

THE PAYLINE

A monthly newsletter from FAS Payroll Services

APRIL/MAY 2008

On Thursday, May 1, 2008, at 12:00 p.m., the FAS Office of Finance will be hosting a brown bag luncheon on payroll procedures and issues in the FAS. The meeting will be held in the Thompson Room of the Barker Center and the session will include an overview of the FAS payroll systems, procedures, reporting and tips for efficient processing and monitoring. Special emphasis will be placed on Absence Management procedures and issues and how it impacts employees and their paychecks. We will also discuss new key controls for payroll recently issued by the Office of the Controller which will take effect on July 1, 2008. Please forward this information to anyone in your area that may be interested in attending.

This Month's Topics:

- [PeopleSoft Outage Begins May 2nd After 2:00 p.m.](#)
- [Change in Posting Date of July 3rd Paychecks](#)
- [*** Important July 1st Reappointment Information ***](#)
- [July 2008 Open Enrollment and Job Data Changes](#)
- [Payroll Default Costing Cleanup](#)
- [FASPS Confidential Fax Line](#)

PeopleSoft – Unavailable May 2nd After 2:00 p.m.

Due to HR Release 20.0, PeopleSoft and HIREs transmissions to PeopleSoft will be unavailable starting on Friday, May 2nd at 2:00pm until Monday, May 5th at 8:00am. Detailed information on early reporting and approval deadlines will be provided from Central as we get closer to the upgrade; however, be sure to approve all Absence requests through 05/03/08 before 2:00 p.m. to ensure they are included in the Take Cycle.

The HR Release 20.0 upgrade will primarily include behind the scenes system upgrades in anticipation of future enhancements and will not result in any changes to the employees currently using PeopleSoft.

Change in Posting Date of July 3rd Paychecks

From the *Administrative Systems e-News*, April, 2008

In order for the University to comply with financial statement reporting requirements, the bi-weekly and weekly payrolls for Thursday, July 3 will be processed in the first close of FY2008; the General Ledger posting date will be June 30, 2008. These payrolls are both for time worked in June which should be reported in FY2008. The bi-weekly payroll includes the pay period Sunday, June 15 through Saturday, June 28; the weekly payroll includes the pay period

Sunday, June 22 through Saturday, June 28. All entries, which include regular payroll, vacation payroll, overtime, bonuses (those with an effective date of 6/28/08 or before) and supper money payments, on the two files will be posted. Employees will not be affected by this posting date change and will still receive their paychecks on Thursday, July 3 as scheduled.

Important July 1st Reappointment Information

All FY09 reappointments for current appointments with a June 30th end date must be approved in Asperin and entered into PeopleSoft prior to the PeopleSoft auto-term process running the night of June 30th. This process will terminate all appointments with a June 30, 2008 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 in Asperin.](#) If they are terminated accidentally, it can affect their retirement benefits.

July 2008 Open Enrollment and Job Data Changes

The University will be conducting a special Open Enrollment for those employees currently enrolled in plans other than Harvard Pilgrim or HUGHP and who wish to make changes in PeopleSoft. Employees will be able to make their election changes using Employee Self-Service (ESS) between May 8th and May 21st. All changes to the Medical elections will be effective July 1, 2008. For more information about employees eligible for this special open enrollment period, please see the [Healthy Harvard section](#) of the HARVie site.

Job data changes (JDC) made during this period may result in employees temporarily not being able to access their information in ESS and the Benefits Services Group (BSG) evaluating each JDC to determine the possible impact on the employee's benefits eligibility or rates.

In order to minimize the need for manual processing of benefits events and reduce the risk of inaccurate enrollments, we have been asked the following by BSG:

- **JDC's effective dated before July 1st should be entered into PeopleSoft before May 6th to allow employees to see correct eligibility data and rates when accessing their benefits information via PeopleSoft.**
- **JDC's effective dated July 1st or later should be entered after May 23rd to maximize access and accuracy for employees using ESS.**
- **JDC's entered between May 6th and May 23rd should be kept to minimum to maximize access and accuracy for employees using ESS.**

The FASPS plan is to not enter into PeopleSoft any JDC's received that were processed in Asperin during this period unless the change actually takes effect before May 21st. We would appreciate everyone following the above guidelines and refrain from processing JDC's in Asperin during this period.

[Payroll Default Costing Cleanup](#)

You may be receiving 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, there is a [Payroll Default Correction Rpt](#) available in CREW that you can run at any time.

[FASPS Confidential Fax Line](#)

We have recently had a new fax machine installed in the FAS Payroll Office. The new fax number is 6-5838 and it should be used for all confidential payroll faxes.

[Contact your Payroll Services Coordinator](#)

Contact your Coordinator with any questions or concerns about the information provided in *The Payline* or with any other payroll-related question you may have. Send suggestions for topics you would like covered in future months to Bob Daley at 5-7441 or daley@fas.harvard.edu

As usual, please forward or communicate information appearing in the *The Payline* to anyone on your staff who uses our services or contact your Payroll Services Coordinator (PSC) to add someone to our distribution list.