This special edition of the Payline contains several important PeopleSoft related changes, regarding the update that occurred on May 13th.

Over the past few weeks, both FAS and the PeopleSoft Teams have sent out communications around the new pages for time reporting and approving employees' time. Effective **Monday, May 13th**, you will notice that several pages have changed, and we want to make sure that you and your employees are prepared. Additionally, these updates will allow easier time reporting and approvals from a mobile device.

The following Time & Labor pages have a new look and feel as we move to a more mobile friendly environment:

- Enter Time (replacing the Timesheet page)
- Weekly Time Entry (replacing the Timesheet page, only available on mobile devices)
  - Enhanced Approvals Tile (will now include Reported Time)
- Manage Exceptions (limited to specific PeopleSoft roles)

Listed below are two videos; one for Time Reporters and another for Time Approvers, Adjusters, and Administrators. Please take time to watch each of these short videos, on how to use the new pages.

**Time Reporters Video:**

**Time Approvers, Adjusters, Administrators Video:**
Additional Information/Updates
PeopleSoft Day 1-30 Onboarding for Benefits Eligible New Hires

Along with the Time Entry/Approver Updates occurring in PeopleSoft, any benefits-eligible new hire/rehire processed through a Quick Hire action will be provided with a Day 1-30 Onboarding Activity Guide. This guide will group all the tasks new hires/rehires should perform within the first 30-days of their hire date.

**Please Note:** Only Employees who have a New Hire (HIR/HIR) and Rehire Break in Benefits (REH/BBG) action, will receive the new Onboarding tile. For example, Employees hired into the Non-Paid (NPD) pay group and transferred to a paid benefits eligible pay group, or temp to staff transfers, will not receive the Onboarding tile since these are done on a Job Data Change (JDC) actions. Employees will still have full access to all the forms in Employee Self-Service and receive a package from the Benefits Service Group.

This new onboarding guide will provide specific steps and benefit videos that match to the employee’s payroll class. Once the employee completes the guide, the onboarding tile will be removed the next business day. In addition, this one-stop-shop guide streamlines several Employee Self Service tasks electronically and eliminates the need for paper processing. An introduction video with how to use the Onboarding Guide can be found on the following YouTube video: Getting Started-Harvard Day 1-30 Onboarding Guide

In conjunction with this effort; **ALL** tax and direct deposit information should now be entered by the employee directly in Employee Self-Service. By doing this, it will provide departments and employees with greater access and control over their data.

Steps to enter in your Direct Deposit through Employee Self Service, can be found within the following Job Aid: [View/Edit Direct Deposit](#)
Steps to complete W-4 updates through Employee Self Service, can be found within the following Job Aid: [View/Edit W-4](#)
For a full list of changes that occurred on May 13th, please refer to the following eNews update:

PeopleSoft HR Spring Release: Enhancements and Outage Information
Dated: April 11, 2019

We encourage all that are responsible for Time Entry/Approvals for Payroll processing to run the following PeopleSoft Time and Labor Reports:

- TL Possible Overpayment Report
- TL Possible Underpayment Report
- Unsubmitted Time Report

For a full list of PeopleSoft Time and Labor Reports, please refer to the following Harvard Training Portal Job Aid:

Time and Labor Reports

Contact Us
For assistance or inquires on Direct Deposit entry or W-4 updates, please contact your Payroll Services Coordinator.

If you have questions how to use the updated Peoplesoft Time Entry/Approval pages after 5/13/2019, please contact the Helpdesk at (617) 495-7777 or ithelp@harvard.edu.