Finance Fundamentals:
Managing Compensation: Payroll and Absence Management

Managing Compensation

Overview of Payroll Systems
Asperin and PeopleSoft

Personnel actions initiated in ASPERIN
Ex:
• Appointment actions: hire, terminate
• Job data changes: change in salary, hours, coding
• Note: SQH entered in PeopleSoft

After final approval in Asperin, data is entered/uploaded to PeopleSoft

Reconciliation of PS data with Asperin allows data to be viewed in both systems

PeopleSoft
Payroll and benefits

Time and Labor
Absence Management

Asperin and PeopleSoft

- Asperin:
  - Highly customized to meet the needs of FAS
  - Data entered in Asperin result in actions in PeopleSoft

- PeopleSoft:
  - **Time and Labor** module for overtime eligible staff
  - **Absence Management** module for tracking paid time off for all biweekly staff
  - **Self Service** to view paycheck, update personal information
  - **Manager Self Service** for approving and adjusting time and absences
  - **E-Performance** for performance management
**Time and Labor**

- Refers to the PeopleSoft module used to track hours worked by overtime-eligible staff
- Implemented with PeopleSoft in 2002 and updated in 2012
- 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**

- 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 the week
- Absence approval is managed by absence group (five digits, preceded by letter A)
  - Example: A29108 FCOR^AM^History Staff
FAS Payroll Services

- Responsible for processing of all payrolls in FAS
- All FAS departments are assigned a Payroll Services Coordinator (see drop down menu on finance.fas.harvard.edu)
- All calls for payroll assistance should be directed to your FAS Payroll Services Coordinator (not Central Payroll)
- FAS Payroll data processing team enters virtually all FAS personnel actions into PeopleSoft manually

Department Responsibilities

- Ensure appropriate time and absence entry and approval for weekly & biweekly payrolls
- Monitor payrolls (weekly, biweekly, monthly, TA/TF) through Payroll Registers and other reports as necessary
- Process all personnel actions in an appropriate and timely manner
- Confirm staff are trained in Asperin and PeopleSoft
Student Quick Hires (SQH)

- Direct entry of currently registered students into PeopleSoft to create a position
- Will back fill into Asperin within 48 hours after entry
- One page form
- The information is imported from the SIS
- This is for Student Temps ONLY – Obj. Code 6110
- Note that there are two roles, Preparer and Submitter

Managing Compensation

Understanding the Payroll Cycle
Question

How many different payrolls are processed at FAS?

Payroll Schedule - Sample

<table>
<thead>
<tr>
<th>May 2014 TLP Payroll Schedule</th>
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<tbody>
<tr>
<td><strong>Monday</strong></td>
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<tr>
<td>-----------------</td>
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<tr>
<td><strong>Payroll Open/Close, Weekly (as)</strong></td>
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<td><strong>11</strong></td>
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<tr>
<td><strong>Payroll Open/Close, Weekly (as)</strong></td>
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<td><strong>17</strong></td>
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<td><strong>Payroll Open/Close, Weekly (as)</strong></td>
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<td><strong>23</strong></td>
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<td><strong>Payroll Open/Close, Weekly (as)</strong></td>
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<td><strong>29</strong></td>
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<td><strong>Memorial Day</strong></td>
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*Note: The above table is a sample of the May 2014 TLP Payroll Schedule. Actual dates and deadlines may vary.*
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

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
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<tr>
<td><em>Two Weeks of Pay Period</em></td>
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* Pay Period Processing Week

<table>
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<tr>
<th>Monday</th>
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- Run recommended reports (Possible Underpayment Report and Possible Overpayment Report)
- 5PM - Time & Labor approval deadline
- Bi Weekly Payroll Opens
- Run Payroll Register
  - Contact your PSC to resolve/scroll any payroll issues by 10:30AM
  - Re-run Payroll Register after payroll closes
  - Advice or paycheck is created for each employee
  - Advices are electronically transmitted to banks and checks are mailed
- Pay day

* Saturday at midnight is the final time reporting deadline
PeopleSoft Email Notifications

- Absence Approval/Time Approval Notification – Sent Friday Morning
  These emails are a general reminder to approve time and absences for all employees in your PeopleSoft Time & Labor groups.

- No Reported Time Notifications – Sent Multiple Times on Mondays and Tuesdays
  These emails indicates that one or more Biweekly employees in your PeopleSoft Time & Labor groups have not reported time or absences for the prior week. (Emails will continue until all issues are resolved.)

- Time Needing Approval Notification - Sent Multiple Times on Mondays and Tuesdays
  These emails indicates that one or more employees in your PeopleSoft Time & Labor groups have reported hours that require approval. (Emails will continue until all issues are resolved.)

Managing Compensation

Payroll Reports
Required Payroll Report

Payroll Register (Cost Center Register by EE)
This is a departmental report showing employee earnings detail, total gross, total net and chart of account information.

- Run and review this report on Tuesday mornings when the payroll opens, to verify that payroll is correct for each employee in your department.
- Contact your FAS Payroll Services Coordinator with any issues.
- Run and review this report again once payroll is confirmed.
- Print and sign both reports per FAS Payroll Key controls and University audit requirements.
- Parameters include:
  - RunControl ID: e.g. WeeklyTemp
  - PeopleSoft department (six digits): ex: 101322 FAS^FCOR^Hist-Stf
  - PayRun ID: e.g. WKLY070514

Payroll Reports

- Possible Overpayment Report
  Identifies employees whose daily payable hours are greater than their daily schedule.
- Possible Underpayment Report
  Identifies employees who have no time reported, employees who have time reported that is awaiting approval, and employees whose total payable time is less than their total scheduled hours.
- Unsubmitted Time Report
  Identifies employees with no hours reported, as well as employees who have reported only partial time.
- Absences (Historical and Planned) Report
  Identifies employees who have submitted absences for the current pay week that are awaiting approval.

*These reports can be run before the payroll is calculated to prevent reporting errors that will affect paycheck amounts*
**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

**Additional Pay**

- Employee compensation that is one-time or recurring
- Payment for work that falls outside regular job assignment
- Other payments that are taxable to employee
- Generated through Asperin
- One-time, recurring, or gift/third party
  - Earnings code determines the object code, tax rate, pensionable status
Gift/3rd Party Payments

- Used to reimburse Harvard employees (done through Asperin) if they have paid a vendor out of pocket on behalf of the University
- Used to make sure the tax burden is appropriately placed
- Used to reimburse employees for business expenses between 91-182 days old (earnings code LRB in Asperin)
- Used to reimburse employees or pay vendors for taxable or non-taxable relocation expenses

Off-cycle checks

- Produced for an employee on a date separate from the regular payroll check run
- Determination is made by FAS Payroll Services
- TF Special Off-Cycle check runs
  - Weekly off-cycle runs at the beginning of each term for monthly TF payroll
  - If appropriate, these are issued automatically by FAS Payroll without separate Asperin action
What’s New and Upcoming

- Temporary Social Security number requests
- I-9 Updates
- Glacier Release

FAS Resources

- FAS Payroll Services
  - Bob Daley, Manager of Payroll Services x5-7441, daley@fas.harvard.edu
  - Refer to Direct Contacts list or online at http://finance.fas.harvard.edu/pages/payroll to find your Payroll Services Coordinator and additional payroll resources
- ASAP: FAS training and support
  - x6-7136 fasasap@fas.harvard.edu
- Asperin technical support
  - x5-7983 asperin@fas.harvard.edu
University Resources

- Benefits Services Group
  - x6-4001 benefits@harvard.edu

- Harvie: http://harvie.harvard.edu
  - Login to PeopleSoft application

- Eureka
  - http://eureka.harvard.edu

- ABLE: A Better Learning Environment
  - http://able.harvard.edu