



# FAS Office of Finance

## FAS Payroll Services

May 1, 2008



# FAS Payroll Services

Overview of the  
FAS Payroll Structure and  
Responsibilities



# FAS Payroll Services Structure

- Part of FAS Office of Finance
- Responsible for the processing of all payrolls and paygroups for the entire Faculty of Arts and Science.
- All FAS departments are assigned a Payroll Services Coordinator (PSC).
- Your PSC is your first point of contact for all payroll-related issues. Do not call the Payroll Help Desk.
- Each PSC is assigned over 30 FAS departments, each with employees in several payroll groups.



# FAS Payroll Services Structure

- Annually process and close **51 weekly, 26 biweekly and 24 monthly** (12 mid-month and 12 end-of-month) payrolls.
- During any given week, it is common to have two or three payrolls open for processing. We also process and monitor at least two off-cycle payroll runs per week.
- All calls, phone messages and emails received are evaluated and prioritized based on level of urgency and current payroll schedules.



# FAS Payroll Services Structure

- The FAS Payroll Services data entry team enters nearly all appointments, terminations, job data changes, transfers, personal data changes, tax forms and direct deposit information for all FAS employees, departments and paygroups.
- All I-9 forms are reviewed for accuracy and completeness prior to being forwarded to Central Payroll for entry.
- We strive to maintain a 5 business day 'guarantee' for all data entry. This means that all approved actions, either hard copy or electronic, will be entered into PeopleSoft within 5 business days of receipt in FAS Payroll.



# Department Responsibilities

- Departments are expected to:
  - Process all personnel actions in an appropriate and timely manner
  - Approve submitted time and absences before weekly deadlines
  - Monitor payrolls through Payroll Registers and other reports as necessary
  - Ensure that all staff are trained in Asperin, Time and Labor, Absence Management and Reporting as needed to ensure compliance with procedures and policies



# FAS Payroll Services

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Overview of the Payroll Systems



# Asperin and PeopleSoft

- **Asperin** is used by FAS as a “front end” to PeopleSoft
  - Stands for “Arts and Sciences Personnel Information”
  - Predates PeopleSoft
  - Highly customized to meet the needs of FAS
  - Data entered in Asperin result in actions in PeopleSoft



# Asperin and PeopleSoft

- **PeopleSoft** is Harvard's central system for managing payroll and benefits. In addition, it includes:
  - **Time and Labor** module for overtime eligible staff
  - **Absence Management** module for tracking paid time off for all biweekly staff
  - **Employee Self Service** to view paycheck, update personal information
  - **Manager Self Service** for approving and adjusting time and absences
  - **Job Data** to view real time employee job record information



# Time and Labor

- Refers to the PeopleSoft module used to track hours worked by overtime-eligible staff
- Implemented with PeopleSoft in 2002
- Its proper use improves our overall compliance with federal labor regulations
- Time approval is managed by time and labor group (five digits)
  - Example  
29108 *FAS^FCOR^History Staff*



# Absence Management

- Implemented in 2007
- Refers to the PeopleSoft module used to track accrual and use of paid time off (PTO) by both overtime-eligible and exempt staff
- Absences reported by overtime-eligible staff must combine with hours reported in Time and Labor to form a complete record of week
- Absence approval is managed by absence group (five digits, preceded by letter A)
  - Example  
*A29108 FCOR^AM^History Staff*



# Absence Management

## University Project Rationale – Human Resources

- #1 enhancement request from schools and departments
- Provides system to track millions of dollars in annual vacation and personal time awards.
- Allows for retirement of numerous local absence tracking systems.
- Allows employees to obtain PTO balances online, on demand.
- Allows improved manager control and visibility of planned absences.



# Absence Management

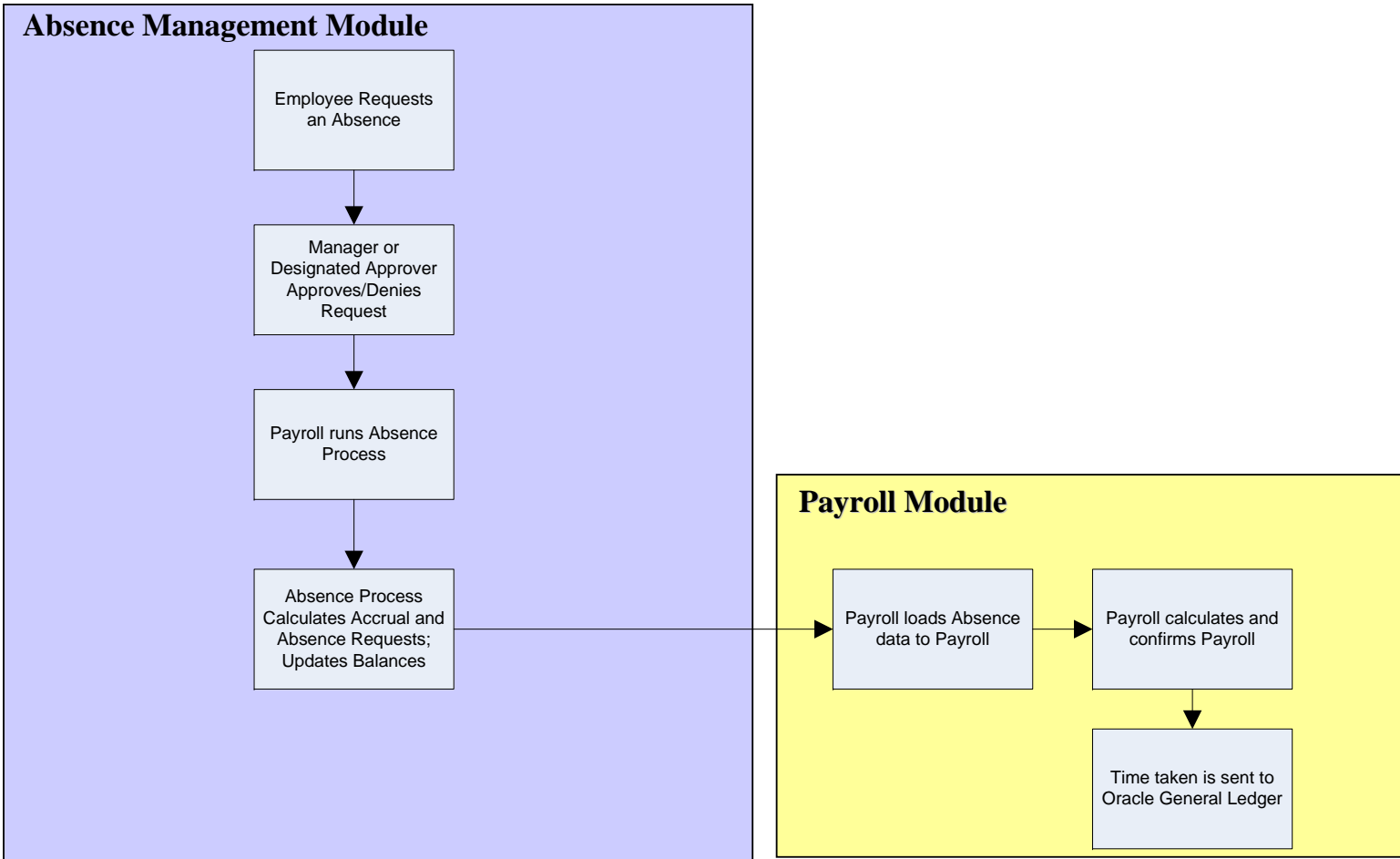
## University Project Rationale – Financial and Accounting

- Accrue for paid time off as it is earned.
- Able to charge research sponsors for paid time off earned while on grants - increasing annual recovery by several million per year.
- Recognize accruals with a vacation fringe benefit assessment, levied on each payroll dollar.
- Conversely, when employees take time off, the employer department will receive a credit that will ultimately relieve the local budget.
- Eliminates large, unplanned expenses associated with outbound transfers and terminations.



# Absence Management

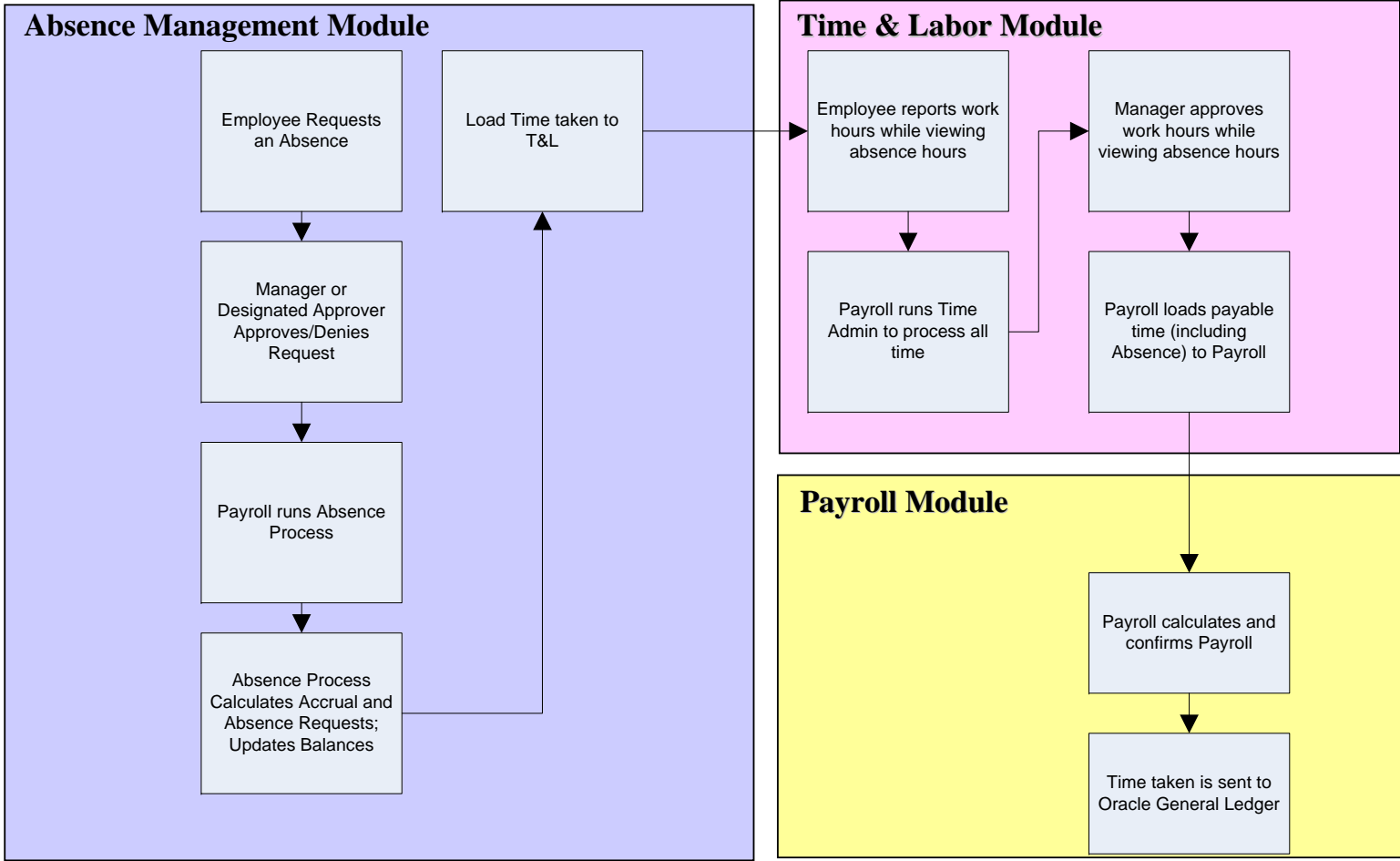
## Exempt Employee





# Absence Management

## Non Exempt Employee





# Understanding the Payroll Cycle



# PeopleSoft Paygroups

<b>Weekly</b>	<b>WTM Pres + Fell Weekly Temp/Students</b>
<b>Biweekly</b>	<b>PFX Pres + Fell Exempt PON Pres + Fell OT Eligible Non-Union POU Pres + Fell OT Eligible Union</b>
<b>Monthly</b>	<b>LTD Pres + Fell Long Term Disability MEP Pres + Fell Non-Employee Post Doc MFC Pres + Fell Faculty MIP Pres + Fell Internal Post Doc MST Student Stipend (1st of Month) MTF Pres + Fell Teaching Fellows (Mid - Month) OWC Outsourced Workers Compensation</b>
<b>Other</b>	<b>NPD Non-Paid Appointment</b>



# Time and Labor/Payroll Schedule

February 2008 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 2 Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (2/8) Check Date: Stipend Absence Approval Deadline Absence Take Cycle	
3	4 TL Appr Deadline: Weekly (2/8)	5 Payroll Open/Close: Weekly (2/8)	6	7 Absence Reporting Deadline	8 9 Check Date: Weekly TL Rpt Deadline: Weekly (2/15) TL Rpt Deadline: Biweekly (2/15) Payroll Opens: TchFell (2/15) Absence Approval Deadline Absence Take Cycle	
10	11 TL Appr Deadline: Weekly (2/15) TL Appr Deadline: Biweekly (2/15) Payroll Closes: TchFell (2/15)	12 Payroll Open/Close: Weekly (2/15) Payroll Open/Close: Biweekly (2/15)	13 File Deadline: Stipend Absence Reporting Deadline	14 15 TL Rpt Deadline: Weekly (2/22) Absence Approval Deadline Absence Take and Accrual Cycle	16 17 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (2/22) Check Date: Teaching Fellows	18
17 President's Day	18 Payroll Open/Close: Weekly (2/22)	19 Payroll Opens: Monthly (2/29)	20 Payroll Closes: Monthly (2/29)	21 Payroll Open: Stipend (2/29) Absence Reporting Deadline	22 23 Check Date: Weekly TL Rpt Deadline: Weekly (2/29) TL Rpt Deadline: Biweekly (2/29) Payroll Close: Stipend (2/29) Absence Approval Deadline Absence Take Cycle	24
24	25 TL Appr Deadline: Weekly (2/29) TL Appr Deadline: Biweekly (2/29)	26 Payroll Open/Close: Weekly (2/29) Payroll Open/Close: Biweekly (2/29)	27 Absence Reporting Deadline	28 29 Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (3/7) Check Date: Stipend Check Date: Monthly Absence Approval Deadline Absence Take Cycle		

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date  
All Dates/Deadlines subject to change



# Timing of the Payroll Cycle

The standard biweekly payroll cycle:

- Time is worked
- Absences are reported and approved (if applicable)
- Time is reported and approved (if applicable)
- Payroll calculated
- Payroll confirmed
- Paychecks are issued



# Biweekly Payroll Cycle

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	Employee enters time worked and absences throughout week.				
				End of Day - Recommended deadline for employee absence requests for current week. (Employee should notify approver of any absence entered on Friday.)	8:00 a.m. - Absence Approvers receive Absence approval email.  4:00 p.m. - Absence Approval deadline 4:15 p.m. - Week #1 Absence Take Cycle runs 5:15 p.m. - Time Administration runs
2	Employee enters time worked and absences throughout week.				
				End of Day - Recommended deadline for employee absence requests for current week. (Employee should notify approver of any absence entered on Friday.)	8:00 a.m. - Absence Approvers receive Absence approval email. 4:00 p.m. - Absence Approval deadline 4:15 p.m. - Week #2 Absence Take Cycle runs 5:00 p.m. - Time and labor Reporting Deadline 5:30 p.m. - Time Administration runs
3	Run Possible Overpayment and Underpayment reports and resolve/correct any issues.  5:00 p.m. - Time and Labor approval deadline	Biweekly Payroll Opens  9:00 a.m. - Run Payroll Register (Cost Center Register by EE)  9:00 - 11:00 a.m. - Contact your PSC to resolve/Correct any payroll issues.  Biweekly Payroll Closes  Re-run Payroll Register (Cost Center Register by EE)	Advice or paycheck is created for each employee.	Advices are electronically transmitted to banks and checks are mailed.	Pay Day.



# FAS Payroll Services

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Payroll Monitoring and  
Reports



# Absence Management Reports

- Possible Overpayment Report
- Possible Underpayment Report
- These reports should be run before the payroll is calculated to prevent reporting errors that will affect paycheck amounts



# Absence Management Reports

- **The Possible Overpayment Report** - Available to departments in December 2007. **It is now the responsibility of departments to run the report, make the necessary corrections and to verify that the payment to the employee is correct when the payroll opens.**
- The report is designed to identify **bi-weekly time reporting employees** that appear to be in danger of receiving an overpayment due to incorrect time and absence reporting and approval.
- The report can be run at any time, however, it should be run no less than on **Mondays (or the day before) the opening of the bi-weekly payroll.**



# Absence Management Reports

## The Possible Overpayment Report, continued

- In most cases, employees appear on this report because they have an absence and REG time reported on the same day that total more than their scheduled hours for that day (this scenario should not happen).
- The report parameters can be set for any time frame. It is suggested that you go back to the beginning of the fiscal year through the last day of the pay period about to open to capture any late adjustments that were made in Time and Labor or Absence Management.
- This report can be located in PeopleSoft by following the path: Main Menu>Time and Labor>Reports>HU Overpayment Report.
- **It is entirely possible that you will not have any employees in your department with any issues and the report will return no results. Some examples of common mistakes:**



# Absence Management Reports

**Adjust Time**  
Harvard, Jane  
Empl ID: 123456789 Job Title: Staff Assistant Empl Rcd Nbr: 0

View By: Time Period Date: 01/06/2008  
Reported Hours: **42.00** Scheduled Hours: 35.00

Reported time on or before 01/12/2008 is for a prior period.  
From Sunday 01/06/2008 to Saturday 01/12/2008

Timesheet							
Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Total
	7.00	7.00	7.00	7.00	7.00		35.00
		7.00					7.00
							REG - Regular
							Vacation

In a Pay week, remove the 7 hrs. REG on 1/8

Overtime Premium Hrs  
[Reported Hours Summary - click to hide](#)

Category	Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Total
Total Reported Hours			7.00	<b>14.00</b>	7.00	7.00	7.00	<b>42.00</b>

Absence Requests from Sunday 01/06/2008 to Saturday 01/12/2008

Absence Name	Status	Start Date	End Date	Duration	Unit Type	Requested
Vacation	Approved	01/08/2008	01/08/2008	7.00	Hours	Employee

**Solution:** In either a pay or non-pay week, since the employee took a vacation day, the Regular hours should not have been entered and/or approved so they must be removed by the department to avoid an overpayment.

Page 1 Sec 1 1/2 At 1.6" Ln 3 Col 1 REC TRK EXT OVR

start Eudora - [Inbox ...] Internet Exp... Windows Ex... Microsoft Excel Microsoft Power... Microsoft Word 2:30 PM



# Absence Management Reports

## The Possible Underpay Report

- Designed to identify employees that may be at risk of being underpaid in Time & Labor. This is commonly caused by absences not being reported or approved prior to the Friday 4pm Take Cycle. Each situation may require review to determine if the scheduled payment is correct.
- This report can be located in PeopleSoft by following the path: Main Menu>Time and Labor>Reports>HU TL Possible Underpay Report.
- Please note that the 'Start Date' of the report must be a Sunday and the 'End' date will default to the following Saturday. It will be necessary to run the report for both weeks of a biweekly pay period to ensure that you capture all potential issues.  
All corrections must be made prior to the biweekly payroll opening.



# Payroll Registers

- Found in PeopleSoft as “Cost Center Reg by EE”
- Used to verify that the payroll has been calculated correctly for your department
- If the Payroll is calculated (but still open), the register will not display 33-digit coding
- Parameters include:
  - PayRunID: *ex: BW012608*
  - PeopleSoft department (six digits)  
*ex: 101322 FAS^FCOR^Hist-Stf*
- See Quick Reference for step-by-step instructions on running payroll registers



# Additional payroll reports

- HU Payable Status Report
    - Review payable time details for a specified time period
  - HU Prior Period Adjustment Report
    - View prior period adjustments to payable time that need approval
  - Absences (Historical & Planned) Report
    - Displays absences requiring approval as well as employees who have no absence requests over a long period of time
- Detailed instruction on running PeopleSoft reports is available in Eureka: <http://www.eureka.harvard.edu> or contact your Payroll Services Coordinator with any questions or concerns.



# Exception Processes



# Exception processes

- Additional pay
  - Employee compensation that is unusual and/or recurring
  - Payment for work that falls outside regular job assignment
  - Other payments that are taxable to employee
- Generated through an Asperin action
- Must choose
  - Type: One-time, recurring, or gift/third party
  - Earnings code: implications for object code, tax rate, pensionable status



# Exception processes

- Off-cycle checks
  - Produced for an employee on a date separate from the regular payroll check run
  - To meet an urgent need that cannot wait until next pay period
  - Determination is made by FAS Payroll Services
  - Requires Asperin action
- TA-TF Special Off-Cycle check runs
  - Two special off-cycle runs at the beginning of each term for monthly TA-TF payroll
  - If appropriate, these are issued automatically by FAS Payroll without separate Asperin action



# FAS Payroll Services

Payroll Key Controls from the  
Office of the Controller  
Effective July 1, 2008



# Resources

- FAS Payroll Services
  - Bob Daley, supervisor 495-7441, [daley@fas.harvard.edu](mailto:daley@fas.harvard.edu)
  - Refer to Direct Contacts list to find your Payroll Services Coordinator
- ASAP: FAS training and support
  - 496-7136 [fasasap@fas.harvard.edu](mailto:fasasap@fas.harvard.edu)
- Asperin technical support
  - 495-7983 [asperin@fas.harvard.edu](mailto:asperin@fas.harvard.edu)
- Benefits Services Group
  - 496-4001 [benefits@harvard.edu](mailto:benefits@harvard.edu)
- Harvie: <http://harvie.harvard.edu>
  - Login to PeopleSoft application
  - Login to Eureka (reference materials and online training)
- ABLE: A Better Learning Environment
  - <http://able.harvard.edu>



## Open Discussion

- Questions?
- Comments?
- Tips and Tricks?