Time & Labor/Absence Management Schedule

Exempt Staff, Approver/Adjuster Role

**Thursday:**

Exempt staff members:

*Action:*

* Enter your paid absences (in half or full days) in Absence Management by 5:00 p.m.

*Process:*

* <http://harvie.harvard.edu/> > PeopleSoft > Self Service > Time Reporting & Absence Mgmt > Report Time and Absences **>** Absence Request

*Additional information:*

* If the current week has passed but we are still in the same month, you can enter and submit an absence request.
* If you have an unrecorded absence from a previous month, you must work with your Absence Adjuster/Administrator who can enter the absence on your behalf.
* There is no limit as to how far in advance absences may be requested.
* You should not report a holiday as an absence.
* When requesting an absence that contains two different absence types, such as Personal and Vacation, you must make two separate absence requests.
* To request an absence containing one or more partial days, enter the number of hours equal to half of your scheduled hours in the ‘Partial Days’ field.
* During the absence request process, you may choose to send an email to your Absence Approver notifying them of your request.
* This absence request process in PeopleSoft should not take the place of established departmental procedures for requesting time off.
* If you are out sick on Friday and unable to report your absence in the current week, you should enter your absence the following week and PeopleSoft will make the necessary adjustments to your absence balance.

**Friday:**

Time Approvers/Adjusters:

*Action:*

* Approve all exempt and non-exempt time & absences by 3:00 p.m. If an employee fails to report their hours, please contact the employee and request that s/he report their hours asap.

*Process:*

* Manager Self Service > Time Reporting & Absence Mgmt > Approve Time and Absences > Approve Reported Time

*Additional information:*

* You will receive an automatically generated Time & Absence Approval reminder email at 10:00 am.
* After approving all submitted time and absences, Time Approvers/Adjusters should view their ‘Unsubmitted/Payable Time by Group’ to see who has not entered their hours worked in Time & Labor.

**Monday:**

Time Approvers/Adjusters

*Action:*

* Enter and approve time worked/absences taken for any employees who have not entered their own hours by 10:00 a.m.

*Process (choose one):*

* Manager Self Service>Approve Time and Absences > Approve Time by Group
* Manager Self Service> Report Time and Absences> Adjust Time

*Additional information:*

* Holidays will affect all deadlines for entering, approving and adjusting time. Time Reporters, Approvers and Adjusters will receive an email notification prior to a holiday that will indicate the earlier deadline.
* If you will be out of the office and unable to approve time and absences, please make arrangements with your department’s secondary approver. If there is no designated secondary approver, please contact your representative at FAS Payroll for short term coverage for your group’s approvals or FAS Human Resources to manage the approvals for the long term.

**Tuesday:**

Time Approvers/Adjusters

*Action:*

* Upon receiving email notification that a payroll has been calculated, run and review the Payroll Register report (Cost Center by Ee) in PeopleSoft to provide reasonable assurance that the earnings codes and paygroup totals are valid and accurate. Discrepancies must be reported to your FAS Payroll Services Coordinator by 11:30 a.m.
* Upon receiving an email notification that a payroll has been confirmed, you are required to run and review the final version of the Payroll Register. The reviewer must sign and date the summary page(s) of the report and file for safekeeping.

*Process:*

* Harvard Reports>Payroll Related>Cost Center Register by EE

*Additional information:*

* You may be responsible for multiple payrolls (Weekly, Biweekly, Monthly and TF) depending upon the size of your department.
* Only the summary pages from the report need to be kept on file and must be retained for fifteen months; the full electronic version may be retained electronically on a secure server.