

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/wtk/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:

Dennis Petrospour (Vista Security access)

d-petrospour@northwestern.edu

847-467-3293

Keenya Booker-Law (HRIS Security access):

k-booker-law@northwestern.edu

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