

Biweekly Time/Absence Approval Deadline

Biweekly Time and Absence Approvals:

Absence Requests: 3:30 pm || Time and Labor: 5:00 pm

PLEASE ENSURE that all time and absences are **reported, approved/adjusted** by these deadlines listed above.

Reported Time Approvals:

You may directly access the Approve Reported Time page at: [Peoplesoft Pending Approvals Page](#)

Absence Approvals:

- If you are approving **as a supervisor**, pending absence requests from your team will be listed in the table titled "Direct Team: Approve via Approvals Tile" and can be approved using the [Approvals Tile](#) . This is based on the supervisor hierarchy. If you have questions about this data, please contact your local HR office.
- If you are approving **on behalf of another supervisor**, pending absence requests will be listed in the table titled "Approve via Proxy Absence Approvals Page" and can be approved using the [Proxy Absence Approvals page](#). This is based on your assigned absence approval groups. If you have questions about this data, please contact your local HR office.

Departments should run/review the following reports for the applicable payroll period by 3:30 PM:

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

Absences (Historical and Planned) Report:

Identifies employees who have submitted absences for the current pay week that are awaiting approval.

PeopleSoft Navigation: *Main Menu -> Harvard Reports -> Absence Management Reports -> Absences(Historical & Planned)*

Recommended Report Parameters:

- Start 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 Absence Status “S”
- 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](#)