

# ***THE PAYLINE***

***A bi-monthly newsletter from FAS Payroll Services***

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## ***JUNE/JULY 2009***

Please join all of us in FAS Payroll Services in wishing Bonnie Mills all the best in her upcoming and well deserved retirement. Bonnie has served the University for many years in Central Payroll and the last several years here in the FAS Financial Office. We will truly miss her knowledge and expertise – not to mention the incredible cheesecakes.

This issue of the *Payline* contains several important payroll related year-end topics and reminders. Please share this information throughout your department as necessary.

### **This Month's Topics:**

- [\\*\\*\\* Important July 1<sup>st</sup> Reappointment Information \\*\\*\\*](#)
- [Year End Payroll Accruals](#)
- [Time and Absence Approval Schedule](#)
- [Payroll Default Costing Cleanup](#)
- [Expiring Visas for Foreign Nationals](#)
- [HUCTW Annual Salary Increase Process](#)

### **Important July 1<sup>st</sup> Reappointment Information/Update**

All FY10 reappointments for current appointments with a June 30<sup>th</sup> end date must be approved in Asperin and entered into PeopleSoft prior to the PeopleSoft auto-term process that is now scheduled to run the night of **June 27<sup>th</sup>**. The last FAS upload will be Friday, 6/26 at 4:00 p.m. All reappointments must be entered and approved in Asperin by this time to be included in the upload.

The PeopleSoft auto-term process will terminate all appointments with a June 30, 2009 end date. Any reappointments received after the auto-term runs will fail because we cannot reappoint on a terminated position. Please take special note of reappointments for Research Professors and Emeritus Professors who have annual **paid** appointments. If they are terminated accidentally, it can affect their retirement benefits.

### **Year End Payroll Accruals**

Bi-weekly and weekly payrolls that will be issued to employees on Thursday July 2, 2009 will be for work performed entirely in June 2009. Therefore, the payments will be posted in the June 2009 accounting period.

The weekly payroll to be paid on July 10th and the bi-weekly payroll to be paid on July 17th include payments for June 29th and 30th which need to be reflected in our FY09 salary expense. In order to accomplish this, Central will be booking accrual entries to reflect the salary expense associated with those days. The entries will debit the

appropriate salary object codes and credit accrued expenses. The amount of the accruals will be estimated based on 40% of the amount paid for the period 6/21/08 – 6/27/08 for the weekly payroll, and 20% of the amount paid for the period 6/14/08 – 6/27/08 for the bi-weekly payroll and will be posted by individual employee. The accrual entries will then be reversed in July, resulting in only the July portion of the expense to remain in FY10.

### Time and Absence Approval Schedule

With the end of the fiscal year approaching, all employees are strongly encouraged to update their Absences through the end of June. Absence Approvers should confirm that all requests for their group through June 30<sup>th</sup> have been entered and approved by the Absence Approval deadline of 6/28/08.

Below are the year end reporting and approval deadlines:

<u>Date</u>	<u>Action</u>
<b>Wednesday, June 24, 5:00 p.m.</b>	Absence reporting deadline for Absences through 6/27/09
<b>Thursday, June 25, 3:30 p.m.</b>	Absence approval deadline for Absences through 6/27/09
<b>5:00 p.m.</b>	Absence Take Cycle processing for week ending 6/27/09

### Payroll Default Costing Cleanup

You may receive a Payroll Default Report for employees in your department that have had their payroll costing go to the default costing string:

**XXX.XXXXX.XXXX.000001.799599.0001.00000.** It is very important that the default account be cleared by fiscal year end.

Please contact your Payroll Services Coordinator if you have any questions or require more detail. In addition, we encourage you to run the [Payroll Default Correction Rpt](#) available in CREW.

### Expiring Visas for Foreign Nationals

We will soon be receiving an updated report from University Financial Services of employees with recently expired or soon-to-expire visas. We will forward employees on the list to their home department and the appropriate payroll or HR contact. However, we encourage you to regularly run the report [Visa Expiration Report](#) located in PeopleSoft under the Harvard Reports menu.

Updated information along with a new I-9 form must be obtained from these individuals as soon as possible to avoid paycheck interruption.

Please contact your PSC if updated visa information has already been provided and the employee is still appearing on the list.

### HUCTW Annual Salary Increase Process

The Salary Increase Process to update HUCTW employee's FY10 pay rates was completed on Thursday, June 18<sup>th</sup>. You will now be able to view the Structure and Progression rates that are effective on 7/1/09 for HUCTW employees in their PeopleSoft job record.

#### **Contact your Payroll Services Coordinator**

Please feel free to call your PSC with any questions or concerns about the information provided in *The Payline* or with any other payroll-related questions you may have.