

THE PAYLINE

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Important July 1st Reappointment Information

All FY22 reappointments for current **PAID** appointments with a June 30th end date must be approved in Aurora and entered into PeopleSoft **prior** to the **auto-term process running on Sunday, June 27th**. This process will terminate all appointments with a June 30, 2021 end date. Any reappointments received and processed after the auto-term runs will fail because we cannot reappoint on a terminated position.

Please monitor your current scheduled Term Appointments. The Appointment Listing report in Aurora will assist you by providing planned end dates for all employees in your area. If you have any questions, please contact your Payroll Services Coordinator with any questions.

All 7/1/21 Reappointments must be completed and approved in Aurora by Wednesday, June 23rd to ensure that they are uploaded/direct submitted to PeopleSoft prior to the auto-term running. Please take special note of reappointments for Emeritus Professors who have annual paid appointments. If they are terminated accidentally, it can affect their retirement benefits.

New 7/1/21 appointments with active I-9s should be entered and approved in Aurora as soon as possible to avoid system and/or building access delays.

Bonus Days Off Reporting

As mentioned previously by President Bacow, **Tuesday June 1st** and **Friday July 2nd** are additional days off, granted by the University. Specific Time Reporting codes have been created, which need to be reported for those two days, depending on if an employee works those days or not. Please refer to the Bonus Day Reporting CY21 documentation below for further information.



Bonus Day
Reporting CY21.doc:

FY22 Costing Updates

For FY22 Costing, the new fiscal year will be created via the Copy Costing process done by Central Finance. Costing Copy will happen on Wednesday, June 30th. This will copy current Costing budget data from FY21 into FY22, for all Employees and Positions.

- For costing changes made after 7/1/21, for actions Effective Dated **before** 6/30/21, FY22 Costing needs to be created via an Aurora Action, onto the Position/Appointment.

See table below for examples/scenarios:

Aurora Action Approved Date (Date change is past final Back Office Approval)	Aurora Effective Date	Costing Rows to be updated
Before June 30th	Before June 30th	FY21 will be added from Aurora Action; Copy Costing Job will add FY22 row
Before June 30th	July 1st and After	FY21 will be added from Aurora Action; Copy Costing Job will add FY22 row
After July 1st	Before July 1st	Only FY21 will be added from Aurora Action; Dept. will need to complete Costing Change to add in the FY22 Costing
After July 1st	After July 1st	FY22 will be added from the Aurora Action

Note: Future dated costing can be added at any time.

For detailed instructions on how to update Costing, including user guides, please visit the Aurora Knowledge Center <https://about.aurora.fas.harvard.edu>

Year End Payroll Posting Dates and Paycheck Details

The weekly and biweekly paychecks paid to employees on Friday, July 2 is for work performed entirely in FY21 and will be posted to the General Ledger as a FY21 entry.

Pay Run ID	Pay Frequency	Check Date	Pay Beginning-Pay End
WKLY062621	Weekly	07/02/21	06/20/21 – 06/26/21
WKLY070321	Weekly	07/09/21	06/27/21 – 07/03/21
BW062621	Bi-Weekly	07/02/21	06/13/21– 06/26/21
BW071021	Bi-Weekly	07/16/21	06/27/21– 07/10/21

Additionally, the Weekly paycheck on 7/09/21 and Bi-Weekly paycheck on 7/16/21 will have three days worked in June and will be accrued to FY21. The accrual amounts will be processed as follows:

The three days for the Weekly accrual will be based on Week Ending 6/19/21; Check dated 6/25/21. The Bi-Weekly accrual will be based on Week Ending 6/12/21; Check dated 6/17/21.

Absence Management Year-End Reminders

All Absence time reported time for FY21 (July 1, 2020 through June 30, 2021) must be reported by **5:00 pm on Thursday, June 24th** and approved in Absence Management by **3:00 pm on Friday, June 25th**.

This will ensure that departments receive the full vacation reimbursement due and the accurate reporting of the University's vacation liability as we close out the year. Please take a moment to review any new or outstanding requests and take the appropriate action.

FY21 Floating Holiday Balances to Expire on 6/30/21

Please note that all floating holiday balances expire at the end of each fiscal year. Any unused floating holiday time will be forfeited. Employee balances are eligible for payout upon transfer or termination only.

We encourage you to run the Comp Time Balance report in PeopleSoft (*Main Menu>Harvard Reports>Time and Labor Reports>HU Comp Time Balances Report*) to view floating holiday balances by Time & Labor group(s) or by individual employee. Employees can view their balances in both Time & Labor and Absence Management.

Harvard Student Summer Object Code Change

On Sunday, May 30th, current Harvard students in object code 6110 changed to 6120 and FICA eligible status. There is no change to the student job code and eligible returning students will automatically be returned to object code 6110 in September.

7/01/21 ASIP-Salary Increase Schedule

Exempt employees receiving a 7/1/21 increase can expect the following:

First Check After Increase (FY22 Rate):	7/16/21 (Pay period 6/27/21 – 7/10/21)
Increase Days in First Check:	7 days
Bonus-in-lieu:	7/16/21
First Full Check (FY22 Rate):	7/30/21 (Pay period 7/11/21– 7/24/21)

Monthly employees receiving a 7/1/21 increase will see the full amount reflected in their 7/31/21 paycheck.

Payroll Salary Defaults

All departments and centers should run the GL Account Monitoring report for activity 799599 to identify any outstanding payroll default costing charges. This report will return payroll object codes that have been charged to default. A Transaction Listing report will provide the detail of individual employee payments that must be corrected by journal entry.

Contact Us

Please feel free to call your FAS Payroll Services Coordinator with any questions or concerns about the information provided in *The Payline* or with any other payroll-related questions you June have.

Did you know?

ONE BILL WEIGHS 1 GRAM AND 454 BILLS EQUAL ONE POUND!

