

THE PAYLINE

A monthly newsletter from FAS Payroll Services

OCTOBER/NOVEMBER 2007

Many of you have established a great working relationship with your assigned Payroll Services Coordinator (PSC) but may wonder how the rest of FAS Payroll Services (FASPS) operates. In an effort to familiarize you with our operation and staff, one of the topics covered in this issue is a review of the FAS Payroll Services team structure and responsibilities and how incoming work and issues are prioritized to better serve the entire FAS community.

Also included in this edition are several Absence Management updates and important payroll schedule information for November and December.

This Month's Topics:

- [**Absence Management Report Information and Updates**](#)
- [**November/December Payroll Schedules**](#)
- [**FAS Payroll Services Structure**](#)
- [**Teaching Fellow Schedule/Deadlines for Fall 2007**](#)
- [**Minimum Wage Reminder**](#)

Absence Management Report Information and Updates

Possible Overpayment Report

On Monday mornings, you may receive a report from your Payroll Services Coordinator (PSC) that identifies potential overpayment issues in the upcoming pay period. An employee(s) usually appears on this report because of reporting and approval of duplicate/additional hours at the department level in both Time & Labor and Absence Management. Please review this report and make any necessary corrections as soon as possible using "adjust time" and confirm the corrections with your PSC.

It is the responsibility of the department to make these corrections and to verify that the payment to the employee is correct when the payroll opens on Tuesday. During Absence Management stabilization, in an attempt to avoid overpayments, we have been reviewing the reports late on Monday and adjusting any obvious errors in an employee's record that remain uncorrected at the department level. However, starting in mid-December, this report will be available to departments in PeopleSoft, and they will be expected to run the report and make any necessary adjustments.

Possible Underpayment Report

You may have also received a report from FAS Payroll Services containing employees who are potentially 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. Keep in mind that this report is meant to identify employees that may be underpaid due to their reported and approved hours in Time & Labor and Absence Management. Each individual situation may require review to determine if the scheduled payment is correct.

This report is now available for departments to run and can be located in PeopleSoft by following the path: [Home>Time and Labor>Reports>HU TL Possible Underpay Report](#).

We will be sending a reminder e-mail to run this report on Friday afternoons or on the day of the "Take Cycle". Please share this report with all the appropriate staff in your area or send us the e-mail address of anyone you would like added to our distribution list. When the overpayment report becomes available to the departments in December, this will be included in the reminder e-mails as well.

Attached are two Quick Reference sheets that outline common over and underpayment issues and how to correct. There is one for 'Approving Time' and one for 'Approving and Adjusting Time'. Please distribute to the appropriate staff in your area.

ZPTO - Absence Request Placeholder

Many of you have begun using the new time reporting code that has been added in Time & Labor called **ZPTO - "DoNotUse – ADMINs only"**. This new Time Reporting Code has been created as an optional "placeholder" for temporary adjustments made to an employee's time due to an unapproved or unreported absence request that has not been fed over from Absence Management. During pay weeks prior to the creation of 'ZPTO', adjusters had to use 'REG' to make an employee whole in these situations. They would then have to remove the "REG" time after the payroll closed in anticipation of the actual time coming through from Absence Management. By using 'ZPTO' instead of 'REG', the Payable Time History report can be limited to just 'ZPTO' over a specified period to easily identify where adjustments need to be made. 'ZPTO' is set up as a clone of 'REG' and will appear as Regular time on the employee's paycheck.

Using ZPTO for temporary adjustments is suggested but not required. You may continue to use REG if this is a better solution in your area. ZPTO should be used by administrators only and not used by employees to report time or absences.

Request Absence Page

A "**View Monthly Calendar**" link has been added to the Manager Self Service Absence Request page to assist in date selection.

The screenshot displays the PeopleSoft interface for the 'Request Absence' page. On the left is a 'Menu' sidebar with a search bar and various navigation options. The main content area is titled 'Request Absence' and includes the following elements:

- User Information:** Nancy Herb, EmplID: [blank], Title: App Progrmg/Analysis/Develop, Empl Rcd Nbr: 0.
- Instructions:** Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save your request for later.
- Absence Detail Section:**
 - * Start Date: 09/18/2007 (with a calendar icon)
 - Filter by Type: All (dropdown menu)
 - * Absence Name: [blank] (dropdown menu)
 - A blue oval highlights a [View Monthly Calendar](#) link.
- Comments Section:** Requestor Comments: [text area]
- Footnote:** * Required Field
- Help Link:** To view Harvard's HR Policies, link to [HARVis](#)
- Navigation Links:** Go To: [View Absence Request History](#), [View Absence Balances](#), [Direct Reports](#)

Duration of Vacation Time to Exclude Holidays

Holidays are no longer included in the Duration calculation on the Absence Request page in Employee and Manager Self Service when an employee requests vacation time through a time period that includes a scheduled University holiday. Please note that even though the holiday hours were previously included in the total hour calculation, the actual hours were never deducted from the employee's balances. This update will eliminate any confusion going forward.

November and December Payroll Schedule

Please take a few minutes to review the November and December payroll schedules posted on ABLE: <http://able.harvard.edu/hr-common/payroll-calendar.pdf>. The Veteran's Day and Thanksgiving holidays make it necessary to adjust reporting and approval deadlines as well as when payrolls are "open" and check dates.

In December it will be necessary to process both the weekly (pay period, 12/23 – 12/29/07) and biweekly (pay period, 12/16 – 12/29/07) payrolls on Monday, December 31st, during the Winter Recess. Every option was explored to avoid this situation, however, it is impossible to process either payroll prior to the break and have all potential hours worked during the pay period included. Opening and closing the Payroll on Wednesday, January 2nd does not leave enough time to complete the processing by the Friday, January 4th pay date.

It is possible to access PeopleSoft remotely to report and approve both time worked and absences for individuals and groups and to run payroll reports. You should contact your local IT coordinator if you need more information on remote access. FAS Payroll Services will have a limited staff available on December 31st to assist departments or employees with any payroll issues. We will monitor both open payrolls at a high level; however, we will not be able to review individual employee or department detail. We will provide more information as it becomes available.

FAS Payroll Services Structure

FASPS is responsible for the processing of all payrolls and paygroups for the entire Faculty of Arts and Science. Each Payroll Services Coordinator is assigned over 30 FAS departments, each with employees in several payroll groups. Annually, we are responsible for closing 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 reviewed and prioritized based on several factors – level of urgency and payroll schedules. There may be times when you receive an immediate response and action and other times when your PSC may tell you s/he will get back to you in a day or two. In the latter case, it has been determined that your issue can be addressed at a later date based on the established payroll schedules. In either case, your PSC will get back to you as soon as possible and let you know the status of your issue and when you can expect it to be resolved.

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. During most of the year, you can expect a 2 – 3 day turnaround, however, at the beginning of each semester the volume is very high and we sometimes need the full 5 days. Throughout the year, all work received is reviewed and prioritized based on the payroll schedule to ensure that as many actions as possible for the next scheduled payroll are entered prior to the payroll opening.

Teaching Fellow Schedule/Deadlines for Fall 2007

Due to the unusually high number of new appointments and job data changes for Teaching Fellows in October, an additional special off-cycle run was added. The check date was 10/19/07 and all departments with employees included in the run were contacted and picked up the checks. Details for the final off-cycle run of the semester are below:

FAS/GSAS Deadline	Check Date	Payroll Type
10/17/07	11/2/07	Special Off-cycle

Appointments must have been in Asperin and all documentation received by Laura Pascale at 350 Holyoke Center, by the FAS/GSAS deadline to be included in this final off-cycle run of the semester.

Checks issued in an off-cycle payroll cannot be deposited in the employee's bank account via direct deposit. The paper check will be sent to the employee's local address.

Please note that departments do not need to submit off-cycle requests for their teaching fellows to be included in one of these special off-cycle payrolls. GSAS will determine which teaching fellows to include based on the dates that appointments are entered into Asperin and paperwork is sent to FAS Payroll Services. Any required documentation (I-9's and FNIF's) must also be received by GSAS in order for appointments to be approved.

Minimum Wage Reminder

The Massachusetts minimum wage will increase from \$7.50 per hour to \$8.00 per hour, effective 01/01/08. Please review all of your current employees, (especially temporary employees) to be sure they are at the new minimum as of 1/1/08.

Please forward any topics you would like covered in future months to Bob Daley (5-7441 -- daley@fas.harvard.edu)