

## **Biweekly Staff Recommended Payroll Reports**

The following reports are **strongly recommended** to be run the day before a Biweekly Staff Payroll Processing occurs.

**If any updates need to occur on individual's timesheets, please ensure that these are completed by 3PM, to ensure all changes are captured for the opening of the payroll this evening.**

### **Possible Underpayment Report:**

Identifies:

- Employees who have no time reported
- Employees who have reported time that is still awaiting approval
- By week/day employees whose total payable hours are less than their total scheduled hours

PeopleSoft Navigation: *Main Menu -> Harvard Reports -> Time & Labor Reports -> HU TL Possible Underpay Report*

Recommended Report Parameters:

- Begin date is the first day of the pay period
- End date is the last day of the pay period
- Select "All Group ID's"
- Select "By Day"
- Check the box to include employees with no time approved
- Check the box to include employees with no time reported.
- Select Run

### **Possible Overpayment Report:**

*Also known as the Exceptions Report*

Identifies:

- Employees whose daily payable hours are greater than their daily schedule; absence management time reporting codes exist; AND either OTS or OTP exists. (Note: allowed exceptions will continue to appear on report)
- Employees who did not meet the criteria above, but do have a generated exception (Note: Once adjusted, exception will drop off report)

PeopleSoft Navigation: *Main Menu -> Harvard Reports -> Time & Labor Reports -> HU TL Possible Overpayment Report*

Recommended Report Parameters:

- Begin date is the first day of the pay period
- End date is the last day of the pay period
- Select “All Group ID’s”
  - Select Run

### **Reported Time Status Report:**

Identifies employees who have reported time which needs approval.

PeopleSoft Navigation: *Main Menu -> Harvard Reports -> Time & Labor Reports -> Reported Time Status Report*

Recommended Report Parameters:

- Week Begin date is the first day of Week for the pay period
- Reported Status: Select “IP” (Approval in Process) and “NA” (Needs Approval)
- Select Run

### **Unsubmitted Time Report:**

Identifies employees with no hours reported as well as employees who have reported only partial time.

PeopleSoft Navigation: *Main Menu -> Harvard Reports -> Time & Labor Reports -> HU Unsubmitted Time Report*

Recommended Report Parameters:

- Begin date is the first day of pay period
- End date is the last day of pay period
- Select “All Group ID’s”
- Select Employee Classification “A” and “S”
- Select “By Day”
- Select Run

### **Helpful Resources:**

- [Payroll Calendar](#)
- [FAS Timeline for Time and Absence Submission, Approval and Payroll Reports](#)
- [PeopleSoft: Approving and Adjusting Time and Absences](#)
- [PeopleSoft: Time and Absence Reports](#)
- [FAS Procedures for Payroll Key Internal Controls](#)