Pay Date *(100% FY26)*

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

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Thank You