

THE PAYLINE

A monthly newsletter from FAS Payroll Services

JUNE/JULY 2008

Many of you attended the recent Brown Bag session where Mark Ford introduced the new Financial Services Customer Service Team and the role that they will play in supporting the FAS beginning in July 2008. The new team is designed to be your first point of contact for all A/P, A/R reimbursements and procurement. However, all payroll issues should continue to be brought to the attention of FAS Payroll Services (FASPS) by contacting your Payroll Services Coordinator (PSC). FASPS will work with the Customer Services Team directly when necessary.

This issue of the *Payline* contains important payroll related year-end topics and reminders.

This Month's Topics:

- [*** Important July 1st Reappointment Information ***](#)
- [Year End Payroll Accruals](#)
- [Time and Absence Approval Schedule](#)
- [Payroll Default Costing Cleanup](#)
- [Expiring Visas for Foreign Nationals](#)

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 27th. 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.

Year End Payroll Accruals

Bi-weekly and weekly payrolls that will be issued to employees on Thursday July 3, 2008 will be for work performed entirely in June 2008. Therefore, the payments will be posted in the June 2008 accounting period.

(from the Administrative Systems e-News)

FY2008 Year-end Payroll Accruals

The weekly payroll to be paid on July 11th and the bi-weekly payroll to be paid on July 18th include amounts for June 30th which need to be reflected in our FY08 salary

expense. In order to accomplish this we will be booking accrual entries to reflect the salary expense associated with that day. The entries will debit the appropriate salary object codes and credit accrued expenses, object code 2190. The amount of the accruals will be estimated based on 1/5th of the amount paid for the period 6/22/08 – 6/28/08 for the weekly payroll, and 1/10th of the amount paid for the period 6/15/08 – 6/28/08 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 FY09.

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 30th have been entered and approved by the Absence Approval deadline of 6/28/08.

Below is an updated Time and Absence approval schedule for year end and the week July 4th holiday:

<u>Date</u>	<u>Action</u>
*Wednesday, June 25	Absence reporting deadline for Absences through 6/28/08
*Thursday, June 26	Absence approval deadline for Absences through 6/28/08 Time reporting deadline (5:00p.m.) for week ending 6/28/08 Absence Take Cycle processing for week ending 6/28/08
Friday, June 27	Time Approval deadline (5:00p.m.) for week ending 6/28/08
Monday, June 30	Weekly and biweekly payrolls Open/Close for week ending 6/28/08
Wednesday, July 2	Absence reporting deadline for Absences through 07/05/08
Thursday, July 3	Absence approval deadline for Absences through 07/05/08 Time reporting deadline (5:00p.m.) for week ending 07/05/08 Absence Take Cycle processing for week ending 07/05/08
Monday, July 7	Time Approval deadline (5:00p.m.) for week ending 07/05/08

* Please note that these deadlines are earlier than previously published in Eureka.

Payroll Default Costing Cleanup

You may have received 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 for you to run in CREW.

We have verified that all employees on your list now have valid costing in PeopleSoft and are being charged correctly going forward.

[Expiring Visas for Foreign Nationals](#)

We have recently received an updated report from Central Payroll of employees with recently expired or soon-to-expire visas. We have forwarded 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

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.