

THE PAYLINE

A monthly newsletter from FAS Payroll Services

APRIL/MAY 2009

As many of you already know, the Office of the Controller has identified four payroll key internal controls to be implemented across the University, effective April 1, 2009. These internal controls, when met, will satisfy control testing by the University's external auditors. The FAS Office of Finance has worked closely with Risk Management and Audit Services to ensure our compliance with the revised procedures. The result has simplified the process for departments while centralizing some responsibilities within FAS Payroll Services. The *FAS Procedures for Payroll Key Internal Controls* is available on our web site: <http://www.fas.harvard.edu/~finance/> in the Payroll Services section. Please share this information with the appropriate people in your area. Contact your Payroll Services Coordinator with any questions regarding the new procedures.

This Month's Topics:

- [PeopleSoft – Unavailable May 1st After 2:00 p.m.](#)
- [*** Important July 1st Reappointment Information ***](#)
- [Payroll Default Costing Cleanup](#)
- [Expiring Visas for Foreign Nationals](#)

PeopleSoft – Unavailable May 1st After 2:00 p.m.

Due to HR Release 23.0, PeopleSoft and HIREs transmissions to PeopleSoft will be unavailable starting on Friday, May 1st at 2:00pm until Monday, May 4th at 8:00am. The *Administrative Systems e-News* has published the following revised deadlines for Time and Absence reporting and approval:

- Time Reporting Deadline for the week ending May 2 is now Friday, **May 1st at 2:00pm**
- Absence Approval Deadline for the week ending May 2 is now Friday, **May 1st at 2:00pm**

Email notifications and reminders on the updated deadlines will be sent to employees/approvers from University Financial Systems (UFS). However, be sure to approve all Time and Absence requests through 05/02/09 before 2:00 p.m. on Friday to ensure they are included in the Take Cycle.

Details on all the changes and updates to be included in the new release are available in this month's edition of the *Administrative Systems e-News*.
<http://vpf-web.harvard.edu/training/enews/html/current.html>

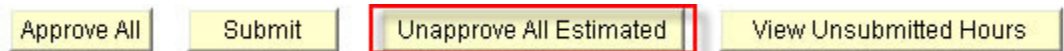
The following enhancements are among the several in Payroll, Time & Labor and Absence Management that may be of special interest

Payroll, Time Labor, Absence Management Related

Unapprove All Estimated Button Add to Approve Time by Group page:

- **What:**
 - To reduce the number of clicks to unapprove employees' estimated time, a new button has been added to the Approve Time by Group page. This button allows Time Approvers/Adjusters to uncheck all time in an **Estimated** status with a single click. Approver/Adjusters can then approve time in **Needs Approval** status and then click Submit without having to return to the page.
 - Unchecking Estimated time (which sets it to **Needs Approval**) and then approving it is the only way to trigger the Approver's/Adjuster's HUID and timestamp to get recorded into the PeopleSoft audit table. While this is not a required control for SAS 112, some departments are implementing this as a "best practice."

EmpID	Name	Job Title	Classification	Job	Time Type	Total Hours	Comments	Override Rate	Period	Approval Status	Approve	Details	Adjust
60011133	Missingtime,Bill	Staff Assistant III	HUCTW	0	Regular	32.50				Estimated	<input checked="" type="checkbox"/>	Details	Adjust
70055522	Toomuchtime,Tom	Staff Assistant III	HUCTW	0	OT Premium	2.00				Needs Appr	<input type="checkbox"/>	Details	Adjust
					OT Strght	5.00				Needs Appr	<input type="checkbox"/>	Details	Adjust
					Regular	35.00				Estimated	<input checked="" type="checkbox"/>	Details	Adjust
					Vacation	7.00				Estimated	<input checked="" type="checkbox"/>	Details	Adjust
89822212	Weirdtime,Al	Staff Assistant III	HUCTW	0	Paid Leave	14.00				Needs Appr	<input type="checkbox"/>	Details	Adjust
					Regular	21.00				Estimated	<input checked="" type="checkbox"/>	Details	Adjust



The process for approving to generate the HUID and timestamp audit trail is:

2. Click Unapprove All Estimated.
 3. Click Approve in each Needs Approval checkbox (or click Approve All).
 4. Click Submit.
- **Bottom Line:**
 - Fewer clicks to generate the HUID and timestamp audit trail.

PDF Version of the Overpayment & Underpayment Reports

- **What:**
 - For purposes of documenting payroll controls, both the **HU Possible Overpayment** and **HU Possible Underpayment** reports automatically produce PDF versions in addition to the CSV files. For schools/units that require these to be printed and signed as part of their SAS 112 controls, the PDF version will contain the name of the report and report run date even if no data is returned.
 - Note: When running these two reports, the output setting must be set to PDF in order to generate both the PDF and CSV. If set to CSV, you will get two CSV files.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Overpayment Report	HUTLX019	SQR Report	Web	PDF	Distribution

- *Bottom Line:*
 - Schools/units can now print a PDF version of the Overpayment and Underpayment reports for control purposes.

(from April 2009 *Administrative Systems eNews*)

[Important July 1st Reappointment Information](#)

All FY10 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, 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 in Asperin. If they are terminated accidentally, it can affect their retirement benefits.

[New I-9 Form](#)

Effective April 3, 2009, the Department of Homeland Security released a new version of the I-9 form. The most significant change is that all qualifying documents must be current. Expired documentation (such as a passport) is no longer acceptable. The new I-9 form is available on our web site, Eureka and Able. This is the only acceptable form and previous versions will be returned. To avoid hiring delays, please pass this information along to all of your hiring managers.

[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.

[Expiring Visas for Foreign Nationals](#)

We will soon be receiving an updated report from UFS 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.

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.