Managing Payroll Suspense

**CHECKING FUNDING THAT IS GOING TO GO TO SUSPENSE:**

**NWPAY067 – General Ledger Suspense**
- Identifies payroll charges that will be charged to suspense later in the week.
- Utilize error messages on right column to identify why charges are coming up.
- Generally comes out twice a week on Monday and Tuesday.
- Ideally, funding issues should be resolved at this point in the process.

Once this report has been checked:
- Funding should be corrected online.
- Deadline for entry is **noon** on Thursday. Deadline approval for PTA’s is 5:00pm on Thursday.
- Enter journals early and track them to make sure they are approved.

Checking Status of Journals and funding that has been entered:

**NWDEP001 – Rpt of Denied & Deleted Journal Entries**
**NWDEP002 – Rpt of Unapproved Deleted Journal Entries**
**NWDEP005 – Rpt of Reversal of Denied Position Funding**
**NWDEP006 – Rpt of Reversal of Unapproved Positioning Funding**
  - Access will only show these reports on entries you have completed
  - HRIS shows an "A" on the funding and journal screens once the transaction has been approved.

**CHECKING FUNDING THAT HAS ALREADY GONE TO SUSPENSE:**

**NWPAY16B – Report by Account**
- Identifies payroll charges by chartstring
- Comes out weekly (Friday afternoon)
- Shows charges that have **already** gone to suspense (designated SUSP)

**NWPAY13 – GL Report by Dept**
- Identifies payroll charges by chartstring
- Comes out weekly (Friday afternoon)
- Shows charges that have **already** gone to suspense (designated SUSP)

Once these reports have been checked:
- Funding should be corrected on anything marked SUSP
- Journals should be entered to remove past charges from suspense and onto correct funding.
  - HRIS is set to automatically send you to the journal screen once funding is updated for any past suspense charges.
Useful Links:

Vista Log-in:  
http://vistaplus.itcs.northwestern.edu/vp_web/login.jsp

Kronos Log-in:  
For PC - https://www-kronos.itcs.northwestern.edu/wfc/logon  
For Mac - https://www-kronos.itcs.northwestern.edu/wfc/applications/wrk/html/ess/logon.jsp

HRIS Log-in:  
https://hrweb.itcs.northwestern.edu/

90 Day Memo:  
http://www.northwestern.edu/hr/payroll/90DayLetter.doc

Appointment/Position Form:  
http://www.northwestern.edu/hr/payroll/apptpositiondata.pdf

Useful Contacts:

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Keenia Booker-Law (HRIS Security access):  
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847-467-1578

Linda King (Payroll – approves all journals and funding)  
lking@northwestern.edu  
847-467-1559

Kronos Help  
kronoshelp@northwestern.edu  
847-467-7606

HRIS Help  
hrishelp@northwestern.edu  
847-467-4800