

myHR Administration

Deployed Funding Guide

QUICK INFO


Requirements

Users of the myHR Deployed Funding functions must complete the **HRS101 Data Lookup** training and the **HRS102 Deployed Funding** training. To register for a course, log into myHR, select the “Learning” tile, and click “Request Training Enrollment.”

A signed **myHR General Access Form**, authorizing use of Deployed Funding, must be submitted before access is granted. The Access Form can be found online at www.northwestern.edu/myHR.

Accessing Deployed Funding

Deployed Funding is accessible via the administration pages in myHR. Once training has been completed and access has been assigned:

1. Go to www.northwestern.edu/myHR and click the **myHR Login** button.
 2. Log in with your Northwestern NetID and password; multi-factor authentication is required.
 3. After successful login, select the  icon in the top right corner.
 4. Click “Classic Home” or “Navigator”
 5. Follow the menu paths below and throughout this guide to access your funding pages.
-

Deployed Funding Pages

After logging in (see above), follow these paths from the Classic Home’s Main Menu to access your funding functions:

Position Funding:

ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ADD/MAINTAIN POSITIONS > POSITION FUNDING

Journal Entry (without Funding Changes):

ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ENTER JOURNALS > ENTER JOURNALS

View Valid Chartstrings:

ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > VIEW VALID CHARTSTRINGS

View/Change PTA Approvers:

ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > PAYROLL TRANSACTION APPROVER

Track Current Funding and Journal Entries:

ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > TRACK DEPLOYMENT BY POS#/DEPT

ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > TRACK JOURNALS BY EMPLID/DEPT

View Processed Journal Entries:

PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USA > VIEW MISC PAYROLL DATA > GL JOURNAL VIEW

Additional Help

For more information regarding training, contact Anna Chapman at anna.chapman@northwestern.edu.

For myHR security questions or submitting completed access forms, contact myHR-security@northwestern.edu.

For technical assistance while navigating myHR, contact myHR Help:

847-467-4800

myHRhelp@northwestern.edu

Hours: M-F, 8:30-5:00pm

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Section 1:

Introduction to Managing Funding

FUNDING AND CHARTSTRINGS

What is “Funding”?

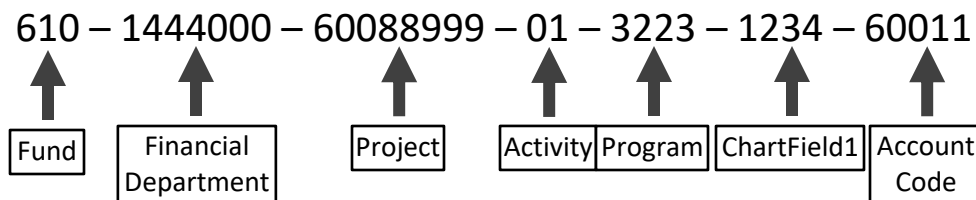
Any individual who receives a paycheck from Northwestern Payroll must have one or more accounts set up to provide payment; these internal accounts are similar to bank accounts, and are called “funding sources.”

A **funding source** is designated by an internal account number, called a **chartstring**, which identifies the department budget, grant, endowment, or other funds that will ultimately pay the individual’s salary or stipend.

How Chartstrings Work

Each department budget, grant, endowment, and gift is assigned its own unique chartstring, similar to a bank routing/account number that you may find on your personal checking or savings account.

A chartstring may have up to seven sets of numbers:

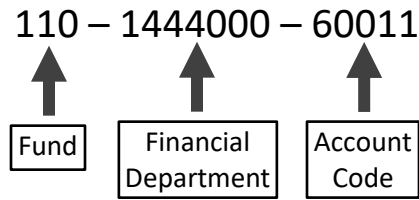


FUND <i>(3 digits)</i>	Identifies the general type of funds that are being used. Some common funds are: <ul style="list-style-type: none"> • 110: general department budget • 190, 191, 192: Northwestern cost sharing for grant-funded employees • 4xx: endowment funds • 6xx: grant funds
FINANCIAL DEPARTMENT <i>(7 digits)</i>	Identifies the financial entity, department, or management unit that is responsible for the account. Note that this is <i>not</i> the same as the 6-digit HR Department ID number that you might see elsewhere in myHR.
PROJECT <i>(8 digits)</i>	This number is used to identify a specific project that is associated with funds with a fiscal year or multi-year length. For example, it may identify the specific grant (when used with a grant fund) or a particular fiscal year project (when used with cost-sharing or self-supporting funds).
ACTIVITY <i>(2 digits)</i>	This is required whenever the PROJECT is used. It will usually be “01” unless the sponsoring agency doesn’t allow carry-over funding between award periods or requires billing invoices to be sent for spending on individual periods.
PROGRAM <i>(4 digits)</i>	Optional field used to provide security access and tracking for collaborative activities that occur across different units.
CHARTFIELD1 <i>(4 characters)</i>	Optional field used to provide additional categorizing and tracking of transactions. Also used to indicate if Payroll charges that are in Suspense (SUSP).
ACCOUNT CODE <i>(5 digits)</i>	Specifies the type of transaction. In payroll, an Account Code beginning with a “6” is a salary payment; accounts beginning with a “78” are scholarships or stipends. See the Appendix for a full list of Account Codes used for payroll. Some common account codes are: <ul style="list-style-type: none"> • 60011: faculty salaries • 60101: exempt staff salaries • 60103: non-exempt staff salaries • 78050: graduate student stipends

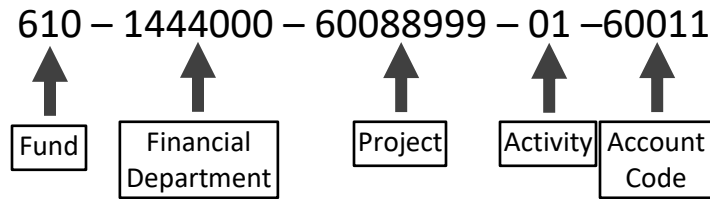
Common Chartstring Formats

Chartstrings may appear in multiple formats. Though possible, it is rare for a chartstring to include all seven sets of numbers. In payroll funding, three common formats occur most often:

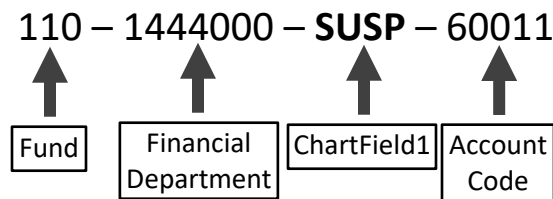
- **Unrestricted department accounts (budgets)**, used to pay many recurring positions funded from your department’s annual budget, typically use only three fields:



- **Grant, cost-sharing, gift, endowment, agency, and self-supporting accounts** also must include the Project and Activity fields to identify the distinct purpose being tracked. Though certain chartstrings may include the Program and ChartField1, most do not:



- If an employee’s payroll cannot be charged correctly, it will be added to your department’s **suspense account**. In this case, **CHARTFIELD1** will display “SUSP” on payroll reports, budget reports, and the myHR admin view of the employee’s paycheck:



MAINTAINING FUNDING IN MYHR

What is “Deployed” Funding?

The term **Deployed Funding** indicates that a department or unit has the structure necessary to directly enter, change, and submit funding for their positions online via myHR.

A department is “deployed” when there is at least one active **Payroll Transaction Approver** and one **School Approver** that can authorize transactions; as long as these approvers are in place, funding changes may be entered online by authorized personnel in the department.

Departments that are *not* deployed (i.e. that do not have the appropriate approval structure in place) must submit funding changes to HR Operations for processing using paper forms.

Why does funding need to be changed?

Most regular staff and faculty members who are paid from a department’s recurring budget will never require a change in their funding; they will be paid from the same account year after year.

Funding updates often occur, however, when staff, faculty, or students are involved in grant-funded research, paid by a limited gift or endowment, or change the amount of work they perform for different entities. In these cases, the portion of pay covered by a particular account may change often throughout the year.

Northwestern Payrolls

Every time Northwestern runs a payroll to create paychecks, the current funding will be charged accordingly. As a result, it’s imperative to ensure that any change to funding is entered and approved in myHR in a timely manner.

Northwestern runs three types of payrolls:

- **BIR**: the payroll that creates biweekly paychecks (for non-exempt and temporary staff), processed every second Friday.
- **MON**: the payroll that creates monthly paychecks (for faculty, exempt staff, and graduate students), processed on the last work day of the month.
- **ADJ**: an “adjustment” payroll typically runs on Thursday in weeks when no biweekly payroll is scheduled. This is a “catch-up” payroll, to create paychecks for retroactive payments (such as historical hours entered in Kronos).

A typical payroll calendar might look like:

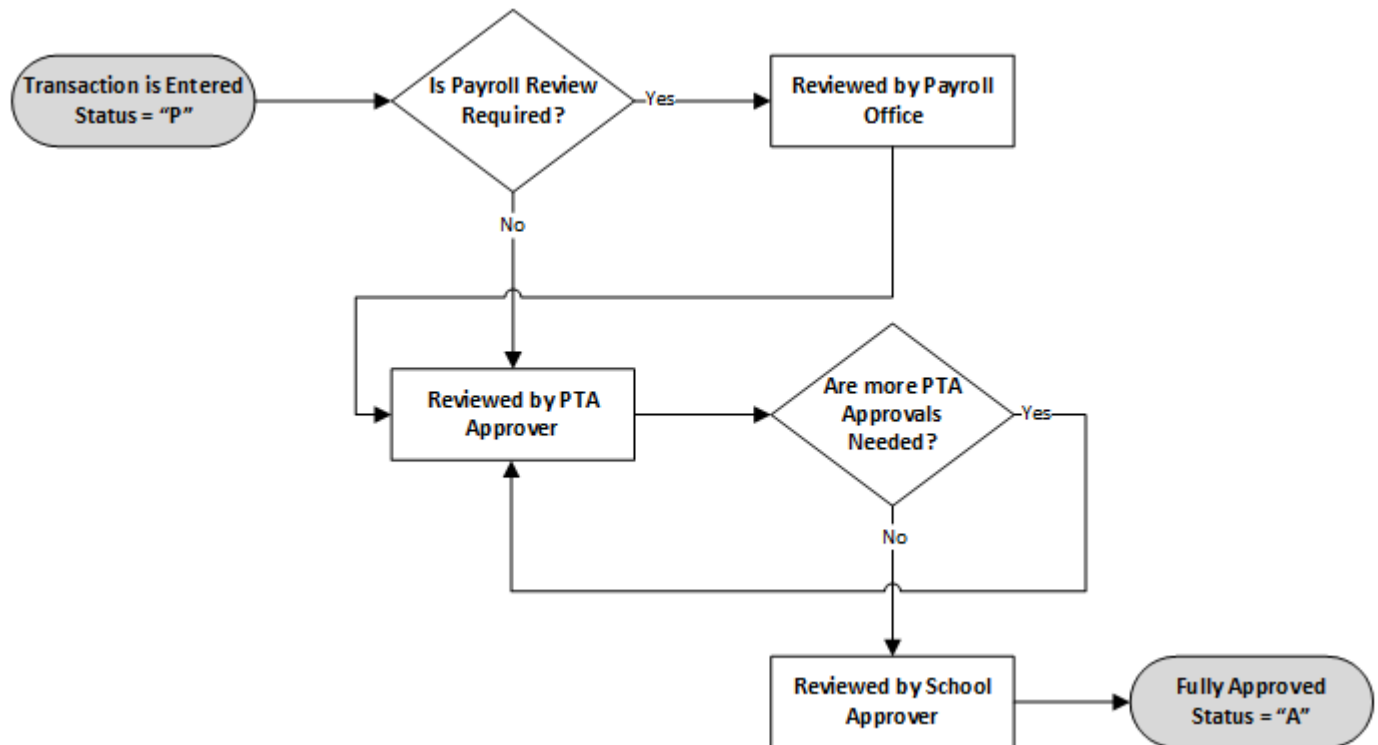
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 ADJ	4	5
6	7	8	9	10	11 BIR	12
13	14	15	16	17 ADJ	18	19
20	21	22	23	24	25 BIR	26
27	28	29	30	31 MON	1 ADJ	2

Note: Pay dates may change slightly due to scheduled holidays or other factors. Always consult the HR website or the monthly payroll calendar for specific dates.

APPROVAL WORKFLOW

Electronic Approvals

When you submit an update to future, current, or past funding in myHR, it is routed through a workflow process for electronic approval, as indicated here:



Payroll Review

(optional step) Review and approval of a transaction by the Payroll Office is required only in the following instances:

- The Funding Stop Date is greater than the current Position End Date. In this case, Payroll will automatically extend the Position End Date. However, the employee's Appointment *will not be extended automatically*. It is the responsibility of the department to review and extend an Appointment End Date, if necessary, by submitting a Position/Appointment Form using the action/reason codes DTA/REA.
- You are using a non-default Account Code (e.g. paying a biweekly staff employee from the Faculty Salaries account code).
- You are attempting to retroactively transfer funds (a historical funding change) between a salary Account Code (6xxxx) and a scholarship/stipend Account Code (78xxx).

PTA Approver (Payroll Transaction Approver)

- Each entry must be approved by at least one PTA, the individual responsible for approving payroll charges for the chartstring that you have entered.
- **Approvals will cycle to no more than 3 PTAs.** For example, a transaction that includes 4 chartstrings, each with a different PTA, will be sent to only *three* of the four for approval.
- PTAs may be changed or managed in the system as necessary. See Section 4 for more details.

School Approver

- After all PTAs have signed off, your School Approver must approve the transaction; this is typically someone in your school's dean/finance office, or in a unit's central administration office.
 - The School Approver is based on the six-digit HR Department ID that owns the position.
 - School approval is the final step in workflow. Once school approval is obtained, the transaction will be queued to process on the next payroll run.
-

Automatic Approval

If you are **entering a transaction and you are also the chartstring's primary or backup PTA**, the transaction will be sent to other PTAs (if applicable) or immediately to the School Approver. *It will not be sent to you for approval.*

If you are **entering a transaction and are also the PTA and School Approver**, the transaction will be fully approved and will receive a status of "A" immediately upon saving. *It will not be sent to any worklist for approval.*

Emergency Approval Help

myHR Help may approve or deny transactions on behalf of an approver on an emergency basis. For example, when the deadline for a high-profile change is approaching, and the approver is unexpectedly out of the office.

To request emergency assistance, email myHRhelp@northwestern.edu with relevant details about the transaction that needs to be approved or denied.

Requests are accepted only via email and must be CC'd to your School Approver and PTA (if applicable). Requests not CC'd to the appropriate parties cannot be processed.

APPROVAL DEADLINES

Transaction Deadlines

Each entry you submit in myHR (historical, current, and future) must be completed by the published deadline to ensure that it is processed on the next pay date. Each of the three pay dates will have related deadlines, typically as follows:

- **BIR:** 5:30pm on the business day before the pay date
- **MON:** 5:30pm on the business day before the pay date
- **ADJ:** 5:30pm on the same day as the pay date

Which deadline do I care about?

If you are entering a funding change for the current or a future paycheck, use the deadline for the pay date relevant to the employee's *next* payment:

- BIR deadline for employees paid biweekly
- MON deadline for employees paid monthly
- ADJ deadline *only if* the employee's next paycheck will be historical pay processed retroactively

If you are entering a funding change retroactively for a historical paycheck (i.e. "payroll journal"), use the *next occurring BIR or MON deadline*, regardless of the employee.

Deadline Examples

Using the typical payroll calendar discussed previously, see associated deadlines may be:

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3 ADJ 5:30PM ADJ Deadline	4
7	8	9	10 5:30PM BIR Deadline	11 BIR
14	15	16	17 ADJ 5:30PM ADJ Deadline	18
21	22	23	24 5:30PM BIR Deadline	25 BIR
28	29	30 5:30PM MON Deadline	31 MON	1 ADJ 5:30PM ADJ Deadline

If today is the 16th of the month above, deadlines would some sample transactions are as follows:

Type of Transaction	Deadline
Funding change for a <u>biweekly</u> -paid employee, to take effect on this pay period's paycheck	24th
Funding change for a <u>monthly</u> -paid employee, to take effect on this month's paycheck	30th
Historical Change (payroll journal)-paid for a <u>monthly</u> -paid employee, to correct <i>last month's</i> funding	24th
Funding change for retroactive hours that your <u>biweekly</u> -paid employee entered in Kronos	17th
Funding change for a <u>monthly</u> -paid employee, to take effect <i>next</i> month	30th *

* If this transaction does not make the deadline, there is still time for it to be entered next month, since it is future-dated anyway.

Denied Transactions

If your transaction is *denied* by one of the approvers, you will receive an immediate email indicating who denied the entry. In this case:

1. If you haven't already, contact the person who denied the transaction to determine the reason for denial.
2. Wait overnight for the denial to clear out of the system.
3. The following morning, you may go back into myHR and re-enter the corrected transaction to submit it for approval again.

Important! You must wait until the following day to re-enter a denied transaction. This will cause you to miss the deadline, if the deadline occurs on the same day.

What happens on the deadline?

Based on the deadlines for your transaction, as noted above, the following will occur:

- **If your transaction is fully approved by all PTAs and School Approvers**, it will be processed through the system at the time noted. If future-dated, your transaction will be processed to take effect on the future date.
 - **If your transaction is not fully approved**, it will be deleted from the system and all data will revert back to what it was before. You will have to re-enter your transaction again.
-

DEPLOYED FUNDING RULES

The following rules apply to all transactions noted in this manual.

Basic Rules and Considerations

- **Position End Date:** If funding is entered that extends past a Position End Date, your transaction first will be routed to the HR Operations, where the Position End Date will be extended for you. It will then be sent to the Payroll Transaction Approver(s) to continue the normal approval path. **It is the department's responsibility to extend the affected employee's Appointment End Date, if necessary.**
 - **Funding Start/Stop Dates:** Dates used for your transactions should correspond to the start and end dates of the pay period for the employee, unless the funding source begins or ends mid-period.
 - **One-to-Many Positions:** If funding changes are made to a position held by more than one individual (a one-to-many position), your change will affect all people currently in that position.
-

Chartstring Rules

- Any chartstring used in a transaction must have at least one Payroll Transaction Approver (entries cannot be made if there is no one to approve them).
 - The entire chartstring (including the Account Code) must be open, valid, and active.
 - The chartstring Account Code must be the default Account Code for the position (e.g. a faculty position must be paid from the "Faculty Salaries" account code). The default can be seen at the top of the Position Funding page.
 - There should be no retroactive change between a salary Account Code (6xxxx) and a scholarship Account Code (78xxx). Any such change must be reviewed and approved by the Payroll Manager. For example, something charged as a scholarship in a previous month *must remain a scholarship*.
 - myHR updates overnight with new chartstring information from NUFinancials. As a result, new chartstrings and changes to existing ones will not be available for use in myHR until the next day.
-

Rules for Historical Changes (Payroll Journals)

- When making historical changes to monthly employees, entries **cannot cross fiscal quarters** (Sep-Nov, Dec-Feb, Mar-May, Jun-Aug). Separate "parts" must be added to the Payroll Journal Entry.
 - **Feinberg Note:** Historical changes for biweekly-paid employees also must be split on fiscal quarters.
 - Consecutive pay periods within a fiscal quarter (for monthly employees) or anytime within the fiscal year (for biweekly employees, except Feinberg) can be combined.
 - When entering a historical change, beginning and end dates must correspond to the actual dates during which the employee received pay ("earnings dates"). Often this will be same as the beginning and end of a pay period, but may differ based on a grant Start/Stop date or employee hire date. Review the employee's Paycheck in myHR for correct earnings dates.
-

90-DAY RULE

90-day Rule

At Northwestern, a certain period of time (90 days) is provided to retroactively correct financial charges with minimal amount of paperwork; this includes fixing retroactive payroll charges. When submitting a retroactive change, the following rules apply.

Changes retroactive by 90 days or less:

- Your change may be submitted in myHR to correct the funding retroactively, following the procedures in this manual.

Changes greater than 90 days old:

- A paper journal must be completed and sent to HR Operations with appropriate documentation, wet signatures, and the 90-Day Justification Memo.

If a change falls on **both** sides of the 90-day cutoff:

- Enter a transaction for the last 90 days in myHR.
- Submit information for anything *over* 90 days using the paper process.

Is my change impacted by the 90-day Rule?

If your change is retroactive, 90 days is calculated by comparing the **Start Date** of your desired change to the **Check Date of the last regular payroll that has occurred** (BIR or MON). If this difference is 90 days or more, your transaction falls under the 90-day Rule and must be submitted on paper.

Note: Minor tolerance exists when the 90-day calculation is close to the beginning of the month. For example, if the 90-day calculation results in a cut-off date of November 2nd, a date of November 1st (the beginning of the month) would be allowed.

Example 1 – Changes must be made to the funding for an employee’s **December 1-31, 2016**, paycheck:

- **If the Last Payroll Date Was:** January 31, 2017
- **90-day Cutoff Date:** October 30, 2016
- **Result:** Change can be retroactively entered into myHR.

Example 2 – Changes must be made to the funding for an employee’s **September 1-30, 2016**, paycheck:

- **If the Last Payroll Date Was:** January 31, 2017
- **90-day Cutoff Date:** October 30, 2016
- **Result:** Since the entire date range is outside of the 90 days, a paper journal must be submitted for the entire change.

Example 3 – Changes must be made to the funding for an employee’s **September 1-30, 2016**, paycheck:

- **If the Last Payroll Check Date Was:** May 30, 2014
- **90-day Cutoff Date:** February 28, 2014
- **Result:** Position Funding and Journal can be retroactively entered into myHR for March 1-31. Additionally, a paper journal must be submitted to correct the charges for January 1 – February 28.

Section 2: **Getting Started**

VALIDATING CHARTSTRINGS BEFORE USE

It is the responsibility of the Data Enterer (the person entering a transaction) to first determine if a chartstring is valid for the intended funding dates, that it has the correct payroll Account Code open, and that it is assigned at least one Payroll Transaction Approver.

Navigation

MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > VIEW VALID CHARTSTRINGS

Reviewing a Chartstring

Upon navigating to the View Valid Chartstrings page, you will be presented with the Chartstring search screen. You may enter all fields or just one or two (e.g. just a Project).

View Valid Chartstrings

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Budget Period:

Fund Code:

FN Dept:

Project/Grant:

Activity ID:

Include History

[Basic Search](#)

The Chart String box contains basic information about the validity of the chartstring:

Funding Source

Funding Source

Chart String

Fund	FN Dept	Project	Activity	Program	Last Update
191	8213500	60014508	01		11/17/10 2:30:23AM
PTA Primary: 1 <input style="width: 50px;" type="text"/>					Start Date 10/01/2005
PTA Backup:					End Date 09/30/2011
Fed Grant: Y					Budget Period

LAST UPDATE	The date this chartstring's information was last updated, typically the previous evening.
PTA PRIMARY, PTA BACKUP	The Payroll Transaction Approvers assigned to this chartstring <i>Note:</i> If no PTAs are assigned and you have security access to the chartstring, you may add PTAs yourself.
START DATE, END DATE	The date range for which this chartstring is valid.
FED GRANT	Notes if this chartstring is supported by a federally-funded grant.

When viewing an **Unrestricted Chartstring**, all Account Codes are valid and available for use:



For other chartstrings, such as **Grants, Endowments, and Gifts**, the Valid Accounts box will display which payroll Account Codes are available for use. Remember to use the arrow or click the "View All" link to see additional items:

Valid Accounts for this Grant			
Customize Find View All [grid icon] First 1-10 of 11 Last			
	<u>Account</u>		<u>Budget Category</u>
1	60011	Faculty Salaries, Regular	60010
2	60020	Faculty Summer Salary	60010
3	60030	Research Professional Salary	60010
4	60040	Academic Occasional Salaries	60010
5	60050	Academic Professionals	60010
6	60076	TGS Research Assistants	60010
7	78010	Grant In Aid	78001
8	78050	Stipend	78001
9	78060	Stipend - Service	78001
10	78070	Stipend - Supplement	78001

Opening New Chartstrings or Account Codes

If you would like to use a chartstring or Account Code that is not available or valid, it must first be opened by contacting Accounting Services (non-grant chartstrings) or ASRSP/OSR (grant chartstrings).

Any new chartstring, project, or Account Code that is opened will be visible and available for use in myHR the following day.

USING THE POSITION FUNDING PAGE

The vast majority of deployment transactions are initiated from the Position Funding page. On this page, it is possible to:

- View all current and future funding set up for a position
- Extend or end chartstring(s) that are funding a position
- Add new funding chartstring(s) to pay a position
- Reallocate the percentage of funding charged to multiple chartstrings at once
- Submit retroactive funding changes for a position that has been paid incorrectly on a prior paycheck (Payroll Journal)

Navigation

MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ADD/MAINTAIN POSITIONS > POSITION FUNDING

Viewing Position Funding

On the search page, enter an 8-digit Position Number to view the funding for that position.

Note: If you don't know an employee's Position Number, find it by first looking up the employee on the Appointment Overview, Job Data or Northwestern Job Summary page in myHR.

Position Funding

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Position Number:

Department:

Job Code:

Include History Correct History

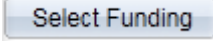
[Basic Search](#)

Position Funding		Print Pending Rows	
Professor		Position Number: 00003417	Empl ID 1004376 Orange,Brian
		Position End Date:	<input checked="" type="checkbox"/> Indef End
Job Code: 100022	Northwestern Employee	Account: 60011	
Department: 280000	Education & Social Policy	Max Head Count: 1	Filled Pos: 1.0
Journal Entered	N		
Find First 1-2 of 2 Last			
<input type="button" value="Select Funding"/>	*Fund <input type="text" value="450"/>	*FN Dept <input type="text" value="5210000"/>	Project <input type="text" value="40004293"/>
	Activity <input type="text" value="01"/>	Program <input type="text"/>	Chartfield 1 <input type="text"/>
	*Account <input type="text" value="60011"/>		
Approval Action	Approval Status	*Percent <input type="text" value="70.0000"/>	*Start Date <input type="text" value="09/01/2010"/>
		Stop Date <input type="text" value="06/30/2011"/>	<input type="checkbox"/> Indefinite End?
PTA 1064185 Bittersweet,Damien			
<input type="button" value="Select Funding"/>	*Fund <input type="text" value="620"/>	*FN Dept <input type="text" value="4180000"/>	Project <input type="text" value="60026755"/>
	Activity <input type="text" value="01"/>	Program <input type="text"/>	Chartfield 1 <input type="text"/>
	*Account <input type="text" value="60011"/>		
Approval Action	Approval Status	*Percent <input type="text" value="30.0000"/>	*Start Date <input type="text" value="09/01/2010"/>
		Stop Date <input type="text" value="06/30/2011"/>	<input type="checkbox"/> Indefinite End?
PTA 1014374 Cerulean,Jeanne			

The following fields appear on the Position Funding page:

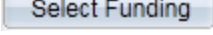
EMPL ID	The ID number and name of the individual currently in this position, if applicable.
POSITION END DATE	If the position has an end date, it will be displayed here; otherwise the Indefinite End box will be checked.
JOB CODE	The 6-digit Job Code and Title assigned to this position.
ACCOUNT	The default payroll Account Code that <i>must</i> be used for the chartstring(s) that pay this position's salary.
DEPARTMENT	The 6-digit HR DeptID and the name of the department that owns this position.
MAX HEAD COUNT, FILLED POS	The maximum head count allowed for the position, and the number of employees currently active in today.
JOURNAL ENTERED	Displays "Y" if a Journal Entry is currently in process for this employee.
<i>Each line of funding has the following fields:</i>	
FUND, FN DEPT, PROJECT, ACTIVITY, PROGRAM, CHARTFIELD 1, ACCOUNT	The chartstring components that will be used to pay this portion of funding.
APPROVAL ACTION	This box is used by approvers to approve or deny transactions; otherwise it will be grayed out.
APPROVAL STATUS	If the transaction was submitted this pay period, the status will display "P" (pending), "A" (approved), or "D" (denied).
PERCENT	The percent of the individual's pay that will be charged to this chartstring.
START DATE, STOP DATE	The beginning and end dates for which this chartstring will be used; note that the Stop Date can be Indefinite End .
PTA	The ID and name of the primary Payroll Transaction Approver for this chartstring.

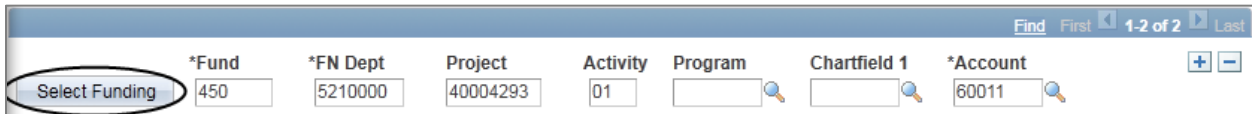
THE "SELECT FUNDING" BUTTON

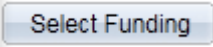

For many procedures that follow in this manual, the  button may be used to automatically select and insert a chartstring. Using this button during your entry process, you can:

- Find/enter a full chartstring by typing only a portion of it (e.g. you can search by a Project or FN Department only)
- See the validity of the chartstring, including End Date and open Account Codes.
- Confirm the Primary and Backup PTA for a chartstring.

Using "Select Funding"

When available, specifically on the Position Funding and Journal Entry pages, click the  button instead of manually entering the entire chartstring:



<p>1. Click  next to a line item.</p>																																																																							
<p>2. Enter any portion of a Fund, FN Dept, Project, or combination of that information.</p> <p>In this example, we are only entering the first 7 digits of a Project number.</p> <p>Click .</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>View Valid Chartstrings</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="background-color: #e0e0e0; padding: 2px;">Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input style="width: 50px;" type="text" value="300"/></p> <p>Budget Period: begins with <input style="width: 100px;" type="text"/></p> <p>Fund Code: begins with <input style="width: 100px;" type="text"/></p> <p>FN Dept: begins with <input style="width: 100px;" type="text"/></p> <p>Project/Grant: begins with <input style="width: 100px;" type="text" value="6002707"/></p> <p>Activity ID: begins with <input style="width: 100px;" type="text"/></p> <p><input type="checkbox"/> Include History</p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> </div>																																																																						
<p>3. If your search matches only one result, you will immediately be taken to that chartstring's information.</p> <p>If there are multiple matches, a list of results will be displayed (<i>see right</i>). Click a chartstring to view its information.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Search Results</p> <p style="text-align: right;">View All First <input type="button" value="◀"/> 1-9 of 9 <input type="button" value="▶"/> Last</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="text-decoration: underline;">Business Unit</th> <th style="text-decoration: underline;">Budget Period</th> <th style="text-decoration: underline;">Fund Code</th> <th style="text-decoration: underline;">FN Dept</th> <th style="text-decoration: underline;">Project/Grant</th> <th style="text-decoration: underline;">Activity ID</th> <th style="text-decoration: underline;">Status</th> </tr> </thead> <tbody> <tr><td>NWUNV</td><td>(blank)</td><td>610</td><td>4180000</td><td>60027079</td><td>01</td><td>Active</td></tr> <tr><td>NWUNV</td><td>(blank)</td><td>620</td><td>4011500</td><td>60027072</td><td>01</td><td>Active</td></tr> <tr><td>NWUNV</td><td>(blank)</td><td>620</td><td>5326000</td><td>60027071</td><td>01</td><td>Active</td></tr> <tr><td>NWUNV</td><td>(blank)</td><td>630</td><td>5418200</td><td>60027075</td><td>01</td><td>Active</td></tr> <tr><td>NWUNV</td><td>(blank)</td><td>640</td><td>5356000</td><td>60027076</td><td>01</td><td>Active</td></tr> <tr><td>NWUNV</td><td>(blank)</td><td>650</td><td>5248000</td><td>60027077</td><td>01</td><td>Active</td></tr> <tr><td>NWUNV</td><td>(blank)</td><td>650</td><td>5248000</td><td>60027078</td><td>01</td><td>Active</td></tr> <tr><td>NWUNV</td><td>(blank)</td><td>650</td><td>5408000</td><td>60027070</td><td>01</td><td>Active</td></tr> <tr><td>NWUNV</td><td>(blank)</td><td>650</td><td>5423000</td><td>60027073</td><td>01</td><td>Active</td></tr> </tbody> </table> </div>	Business Unit	Budget Period	Fund Code	FN Dept	Project/Grant	Activity ID	Status	NWUNV	(blank)	610	4180000	60027079	01	Active	NWUNV	(blank)	620	4011500	60027072	01	Active	NWUNV	(blank)	620	5326000	60027071	01	Active	NWUNV	(blank)	630	5418200	60027075	01	Active	NWUNV	(blank)	640	5356000	60027076	01	Active	NWUNV	(blank)	650	5248000	60027077	01	Active	NWUNV	(blank)	650	5248000	60027078	01	Active	NWUNV	(blank)	650	5408000	60027070	01	Active	NWUNV	(blank)	650	5423000	60027073	01	Active
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4. The chartstring's details, including Start and End Dates, PTA approvers, and Valid Account Codes will be displayed.

Note: This is the same information you'd see by looking up the chartstring on the VIEW VALID CHARTSTRINGS page.

Chart String

Fund	FN Dept	Project	Activity	Program	Last Update
610	4180000	60027079	01		03/12/11 8:55:58AM
PTA Primary:		1014374	Cerulean, Jeanne		Start Date 07/01/2010
PTA Backup:		1002289	Magenta, Coleen		End Date 07/31/2011
Fed Grant:		Y	Budget Period		

Open Accounts for this Chartstring

Valid Accounts for this Grant

Customize | Find | View All | First 1-10 of 30 Last

Account		Budget Category
1 60011	Faculty Salaries, Regular	60010
2 60020	Faculty Summer Salary	60010
3 60030	Research Professional Salary	60010
4 60040	Academic Occasional Salaries	60010
5 60050	Academic Professionals	60010
6 60076	TGS Research Assistants	60010
7 60104	Technical-Paraprofessional	60100
8 60106	Service-Maint-Skilled Crafts	60100
9 60060	Administrative Salaries	60200
10 60062	Internal Consulting (KGSM)	60200

5. If this is the chartstring you'd like to enter into your transaction, click . You will be directed back to your entry in progress.

Find First 1-2 of 2 Last

<input type="button" value="Select Funding"/>	*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account
	<input type="text" value="610"/>	<input type="text" value="4180000"/>	<input type="text" value="60027079"/>	<input type="text" value="01"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="60011"/>

If you do not want to select this chartstring, click "Cancel" instead.

Section 3:

Entering Funding Changes

EXTENDING THE STOP DATE FOR EXISTING FUNDING

The following procedure applies when you are extending the stop date of existing funding *only*, and no other changes are being made to the funding account(s). This could be because:


- An existing grant has been extended
- An individual's appointment has been extended
- A chartstring or appointment that renews on a regular basis (e.g. annually) has been renewed for the next period

Note: Funding is *not* automatically extended when your grant is extended in NUFinancials; you must manually extend the funding for each position paid off the account.

Navigation

MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ADD/MAINTAIN POSITIONS > POSITION FUNDING

Quick Steps

1.	Navigate to the Position Funding page for the position.
2.	Find the chartstring for which you wish to extend the Stop Date. Delete the current Stop Date and type in the new Stop Date. Note: Since we are not changing the chartstring, there is no need to add a new row; this is the <i>only</i> time a new row is not required.
3.	Click  Save . The appropriate workflow message will be shown, and your transaction will be saved with a "P" (Pending) status.

Example #1

A grant account currently funds Position #00052973 and was set to expire on 12/31/2010. We received notice that the grant has been extended through 6/30/2011, so we must now extend the Funding Stop Date for this position.

Procedure

- On the Position Funding page for Position #00052973, locate the **Stop Date** to extend, and enter the new date ("6/30/2011") over it.

*Notice the **Position End Date** at the top of the screen; since we are extending funding to 6/30/2011, we know this position will not need to be extended.*

Position Funding
Print Pending Rows

Program Assistant 1 Position Number: 00052973 Empl ID: [REDACTED] **Position End Date:** 06/30/2011 Indef End

Job Code: 210011 Program Assistant 1 Account: 60103

Department: 000200 Provost's Office Max Head Count: 1 Filled Pos: 1.0

Journal Entered: N

Find First 1-2 of 2 Last

Select Funding	*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account
	110	1000300					60103
Approval Action		Approval Status		*Percent	*Start Date	Stop Date	<input type="checkbox"/> Indefinite End?
				60.0000	09/29/2010	06/30/2011	<input type="checkbox"/>
PTA							
	*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account
Select Funding	650	103000	60016250	01			60103
Approval Status		*Percent	*Start Date	Stop Date		<input type="checkbox"/> Indefinite End?	
		40.0000	09/29/2010	06/30/2011		<input type="checkbox"/>	
- Click **Save**. You will receive a notice this the transaction is about to be routed for approval:

Message

Warning -- This transaction needs NW Payroll Transaction Appr approval. Enter it into workflow? (107,4)

This transaction must be approved. If you click OK, the system will route it to someone who can approve it; if you click Cancel, you can change the transaction without forwarding it.
- Click **OK**. The **Approval Status** for this chartstring has been set to "P" and all funding details are grayed out; you are unable to make any more changes:

Select Funding	*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account
	650	1030000	60016250	01			60103
Approval Action		Approval Status		*Percent	*Start Date	Stop Date	<input type="checkbox"/> Indefinite End?
		P		40.0000	09/29/2010	07/31/2011	<input type="checkbox"/>
PTA							

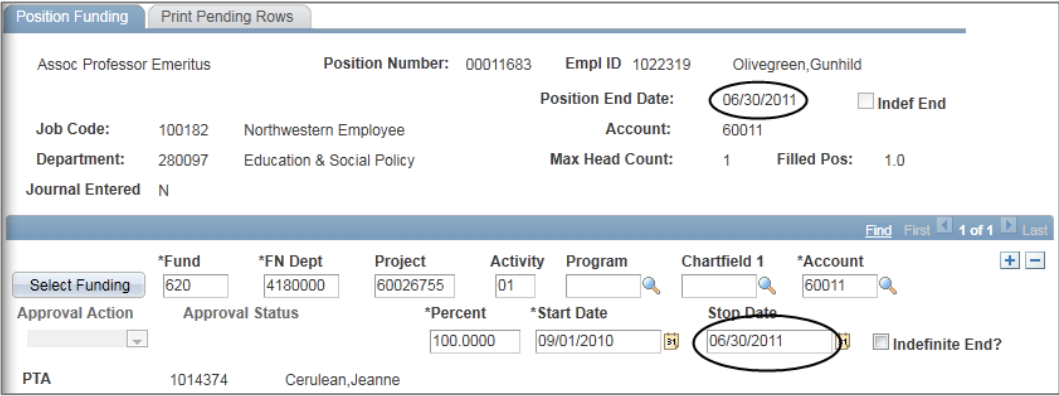
Example #2


A grant account funds Position #00011683 and was set to expire on 6/30/2011. We received notice that the grant has been extended through 7/31/2011, so we must now extend the corresponding Funding Stop Date for this position. The position in this scenario has an end date of 6/30/2011, so the position will have to be extended as well.

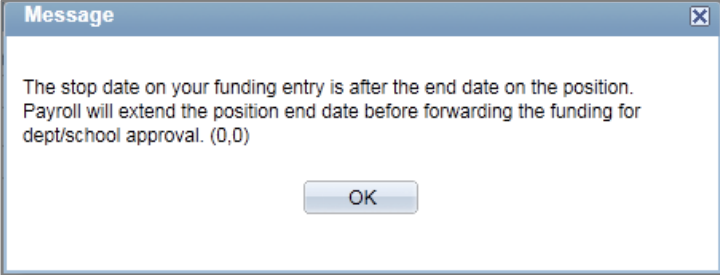
Procedure


1. On the Position Funding page for Position #00011683, locate the **Stop Date** to extend, and enter the new date ("7/31/2011") over it.

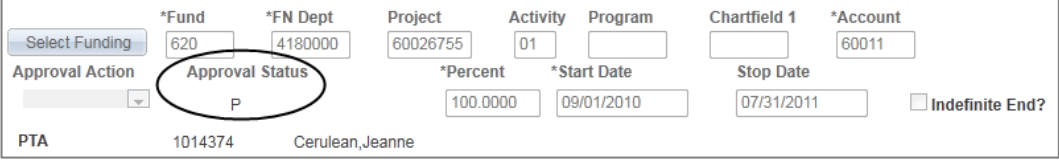
 Notice the **Position End Date** is currently set to 6/30/2011; we know the position will have to be extended to match the Funding Stop Date of 7/31/2011.



3. Click . You will receive a notice that your transaction is first being routed to the Payroll Office to correct the Position End Date:



4. Click . Notice the **Approval Status** for this chartstring has been set to "P" and all funding details are grayed out; you are unable to make any more changes:



The transaction will be routed first to Payroll, who will extend the Position End Date to match the funding Stop Date. It will then be routed to PTAs for approval.

5. Since the position has an End Date, it is likely that the employee also has an Appointment End Date assigned.

 Check the employee's Job Data page in myHR and, if necessary, submit paperwork to extend the employee's Appointment End Date.

CHANGING FUNDING/PERCENTAGE - BEFORE THE PAY DATE

When needed, new chartstrings can be added to the Position Funding page to compliment or replace existing funding sources. If multiple funding sources are used, the percentage of pay charged to each chartstring may be reallocated. Changing a funding chartstring consists of 2 steps:



1. **Stop the existing funding by changing its Stop Date**
2. **Enter the new chartstring and/or funding percentages**

These changes can be entered for the currently period or for any time in the future, as long as the budget is open and available. For historical changes, see the next section.

Navigation

MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ADD/MAINTAIN POSITIONS > POSITION FUNDING

Quick Steps

1.	Navigate to the Position Funding page for the position.
2.	Locate the chartstring you need to replace. Stop the existing line by entering a new Stop Date. For example, if the change must occur on 1/1/2017, the old line must stop a date earlier: 12/31/2016. Note: If the "Indefinite End" box is checked, you must uncheck it before entering a Stop Date.
3.	Click  to add a blank line.
4.	Enter the details for the new funding chartstring; ensure that the Start Date is the day <i>after</i> the Stop Date that you ended in Step 2.
4.	Click  . The appropriate workflow messages will be shown, and your transaction will be saved with a "P" (Pending) status.

Example

A grant account funds Position #00041600 and was set to expire on 4/30/2011. We received notice that current grant funding must be stopped and replaced with a different grant account beginning 5/1/2011.

Procedure

1. On the Position Funding page, enter **Position Number** "41600" and click :

Position Funding

Enter any information you have and click Search. Leave fields blank

Find an Existing Value

Maximum number of rows to return (up to 300):

Position Number: begins with

Department: begins with

Job Code: begins with

Include History Correct History

[Basic Search](#)

2. First, end the current funding. Since the change must be made effective 5/1/2011, the old funding must end the day before, on 4/30/2011.

Place the cursor in the **Stop Date** box for the second chartstring, delete the current **Stop Date**, and enter the new date ("4/30/2011") over it.

*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account
610	4180000	60012867	01			60040
Approval Action		Approval Status		*Percent	*Start Date	Stop Date
				100.0000	09/01/2010	04/30/2011
<input type="checkbox"/> Indefinite End?						
PTA 1014374 Cerulean, Jeanne						

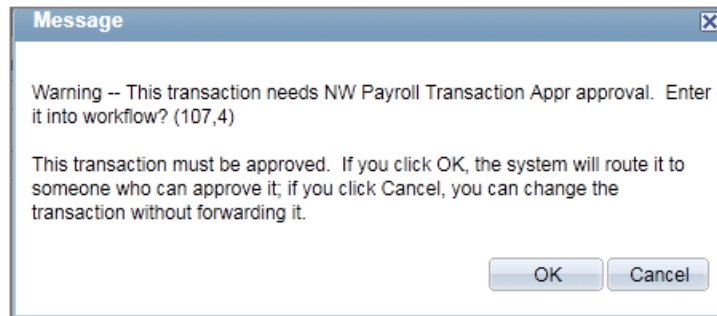
3. Click to open a new blank funding row:

*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account
610	4180000	60012867	01			60040
Approval Action		Approval Status		*Percent	*Start Date	Stop Date
				100.0000	09/01/2010	04/30/2011
<input type="checkbox"/> Indefinite End?						
PTA 1014374 Cerulean, Jeanne						
						60040
Approval Action		Approval Status		*Percent	*Start Date	Stop Date
<input type="checkbox"/> Indefinite End?						

4. Enter the new funding information in the blank row, using the **Start Date** of "5/1/2011":

*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account
610	4180000	60012867	01			60040
Approval Action: [dropdown] Approval Status: [dropdown] *Percent: 100.0000 *Start Date: 09/01/2010 Stop Date: 04/30/2011 Indefinite End? [checkbox]						
PTA 1014374 Cerulean, Jeanne						
*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account
620	4180000	60026756	01			60040
Approval Action: [dropdown] Approval Status: [dropdown] *Percent: 100.0000 *Start Date: 05/01/2011 Stop Date: 06/30/2011 Indefinite End? [checkbox]						
PTA 1014374 Cerulean, Jeanne						

5. Click Save . You will receive a notice this the transaction is about to be routed for approval.



6. Click OK .

The **Approval Status** for both lines of funding (the one that was ended and the one that will take its place) have been set to "P" and all funding details are grayed out; you are unable to make any more changes.

CHANGING FUNDING/PERCENTAGE: AFTER THE PAY DATE (RETROACTIVE)

A funding change is retroactive if the employee has already received a paycheck for the affected date. (Or, more precisely, if the deadline for that period’s entry has already passed.)

When funding is changed retroactively, a **Payroll Journal** must be created to correct the charges that were already paid out. When working with retroactive changes, the following steps must be implemented:

1. Use the myHR **Paycheck** page or your Payroll Expense Distribution (PED) reports to determine the dollar amount that needs to be transferred. This must be done before beginning the transaction.
2. Enter the funding change into the Position Funding page, using the retroactive Start Date.
3. For paychecks *within* 90 days: Enter a Journal to correct past charges within 90 days.
4. For paychecks *over* 90 days old: Complete and submit a paper Payroll Journal with supporting documentation.




Payroll Journal Rules

- You can only enter retroactive funding within 90 days of the last paycheck for the position in question. If your change is retroactive by more than 90 days, you must enter the last 90 days in the system and submit a paper journal entry for the older corrections.
- Charges for the same fiscal quarter can be combined into one “part” of the journal.

Navigation

MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ADD/MAINTAIN POSITIONS > POSITION FUNDING

Quick Steps

1.	Use the myHR Paycheck page to determine the amount of pay that needs to be corrected.
2.	Navigate to the Position Funding page for the position.
3.	Locate the chartstring you need to replace. Stop the existing line by entering a new Stop Date. Note: Since your change is retroactive, your Stop Date will be retroactive. (But no more than 90 days in the past.)
4.	Click  and enter the details for the new funding chartstring; ensure that the Start Date is the day <i>after</i> the End Date of the one you are replacing. Record the old and new chartstrings; you will need these available to create the journal entry.
5.	Click  . You will be prompted to complete the journal entry, which will open in a new window.
6.	Enter the journal details to correct all charges within the past 90 days.
7.	Click  . The appropriate workflow messages will be shown, and your transaction will be saved with a “P” (Pending) status and entered into workflow. Remember to submit a paper Payroll Journal for anything over 90 days old.

Example

A grant account funds part of Position #00046094 and was set to expire on 6/30/2011. In the middle of May, we received notice that the funding account should have changed on April 1, 2011. We need to enter this funding change and submit a Payroll Journal to correct the April 2011 paycheck, which has already been paid out.

Procedure																																																																																						
<p>1. Before beginning, determine which amount needs to be corrected from past paychecks.</p> <p>Using the PAYCHECK page in myHR, locate the employee’s April 2011 paycheck. On the “Paycheck Distribution” tab, locate the amount that was charged to the incorrect chartstring for April.</p>																																																																																						
<p>2. On the Position Funding page, enter Position Number “46094” and click <input type="button" value="Search"/> :</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Position Funding</p> <p>Enter any information you have and click Search. Leave fields blank</p> <p style="background-color: #e0e0e0; padding: 2px; margin: 5px 0;">Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Position Number: <input type="text" value="begins with"/> <input type="text" value="46094"/></p> <p>Department: <input type="text" value="begins with"/> <input type="text"/></p> <p>Job Code: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p style="text-align: right;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> </div>																																																																																					
<p>3. This position is funded by two chartstrings; the grant is the one we wish to end. Since the new funding needs to be effective April 1, we will change this line’s Stop Date to “3/31/11”. The remaining chartstring will remain untouched.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Find</td> <td style="text-align: left;">First</td> <td style="text-align: center;">1-2 of 2</td> <td style="text-align: right;">Last</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Select Funding</td> <td>*Fund <input type="text" value="450"/></td> <td>*FN Dept <input type="text" value="4110000"/></td> <td>Project <input type="text" value="40005059"/></td> <td>Activity <input type="text" value="01"/></td> <td>Program <input type="text"/></td> <td>Chartfield 1 <input type="text"/></td> <td>*Account <input type="text" value="60030"/></td> <td style="text-align: right;">+ -</td> </tr> <tr> <td>Approval Action <input type="text"/></td> <td colspan="2">Approval Status</td> <td>*Percent <input type="text" value="73.5000"/></td> <td>*Start Date <input type="text" value="09/01/2010"/></td> <td colspan="2">Stop Date <input type="text"/></td> <td><input checked="" type="checkbox"/> Indefinite End?</td> <td></td> </tr> <tr> <td colspan="9">PTA 1014374 Cerulean,Jeanne</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Select Funding</td> <td>*Fund <input type="text" value="610"/></td> <td>*FN Dept <input type="text" value="4180000"/></td> <td>Project <input type="text" value="60012867"/></td> <td>Activity <input type="text" value="01"/></td> <td>Program <input type="text"/></td> <td>Chartfield 1 <input type="text"/></td> <td>*Account <input type="text" value="60030"/></td> <td style="text-align: right;">+ -</td> </tr> <tr> <td>Approval Action <input type="text"/></td> <td colspan="2">Approval Status</td> <td>*Percent <input type="text" value="26.5000"/></td> <td>*Start Date <input type="text" value="09/01/2010"/></td> <td colspan="2">Stop Date <input type="text" value="03/31/2011"/></td> <td><input type="checkbox"/> Indefinite End?</td> <td></td> </tr> <tr> <td colspan="9">PTA 1014374 Cerulean,Jeanne</td> </tr> </table> </div>	Find	First	1-2 of 2	Last	Select Funding	*Fund <input type="text" value="450"/>	*FN Dept <input type="text" value="4110000"/>	Project <input type="text" value="40005059"/>	Activity <input type="text" value="01"/>	Program <input type="text"/>	Chartfield 1 <input type="text"/>	*Account <input type="text" value="60030"/>	+ -	Approval Action <input type="text"/>	Approval Status		*Percent <input type="text" value="73.5000"/>	*Start Date <input type="text" value="09/01/2010"/>	Stop Date <input type="text"/>		<input checked="" type="checkbox"/> Indefinite End?		PTA 1014374 Cerulean,Jeanne									Select Funding	*Fund <input type="text" value="610"/>	*FN Dept <input type="text" value="4180000"/>	Project <input type="text" value="60012867"/>	Activity <input type="text" value="01"/>	Program <input type="text"/>	Chartfield 1 <input type="text"/>	*Account <input type="text" value="60030"/>	+ -	Approval Action <input type="text"/>	Approval Status		*Percent <input type="text" value="26.5000"/>	*Start Date <input type="text" value="09/01/2010"/>	Stop Date <input type="text" value="03/31/2011"/>		<input type="checkbox"/> Indefinite End?		PTA 1014374 Cerulean,Jeanne																																			
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Approval Action <input type="text"/>	Approval Status		*Percent <input type="text" value="26.5000"/>	*Start Date <input type="text" value="09/01/2010"/>	Stop Date <input type="text" value="03/31/2011"/>		<input type="checkbox"/> Indefinite End?																																																																															
PTA 1014374 Cerulean,Jeanne																																																																																						
<p>4. Click <input type="button" value="+"/> to open a new blank funding row:</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Find</td> <td style="text-align: left;">First</td> <td style="text-align: center;">1-3 of 3</td> <td style="text-align: right;">Last</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Select Funding</td> <td>*Fund <input type="text" value="450"/></td> <td>*FN Dept <input type="text" value="4110000"/></td> <td>Project <input type="text" value="40005059"/></td> <td>Activity <input type="text" value="01"/></td> <td>Program <input type="text"/></td> <td>Chartfield 1 <input type="text"/></td> <td>*Account <input type="text" value="60030"/></td> <td style="text-align: right;">+ -</td> </tr> <tr> <td>Approval Action <input type="text"/></td> <td colspan="2">Approval Status</td> <td>*Percent <input type="text" value="73.5000"/></td> <td>*Start Date <input type="text" value="09/01/2010"/></td> <td colspan="2">Stop Date <input type="text"/></td> <td><input checked="" type="checkbox"/> Indefinite End?</td> <td></td> </tr> <tr> <td colspan="9">PTA 1014374 Cerulean,Jeanne</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Select Funding</td> <td>*Fund <input type="text" value="610"/></td> <td>*FN Dept <input type="text" value="4180000"/></td> <td>Project <input type="text" value="60012867"/></td> <td>Activity <input type="text" value="01"/></td> <td>Program <input type="text"/></td> <td>Chartfield 1 <input type="text"/></td> <td>*Account <input type="text" value="60030"/></td> <td style="text-align: right;">+ -</td> </tr> <tr> <td>Approval Action <input type="text"/></td> <td colspan="2">Approval Status</td> <td>*Percent <input type="text" value="26.5000"/></td> <td>*Start Date <input type="text" value="09/01/2010"/></td> <td colspan="2">Stop Date <input type="text" value="03/31/2011"/></td> <td><input type="checkbox"/> Indefinite End?</td> <td></td> </tr> <tr> <td colspan="9">PTA 1014374 Cerulean,Jeanne</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Select Funding</td> <td>*Fund <input type="text"/></td> <td>*FN Dept <input type="text"/></td> <td>Project <input type="text"/></td> <td>Activity <input type="text"/></td> <td>Program <input type="text"/></td> <td>Chartfield 1 <input type="text"/></td> <td>*Account <input type="text" value="60030"/></td> <td style="text-align: right;">+ -</td> </tr> <tr> <td>Approval Action <input type="text"/></td> <td colspan="2">Approval Status</td> <td>*Percent <input type="text"/></td> <td>*Start Date <input type="text"/></td> <td colspan="2">Stop Date <input type="text"/></td> <td><input type="checkbox"/> Indefinite End?</td> <td></td> </tr> <tr> <td colspan="9">PTA</td> </tr> </table> </div>	Find	First	1-3 of 3	Last	Select Funding	*Fund <input type="text" value="450"/>	*FN Dept <input type="text" value="4110000"/>	Project <input type="text" value="40005059"/>	Activity <input type="text" value="01"/>	Program <input type="text"/>	Chartfield 1 <input type="text"/>	*Account <input type="text" value="60030"/>	+ -	Approval Action <input type="text"/>	Approval Status		*Percent <input type="text" value="73.5000"/>	*Start Date <input type="text" value="09/01/2010"/>	Stop Date <input type="text"/>		<input checked="" type="checkbox"/> Indefinite End?		PTA 1014374 Cerulean,Jeanne									Select Funding	*Fund <input type="text" value="610"/>	*FN Dept <input type="text" value="4180000"/>	Project <input type="text" value="60012867"/>	Activity <input type="text" value="01"/>	Program <input type="text"/>	Chartfield 1 <input type="text"/>	*Account <input type="text" value="60030"/>	+ -	Approval Action <input type="text"/>	Approval Status		*Percent <input type="text" value="26.5000"/>	*Start Date <input type="text" value="09/01/2010"/>	Stop Date <input type="text" value="03/31/2011"/>		<input type="checkbox"/> Indefinite End?		PTA 1014374 Cerulean,Jeanne									Select Funding	*Fund <input type="text"/>	*FN Dept <input type="text"/>	Project <input type="text"/>	Activity <input type="text"/>	Program <input type="text"/>	Chartfield 1 <input type="text"/>	*Account <input type="text" value="60030"/>	+ -	Approval Action <input type="text"/>	Approval Status		*Percent <input type="text"/>	*Start Date <input type="text"/>	Stop Date <input type="text"/>		<input type="checkbox"/> Indefinite End?		PTA								
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PTA																																																																																						

5. Enter the new funding information in the blank row, with the **Start Date** of "4/1/2011". Since we are replacing the line above it, we must be sure that the **Percent** for this line is "26.5" as well.

6. Write down the chartstring that was stopped and the new chartstring, including the Account Code; you will need these numbers available for the journal entry.

7. Click Save .
After clicking through the usual workflow notices, your Position Funding will be saved, and you will receive a retroactive notice.

8. Click Yes . A new window will open up, presenting you with a blank Journal Entry page:


Note: If the journal page does not open on its own, it may have been blocked by your browser's pop-up blocker. In this case, use the procedure in the next section to enter the journal manually.

9. Enter the **From Date** and the **Thru Date** for earning dates of the *incorrect* paycheck we need to fix, in this case, "04/01/2011" and "04/30/2011" since we need to correct April's paycheck.

10. In the **Journal Description** box, enter a brief description of what you are doing, followed by your initials and 5-digit extension, such as "Correct Charge – CMT 73080":

11. In the first line of funding boxes, enter the chartstring that was *incorrectly charged*, along with the amount that needs to be corrected. **This amount should be *negative (-)* since we need to credit this account back:**

Find View All First 1 of 1 Last									
Select Funding	*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account	GL Amount	Payroll Approver
	610	4180000	60012867	01			60030	-2389.87	Cerulean, Jeanne

12. Click the  button to the right of that funding line to add a new row.

13. In the new row, enter the chartstring and amount that *should have been charged*. **This amount should be positive.**

Find View All First 1-2 of 2 Last									
Select Funding	*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account	GL Amount	Payroll Approver
	610	4180000	60012867	01			60030	-2389.87	Cerulean, Jeanne
	610	4180000	60026756	01			60030	2389.87	Cerulean, Jeanne

14. Click .

15. The appropriate workflow messages will be shown, and your transaction will be saved with a "P" (Pending) status and entered into workflow.

Click .

ENTERING A DIRECT PAYROLL JOURNAL

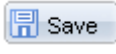
There are very few instances where you will create a Payroll Journal directly; usually you will be prompted for the journal during the funding change process as noted in the previous section. You may need to enter a direct journal if:

1. You are clearing your suspense account, but do not need to adjust the position’s funding.
2. You entered a journal previously but made an error in your entry. In this case, a second journal will be needed to correct the mistake from the first one.
3. You previously entered a funding change and journal; the funding was approved and processed, but the journal entry was denied. In this case, you will need to re-enter the journal portion only.

Navigation

MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ENTER JOURNALS > ENTER JOURNALS

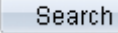
Quick Steps

1.	Navigate to the ENTER JOURNALS page for the specific employee.
2.	Enter the journal details to correct all charges within the past 90 days. Don’t forget to add a new “part” if the entry will cover multiple fiscal quarters.
3.	Click  Save. The appropriate workflow messages will be shown, and your transaction will be saved with a “P” (Pending) status and entered into workflow.

Example

A grant account was set up to fund a position through 6/30/2011. Unknown to us, the grant expired early on 3/31/11; as a result, the employee’s April paycheck hit our suspense account. The grant was then extended again to 6/30/11, so the funding will not need to be changed. We do, however, need to create a journal for the April paycheck that hit our suspense account.

Procedure	
1.	<p><i>Before beginning, determine which amount needs to be corrected from past paychecks.</i></p> <p>Using the PAYCHECK page in myHR, locate the April 2011 paycheck that we need to correct. Using the “Paycheck Distribution” tab, find the amount that was charged to the incorrect chartstring (in this case the suspense account) for this employee.</p>

2. On the Journal Entry page, enter **EmplID** "1017824" and click :

Journal Entry
Enter any information you have and click Search. Leave fields blank.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Empl ID: begins with 1017824

Empl Record: =

Name: begins with

Last Name: begins with

Include History Case Sensitive

[Basic Search](#)

3. On the blank Journal Entry page, enter the **From Date** and the **Thru Date** for pay dates of the *incorrect* paycheck we need to fix, in this case, "04/01/2011" and "04/30/2011" since we need to correct April's paycheck.

4. In the **Journal Description** box, enter a brief description of what you are doing, followed by your initials and 5-digit extension, such as "Correct Charge – CMT 73080":

Journal Entry Find | View All | First | 1 of 1 | Last


Position: 00048499 *From Date: 04/01/2011 *Thru Date: 04/30/2011

Journal Description: CORRECT CHARGE - CMT 73080 Reason Denied

GLTran Type: JNL Jnl Entry Appr Act: Appr Stat:


5. In the first line of funding boxes, enter the chartstring that was *incorrectly charged*, along with the amount that needs to be corrected. **This amount should be negative (-) since we need to credit this account back.** Because in this scenario we are correcting a suspense account, we must enter SUSP in the **Chartfield 1** box:

*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account	GL Amount	Payroll Approver
Select Funding 610	4180000	60012867	01		SUSP	60011	-6783.91	Cerulean, Jeanne

6. Click the  button to the right of that funding line to add a new row.

7. In the new row, enter the chartstring and amount that *should have been charged*. **This amount should be positive.**

*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account	GL Amount	Payroll Approver
Select Funding 610	4180000	60012867	01		SUSP	60011	-6783.91	Cerulean, Jeanne
Select Funding 610	4180000	60012867	01			60011	6783.91	Cerulean, Jeanne

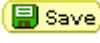
7b. In our example, we are finished with the entry since it did not cross fiscal quarters. If fiscal quarters *were* crossed, you would enter a new "part" to the journal and repeat Steps 3-7 for the additional quarter. A new "part" can be added by clicking the *upper-right*  button:

Journal Entry Find | View All | First | 1 of 1 | Last


Position: 00048499 *From Date: 04/01/2011 *Thru Date: 04/30/2011

Journal Description: CORRECT CHARGE - CMT 73080 Reason Denied

GLTran Type: JNL Jnl Entry Appr Act: Appr Stat:

8. Click .

9. The appropriate workflow messages will be shown, and your transaction will be saved with a "P" (Pending) status and entered into workflow.

Click . Your journal entry will be routed for approval.

UNDERSTANDING SUSPENSE

What is Payroll Suspense?

Every department at Northwestern has a “Suspense” account, a holding place where payroll charges are directed if there is no valid funding source to charge at the time of the payroll. Some situations that may result in a charge “hitting your suspense” account are:

- No funding has been entered (i.e. the Position Funding page is blank).
- The funding Stop Date has passed, and no new funding has been entered.
- Funding includes a lapse in dates (e.g. one chartstring ends on 7/31, but the next doesn’t begin until 9/1). In this case, the uncovered dates will hit suspense.
- A grant, project, or non-grant chartstring previously set up has prematurely expired, closed, or otherwise become unavailable.
- Funding has been set up using multiple chartstrings, but the total percentage adds to less than 100%. In this case, the percentage not covered will hit suspense.

Suspense is denoted by the letters **SUSP** appearing in the chartstring. You will see “SUSP” listed with the chartstring when viewing an employee’s PAYCHECK in myHR or your PED reports.

Preventing Suspense Charges

Prior to every payroll run, time is available to proactively correct invalid or missing funding *before* your Suspense account is charged. Dates and deadlines are regularly published on the monthly Payroll Calendar, following this general process:

1. **Three to four days before a pay date:** A “Report of Suspense” (NWPAY067) is created and available in myHR Reporting Dashboard for users to review. This report identifies any errors that will ultimately result in a Suspense charge.
 2. Users have time to review the report and update funding to correct those errors, using the procedures in this manual.
 3. **The day before the pay date at 5:30pm:** All changes must be entered in myHR and fully approved. Payroll charges are committed and any missing/invalid funding that has not been addressed will hit a department’s suspense account.
 4. Final suspense charges are visible by reviewing your Payroll Expense Distribution reports. These charges are now retroactive, and must be corrected by entering a Payroll Journal.
-

Using a Journal Entry to Clear Your Suspense

When a payroll charge *does* hit your suspense account, it should be cleared immediately and charged to the appropriate chartstring. If suspense charges are not cleared within 90 days, a paper journal must be completed.

To clear your suspense account, follow the previous procedure for **CHANGING FUNDING/PERCENTAGE: AFTER THE PAY DATE (RETROACTIVE)**. When creating your journal entry, be sure to credit the suspense account, which will be listed on the employee’s Paycheck in myHR and in your PED reports.

*The suspense chartstring always has “SUSP” listed in **Chartfield1** – you must enter the SUSP in Chartfield1 when creating your journal entry.*

SUBMITTING A PAPER JOURNAL

When historical funding changes need to be made, any change over 90 days old must be processed by completing a paper Payroll Journal form and attaching additional documentation and wet signatures for processing.

Paper Payroll Journals

1.	<p>If the individual is all or partially grant-funded, and has already certified effort for the period you are journaling, you must print and attach a copy of the Certified Effort Report for that quarter.</p> <p>Effort Reports are available in the Effort Reporting System (ERS); contact your Research Administrator or Effort Reporting for assistance.</p>
2.	<p>FEINBERG ONLY Print a copy of the employee's Position Data/Appointment Form for the affected appointment, showing that the Position Funding has been updated moving forward (to prevent additional mischarges).</p> <p>Position/Appointment Forms can be accessed by myHR users with proper authorization: ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > POSITION REPORTS > POSN/APPT FORM BY POSITION</p>
3.	<p>Print a copy of the employee's paychecks from myHR that need to be corrected (those related to your 90-day journal request).</p> <p>Print a screenshot of the "Pay Check Distribution" tab, which shows the original chartstrings: PAYROLL FOR NORTH AMERICA > PAYROLL PROCESSING USA > VIEW PAYCHECK INFORMATION > PAYCHECK > "PAY CHECK DISTRIBUTION" TAB</p>
4.	<p>Complete the 90-Day Rule Justification Memo, available at: www.northwestern.edu/financial-operations/policies-procedures/forms/90-Day_Memo_Form_and_Instructions.pdf</p>
5.	<p>Complete the paper Journal Entry Form, available at: www.northwestern.edu/hr/managers-administrators/payroll-administration/HRISJournal.pdf</p> <p><i>Note:</i> This form should be completed similar to the online entry discussed in previous sections. Only enter changes for those paychecks that are past the 90-day limit, as those within the limit should have already been entered in myHR.</p> <p>FEINBERG NOTE When submitting a paper journal involving a grant, all related departments, the Dean's Office, the grant's PI, and Med Finance all must sign off on the paper form (even though the form does not list a signature line specifically for them).</p>
6.	<p>Obtain necessary signatures and route all information and printouts to HR Operations, 720 University Place (Evanston) or 710 Lake Shore Drive (Chicago).</p> <p>All paper forms must arrive at HR Operations by the deadline noted on the monthly Payroll Calendar to assure processing on the next payroll run.</p>

Sample 90-Day Paper Journal Justification Letter

90 Day Rule Justification

Memo Form

- If applicable, list the tracking numbers of all associated SDAs:

(1) Why was this expense originally charged to the chart string from which it is now being transferred? Or, why was this expense incurred (if not yet posted)?

(2) Why should this charge be transferred/posted to the proposed receiving chart string? (For transfers, a correlation must be drawn between the initial charge and the chart string to which it is being transferred)

(3) Why is this cost transfer/posting being requested more than 90 calendar days after the date of transaction on a budget statement/original occurrence or, if salary, from the beginning of the earnings period?

(4) What action is needed to eliminate the future need for cost transfers/postings of this type? Is this action being taken?

(5) Salary transferred to sponsored projects must be supported by timely certified effort reports. For the salary charged to sponsored projects, have you certified effort for the quarter in which the transfer/charge occurs? If yes, attach the certified effort report.

Yes No N/A

(6) Signature and Approval

Signature of Preparer:

_____ Date: _____

Signature of Supervisor/Principal Investigator:

_____ Date: _____

Signature of Dean's Office/
Vice President or Designee (As needed):

_____ Date: _____

Sample 90-Day Paper Journal Form

HRIS Journal Entry Form

Name _____ University ID _____

Journal Entry FROM _____ TO _____

Reason _____

Period From September Through November

Fund	Financial Dept	Project	Act.	Prog.	ChF 1	Account	Amount

Period From December Through February

Fund	Financial Dept	Project	Act.	Prog.	ChF 1	Account	Amount

Period From March Through May

Fund	Financial Dept	Project	Act.	Prog.	ChF 1	Account	Amount

Period From June Through August

Fund	Financial Dept	Project	Act.	Prog.	ChF 1	Account	Amount

Signature _____ Department _____

Date _____ Phone # _____ Email _____

ASRSP Approval _____ Accounting Services Approval _____

Section 4:

Additional Funding Tasks

MODIFYING OR ADDING PTAS

All users have the ability to add or update Payroll Transaction Approvers (PTAs) for each chartstring within their administrative unit.

PTAs may *not* be added to a chartstring if:

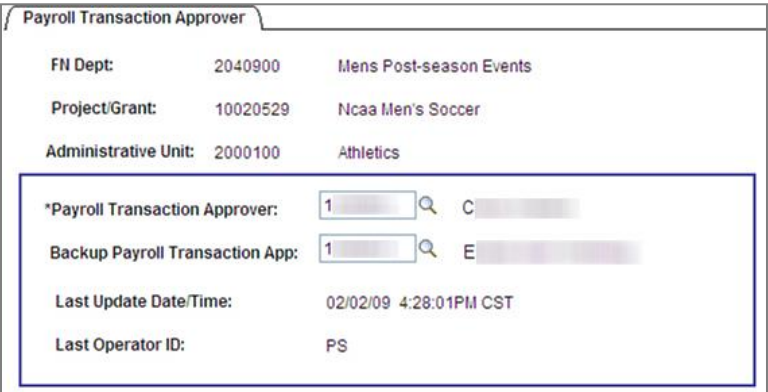

- The person you’re trying to assign as a PTA has not taken the Deployed Funding training course
- The chartstring you’re attempting to modify currently has a transaction in “Pending” or “Denied” status. Once the status is “Approved” or the associated payroll runs, PTA updates are again allowed for that chartstring.

Important Note: *DO NOT modify a PTA while you are in the middle of processing a transaction. If you begin an entry and realize the PTA is incorrect, you must clear your entry (navigate to a different page), change the PTA, and then re-initiate your entry.*

Navigation

MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > PAYROLL TRANSACTION APPROVERS

Procedure

<p>1. Navigate to:</p>	<p>ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > PAYROLL TRANSACTION APPROVERS and search for a chartstring by FN Dept and/or Project.</p>
<p>2. If the chartstring you selected already has PTAs assigned, you will see the Payroll Transaction Approver page.</p> <p>If you receive a message that “No matching values were found”, there is no PTA assigned to this chartstring. You first must click the “Add a New Value” tab at the top, enter the FN Dept and Project, and then click “Add”.</p>	
<p>3. In the Payroll Transaction Approver and the Backup Payroll Transaction App boxes, enter the EmplID of the employee you wish to assign as PTAs.</p>	
<p>4. Click  Save .</p>	
<p>5. After saving, an email is sent to the myHR Security Administrator, your School Approver(s), and the PTAs that were added/removed. The email includes a summary of the update you made, including your name, the chartstring, which PTA was removed, and which PTA was added.</p>	

TRACKING THE STATUS OF YOUR ENTRIES

The “Track Deployment” and “Track Journals” pages allow you to see where your Position Funding or Payroll Journal transaction is in the approval process and who has already approved or denied your entry.

Navigation

MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > TRACK DEPLOYMENT BY POS#/DEPT
MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > TRACK JOURNALS BY EMPLID/DEPT

Reviewing Transaction Details

Use the “Track Deployment” page to review the status of a funding change; “Track Journals” provides information for any Journal entry.

On either page, you can search for a specific transaction entered in the *current* payroll cycle. To see a list of all transactions entered by your department, click “Search” without entering a position number.

The “WHO HAS IT?” tab displays all approvers who currently have this transaction on their **worklist**. One person on this list needs to approve your transaction to move it to the next phase.

Who has it?
Who worked it?

Deployment Funding Tracking--Who has it?

Position 00001315 Empl ID: 1075793 Andrea Salmon
#:

Funding			
Work List Name:	Check for JE for Funding	Date/Time:	04/15/11 1:48:42PM
Tran ID:	178	Selected:	Worked:
Assigned To:	Sexton,Barry	Last User:	Deployment (PTA) Student 9
Originator:	Tondini,Christopher M		
Work List Name:	Check for JE for Funding	Date/Time:	04/15/11 1:48:42PM
Tran ID:	178	Selected:	Worked:
Assigned To:	Sexton,Barry	Last User:	Deployment (PTA) Student 9
Originator:	Deployment (Enterer) Student 9		
Work List Name:	Check for JE for Funding	Date/Time:	04/15/11 1:48:42PM
Tran ID:	178	Selected:	Worked:
Assigned To:	Sandalow,Eileen	Last User:	Deployment (PTA) Student 9
Originator:	Tondini,Christopher M		

The **“WHO WORKED IT?”** tab displays any approver that has already approved or denied your transaction. This tab will be blank if no approver has intervened.

Who has it?
Who worked it?

Deployment Funding Tracking--Who worked it?

Position: 00001315 Incumbent: 1075793 Andrea Salmon

Funding
Find First ◀ 1-2 of 2 ▶ Last

Work List Name:	Approve Funding FN	Appr Stat:	Approved
Tran ID:	478	Worked:	05/26/2011 2:40:37.000000PM
Worked By:	Deployment (PTA) Student 9	Originator:	Tondini, Christopher M

Work List Name:	Approve Funding FN	Appr Stat:	Approved
Tran ID:	478	Worked:	05/26/2011 2:40:37.000000PM
Worked By:	Deployment (PTA) Student 9	Originator:	Deployment (Enterer) Student 9

VIEWING PROCESSED PAYROLL JOURNALS

After a payroll is run, any journal entry that has been entered, approved, and successfully processed is visible using the “GL Journal View” page.

Navigation

FY09 and Later: MAIN MENU > PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USA > VIEW MISC PAYROLL DATA > GL JOURNAL VIEW

Before FY09: MAIN MENU > PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USA > VIEW MISC PAYROLL DATA > JOURNAL VIEW-CUFS

Reviewing Journal Details

The “GL Journal View” page contains all processed journal entries for any employee to which you have myHR access. Journals appear as individual line items: one line for each positive or negative transfer:

GL Journal View											
Empl ID: [REDACTED]		Name: [REDACTED]									
Scroll Area											
From Date	Thru Date	Processed Date	Fund	FN Deptid	Project	Activity	Program	Chartfield1	Account	Fisc Yr	Amount
09/01/2008	09/20/2008	05/08/2009	160	[REDACTED]					60103	2009	-2030.63
Descr: LK											
09/01/2008	09/20/2008	05/08/2009	110	[REDACTED]					60103	2009	2030.63
Descr: LK											

In this example, the **From** and **Thru** dates, chartstring details, and **Amount** reflect the information that was entered on a journal. The **Processed Date** indicates the date on which the journal transfer took effect.

Note: Paper journals, once entered and processed by HR Operations, also are visible on this page.

APPROVING/DENYING TRANSACTIONS

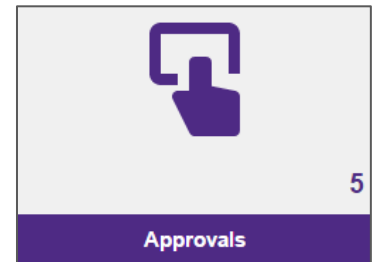
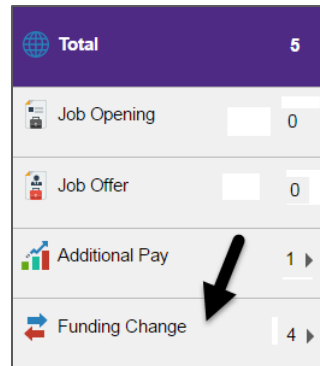
Those who have taken the myHR Deployed Funding course and have received authorization to act as a Payroll Transaction Approver or School Approver are able to approve or deny transactions in myHR Manager Self Service.

Approvers will not receive an email notification when a transaction is waiting for their approval. It is the responsibility of the approver to regularly review and act on transactions.

Navigation

To view Funding transactions that require your approval:

1. Go to www.northwestern.edu/myHR and click the **myHR Login** button.
2. Log in with your Northwestern NetID and password; multi-factor authentication is required.
3. After successful login, select the **Self Service** drop-down in the top center of the screen, and select **Manager Self Service** (do not go to the Classic Home view).
4. Click the **Approvals** tile.
(Note: if you have items pending approval, a number will be indicated in the bottom right corner of the Approvals tile; see image to the right. If there is no number, you have no approvals waiting.)
5. Using the menu on the left side, select **Funding Change** to review your pending funding/journal transactions.
6. Your "Worklist" of pending funding changes and payroll journals will appear. Follow the instructions below to review and approve/deny transactions as appropriate.



Reviewing Your Worklist

Upon navigating to your Funding Change approval worklist (see above), a list of pending items awaiting your review will be shown:

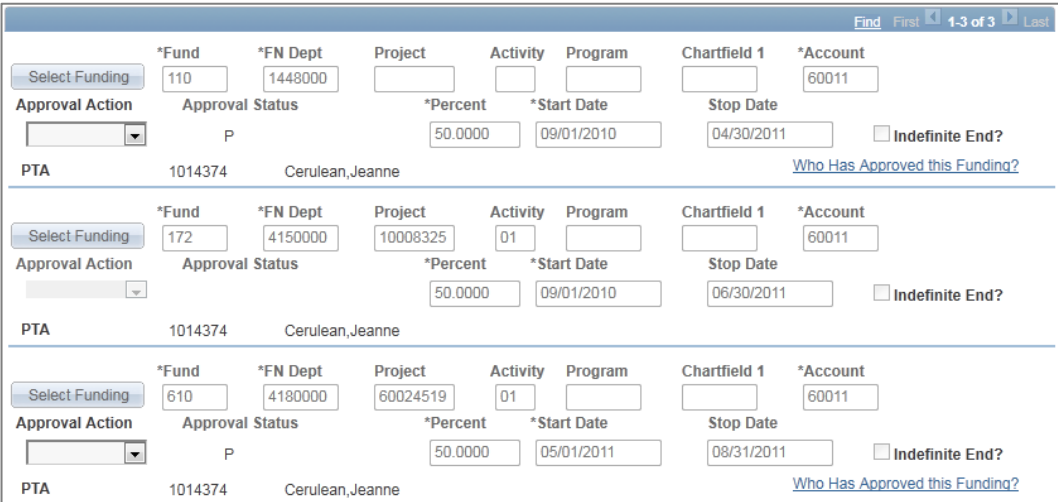
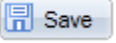
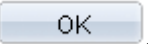
Worklist for TRNPTA5: Deployment (PTA) Student 5								
Detail View							Work List Filters: <input type="text"/>	
							Feed	
Worklist							Customize Find View All First 1-5 of 5 Last	
From	Date From	Work Item	Worked By Activity	Priority	Link			
King, Linda Kaye	04/15/2011	Approve Funding FN	NW Extend Funding FN		00012781_2011-01-01_610_4180000_2011-04-15-11.30.14.000000_HRPLK0	Mark Worked	Reassign	
King, Linda Kaye	04/15/2011	Approve Funding FN	NW Extend Funding FN		00010853_2011-01-01_610_4180000_2011-04-15-11.51.48.000000_HRPLK0	Mark Worked	Reassign	
Deployment (Enterer) Teacher	04/15/2011	Approve Funding FN	NW Extend Funding FN		00050186_2009-09-01_110_1448000_2011-04-15-13.44.48.000000_TRNDEPLOY0	Mark Worked	Reassign	
Deployment (Enterer) Studt 11	05/12/2011	Approve Funding FN	NW Extend Funding FN		00044273_2010-09-01_172_4150000_2011-05-12-14.38.42.000000_TRNDEPLOY11	Mark Worked	Reassign	
Deployment (Enterer) Studt 11	05/12/2011	Approve Funding FN	NW Extend Funding FN		00050186_2010-09-01_172_4150000_2011-05-12-14.46.25.000000_TRNDEPLOY11	Mark Worked	Reassign	

Sorting the Worklist: Your Worklist can be sorted by From, Date, or Work Item by clicking on the appropriate column heading.

Disappearing Worklist Items: Many items on your worklist may appear on others’ worklists as well -- for example, a funding transaction will be sent to both the Primary and Backup PTA’s worklists. If another approver acts on the transaction before you do, the item will disappear from your list as it no longer requires your action.

Reviewing Funding Change Transactions

All funding transactions (changes, additions, or removal of funding chartstrings) are noted as “Approve Funding FN.”

Procedure	
1.	On your Worklist, click the link next to the Position Funding entry you wish to review.
2.	<p>You will see the funding as entered by the Data Enterer:</p> 
3.	<p>In the Approval Action drop-down box next to <i>each</i> pending line, choose “Approve” or “Deny.”</p> <p>IMPORTANT NOTES:</p> <ol style="list-style-type: none"> 1) For a transaction with multiple pending funding lines, you must approve or deny <i>all pending lines</i>, even if the funding does not belong to you. 2) A pending funding line will have an active Approval Action drop-down box and will have an Approval Status of “P”. Lines that do not have an approval status and have an inactive drop-down box do not need to be addressed. (In this example, action only needs to be taken on the first and third lines.) 3) You must assign the <i>same action</i> to each active line of funding – you must either approve all or deny all. 4) Leaving a blank Approval Action for an active line of funding, or mixing approvals and denials for different lines, will result in the entire transaction getting “lost.” 5) You cannot modify the transaction; you can only approve or deny. If something needs to be changed, this entry should be denied, and the transaction must be fully re-entered.
4.	After approving all or denying all pending lines, click  .
5.	<p>If you are working as a <u>PTA</u> and have APPROVED the funding, you will receive a message that the transaction has been routed for the next PTA or School Approval; click .</p> <p>If you are working as a <u>PTA or School Approver</u> and have DENIED the funding, your transaction will be saved, the “Approval Status” of the pending lines will be updated to “D”, and original enterer will receive an email regarding the denial.</p>

If you are working as a School Approver and have APPROVED the funding, your transaction will be saved and the “Approval Status” of the pending lines will be updated to “A”. This transaction is complete and will now be processed on the next BIR or MON payroll run.

Reviewing Payroll Journal Transactions

All payroll journal transactions (retroactive chartstring changes) are noted as “Approve Journal FN.”

Procedure

1. On your Worklist, click the link next to the journal entry you wish to review.
2. You will see the journal as entered by the Data Enterer:

Empl ID: 1010164 0 Razzmatazz, Katrina

Find | View All | First | 1 of 1 | Last

Position: 00026636 *From Date: 01/01/2011 *Thru Date: 02/28/2011

Journal Description: GRANT EXTENDED - CMT 73080 Reason Denied:

GLTran Type: JNL Jnl Entry Appr Act: Appr Stat: X

	*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account	GL Amount	Payroll Approver
Select Funding	620	4180000	60023043	01		SUSP	60011	-10000.00	Cerulean, Jeanne
Select Funding	620	4180000	60023043	01			60011	10000.00	Cerulean, Jeanne
3. In the **Appr Act** drop-down box, choose “Approve” or “Deny.” If you are denying, enter a short explanation in the **Reason Denied** box.
4. Confirm the number of parts in this journal by reviewing the top blue “Journal Entry” scroll bar:

Journal Entry Find | View All | First | 1 of 1 | Last

If you are working on an entry that is more than “1 of 1”, click the arrow on the right to review the additional “parts”, approving or denying each as necessary.

Note: If there are multiple parts to the journal, you must approve or deny all of them before saving. Failure to do so will result in the untouched parts getting lost.
5. After approving or denying all parts of the journal, click Save .
6. **If you are working as a PTA and have APPROVED the journal**, you will receive a message that the transaction has been routed for the next PTA or School Approval; click .

If you are working as a PTA or School Approver and have DENIED the journal, your transaction will be saved, the “Approval Status” of the journal will be updated to “D”, and the original enterer will receive an email that the transaction has been denied; this email will include your **Reason Denied**.

If you are working as a School Approver and have APPROVED the journal, your transaction will be saved and its “Approval Status” will be updated to “A”. This transaction is complete and will now be processed on the next BIR or MON payroll run.

APPENDIX:

Other Resources

MYHR REPORTING DASHBOARD

The myHR Reporting Dashboard provides one place for easy access to reports previously housed in VISTA Plus, Payroll Expense Distribution (PED) reports, and some common public queries. The following reports contain important funding data from myHR Production and some payroll information for deployment users. Users must complete HRS101 myHR Data Lookup training and submit a completed myHR Administration Access Form to view the dashboard.

Security Access to the myHR Reporting Dashboard

Access can be requested on the myHR Administration General Access Form. If you have requested access to the Reporting Dashboard and completed HRS101 training, you will be notified via email. Once access is granted, simply log in to [myHR](#), change your "Self Service" drop-down menu (top center) to "Workforce Administration," and click the "Reporting" tile.

Note: Payroll Expense Distribution (PED) Reports available in the Reporting Dashboard require access from the following areas:

- **Payroll Expense Distribution by Chart of Accounts**

Payroll data organized by Chartstring

- Secured by NUFinancials: Users must have [NUFinancials security](#) and will see all payroll data charged to the same chartstrings visible on the Financials reports.

- **Payroll Expense Distribution by HR Department or Employee**

Payroll data organized by Department/Employee

- Secured by myHR: Users will see payroll data for all employees/departments requested on the [myHR security form](#).

Viewing Reports in the Reporting Dashboard

The reports available, based on user's current myHR access, are divided amongst folders in the menu bar on left side of the window. Three types of reports are available in the Reporting Dashboard:

1. Query
2. Run Control Report
3. Link to Cognos

Payroll Processing Reports

Report Name	Dashboard Folder	This Report Contains...
NPAY002A: Payroll Register	Payroll	Payroll data by payroll run.
NWPAY019: GL Report Summary	Payroll	General Ledger summary by payroll run.
NWPAY13: PED by HR Department	Payroll	Link to Cognos report, includes a list of all final payroll charges (including earnings and journals) sorted by HR department number.
NWPAY16B: PED by Chart of Accounts	Payroll	Link to Cognos report, includes a list of all final payroll charges (including earnings and journals) sorted by chartstring/grant.

Deployed Funding Reports

These reports are available in the Reporting Dashboard during each payroll cycle. No historical access is available in these reports; it is recommended to download and save these reports.

Report Name	Dashboard Folder	This Report Contains...
NWPAY067: Payroll Suspense	Deployed Funding	Funding errors that will hit suspense if not corrected by the deadline on the monthly Payroll Calendar.
NWPAY067: Payroll Suspense - His	Deployed Funding	Funding errors that hit suspense and have committed to an incorrect chartstring.
NWDEP001: Denied and Deleted Journal Entries	Deployed Funding	All journal entries that have been denied since the previous payroll run.
NWDEP002: Unapproved and Deleted Journal Entries	Deployed Funding	Payroll journals that were not approved on time; these have been deleted and must be re-entered next cycle.
NWDEP003: All Pending Journal Entries	Deployed Funding	All journal entries that currently are pending. <i>This report can be used to track journal entries that still require attention before the next approval deadline.</i>
NWDEP004: Pending Position Funding	Deployed Funding	All funding transactions still pending. <i>This report can be used to track funding changes that still require attention before the next approval deadline.</i>
NWDEP005: Reversal of Denied Funding	Deployed Funding	All funding transactions that have been denied since the previous payroll run.
NWDEP006: Reversal of Unapproved Position Funding	Deployed Funding	Funding changes that were not approved on time; these have rolled back to the funding that existed previously and must be reviewed/addressed in the next cycle.
NWDEP007: Audit File for Position Funding	Deployed Funding	All position funding entry activity that occurred on that day, including changes made directly by payroll that have bypassed the approval process. Audit Action: A=Added, C=Changed Audit Operid: Last person to touch the record Order: Multiple entries for a position are listed in reverse chronological order.
NWDEP008: Audit File for Journal Entries	Deployed Funding	All journal entry activity that occurred on that day, including changes made directly by payroll that have bypassed the approval process. Audit Action: A=Added, C=Changed Audit Operid: Last person to touch the record Order: Multiple entries for a position are listed in reverse chronological order.

Department Edits Report

Report Name	Dashboard Folder	This Report Contains...
NWINF015: No Department Manager	Department Edits	All departments with no department manager listed.
NWINF015: Departments with no NetID Coordinator	Department Edits	All departments with no NetID Coordinator listed.
NWPAY018: Department Edits	Department Edits	Pay Run ID report used to view all department edits by filtered by payroll cycle. <i>This report can be used to track funding changes that still require attention before the next approval deadline.</i>

Position Management Reports

Report Name	Dashboard Folder	This Report Contains...
NWPOS001: Expiring Appointments	Position Management	All appointments that will expire in the next 60 days.
NPOS002: Active and Inactive Appointments	Position Management	All active and inactive appointments filtered by position status and position type.
NPOS003: Grad Student Position Funding	Position Management	All graduate student position funding.
HWPER003: ERISA Hours	Position Management	Track hours to follow the Employee Retirement Income Security Act (ERISA), a federal law which mandates that temporary employees may not work more than 1,000 hours in a 12-month period.
Employee Search Report	Position Management	Link to Cognos report; includes month-end current and historical snapshots of employee data.

COGNOS REPORTS

The Cognos (BI) reporting tool is a Northwestern-wide reporting system that contains robust reports for many of the university's administrative systems. Within Cognos, you can find the HR Payroll Expense Distribution (PED) reports that are provided after each payroll run. Access to view PED reports in Cognos may be requested on the FFRA Systems General Security Access Request Form.

Accessing Cognos

If you have requested access to the payroll Reports in Cognos, you will be notified via email when your access has been processed. Simply log in to: <https://reporting.northwestern.edu>.

myHR Reporting Dashboard vs. Cognos

Funding and payroll reports can be viewed in two systems: myHR Reporting Dashboard and Cognos. Security access

myHR Reporting Dashboard: Contains Suspense report, tracking reports for funding entries, and links to Cognos to display the final PED reports. Reports are run in myHR Production.

Cognos: More robust reporting and filtering; contains *only* final PED reports.

Viewing a Cognos Report

1. Go to <https://reporting.northwestern.edu> and login with your Northwestern NetID password.
2. Click "My Home."
3. Click the "myHR Reporting" folder. *(If this folder is not available, then you do not have access to the PED reports.)*
4. Click the "Payroll Expense Distribution" folder.
5. Click a report to run the PED by Chart of Account or by Employee (depending on how you prefer to see the data presented).

More information about each report is available by downloading its documentation, available in the top right corner after selecting the report name.

Cognos PED Reports

These reports are available in Cognos and are run the morning after each payroll run.

Report Name	This Report Contains...
PED by Chart of Accounts - Summary	Final payroll charges, organized and secured by chartstring, with line items for each payroll in the selected month.
PED by Chart of Accounts - History	Final payroll charges, organized and secured by chartstring, with line items for each payroll in the selected fiscal year.
PED by HR Department or Employee - Summary	Final payroll charges, organized and secured by employee/department, with line items for each payroll in the selected month.
PED by HR Department or Employee - History	Final payroll charges, organized and secured by employee/department, with line items for each payroll in the selected fiscal year.

PAYROLL ACCOUNT CODES

The following account codes may be used on a chartstring for the indicated type of salary/stipend; this list also indicates the most recent fringe benefit rates applied based on each account. For the most recent version of this information, visit www.northwestern.edu/myHR.

Account Code	Benefit Account	Federal Benefit Rate	Non-Federal Benefit Rate	Account Category	Description
Salary Account Codes					
60011	60186	0.23600	0.27200	60010	Faculty Salaries, Regular
60015	60186	0.23600	0.27200		Med Fac Salary, SDA Credits
60020	60186	0.23600	0.27200	60010	Faculty Summer Salary
60030	60186	0.23600	0.27200	60010	Research Professional Salary
60040	60181	0.06400	0.06400	60010	Academic Occasional Salaries
60050	60186	0.23600	0.27200	60010	Academic Professionals
60060	60186	0.23600	0.27200	60200	Administrative Salaries
60062	60181	0.06400	0.06400	60200	Internal Consulting (KGSM)
60063	60181	0.06400	0.06400	60200	Faculty Additional Pay
60065		0.00000	0.00000		Northwestern Mem Fac Found
60067	60181	0.06400	0.06400	60200	Faculty Incentive Compensation
60070	60182	0.02600	0.02600	60200	TGS Teaching Assistants-Reg
60076	60182	0.02600	0.02600	60010	TGS Research Assistants
60077		0.00000	0.00000	60200	Non-TGS Research Assistants
60078	60182	0.02600	0.02600	60200	Graduate Assistants
60079		0.00000	0.00000	60200	Non-TGS Student Assistants
60101	60186	0.23600	0.27200	60200	Professional Exempt
60102	60181	0.06400	0.06400	60200	Staff Additional Pay
60103	60186	0.23600	0.27200	60200	Secretarial-Clerical
60104	60186	0.23600	0.27200	60100	Technical-Paraprofessional
60105	60181	0.06400	0.06400	60220	Employee Research Subject Fees
60106	60186	0.23600	0.27200	60100	Service-Maint-Skilled Crafts
60111	60181	0.06400	0.06400	60210	Temporary Wages
60112	60181	0.06400	0.06400	60200	Overtime Wages
60113	60181	0.06400	0.06400	60210	Temporary Pool
60120		0.00000	0.00000	60210	Student Regular Wages
60121		0.00000	0.00000	60200	Teaching Assistants-Work Study
60122		0.00000	0.00000	60210	Regular Fed Work Study
60123		0.00000	0.00000	60210	America Reads Work Study
60124		0.00000	0.00000	60210	Medill Work Study
60125		0.00000	0.00000	60210	Comm Service Fws
60131		0.00000	0.00000		Long Term Disability Payments
60147		0.00000	0.00000		Gme Payroll Clearing Account
60153		0.00000	0.00000		Retirement-Plan A
60158		0.00000	0.00000		Retiree Annuities
60172		0.00000	0.00000		Group Life Insurance
60177		0.00000	0.00000		Tuition-Portable
60178		0.00000	0.00000		FSA Dependent Care Match
Stipend/Scholarship Account Codes					
75011		0.00000	0.00000	75001	Prof-Consult Svcs-Non-Res Alie
75016		0.00000	0.00000	75001	Profes Svcs Reimb-Non-Res Alie
75733		0.00000	0.00000	75002	Mobile Communication Reimb
78010		0.00000	0.00000	78001	Grant In Aid
78050		0.00000	0.00000	78001	Stipend
78060		0.00000	0.00000	78001	Stipend - Service
78070		0.00000	0.00000	78001	Stipend - Supplement
78080		0.00000	0.00000	78001	Taxable Post Doc Fellowships