

THE PAYLINE

The FAS Payroll Newsletter

June 2022

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Important July 1st Reappointment Information

All FY23 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 26th**. This process will terminate all appointments with a June 30, 2022 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 7/1/22 Reappointments must be completed and approved in Aurora by Wednesday, June 22nd 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 7/1/22 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 May 31st, Friday June 17th, and Friday July 1st** are additional days off, granted by the University. Specific Time Reporting codes have been created for individual employee work requirements.

Please review the [Bonus Day Reporting for Calendar Year 2022](#) eNews for further information.

IMPORTANT:

Please refer to the Central [Payroll Calendar](#), as some Time & Absence Deadlines have shifted as a result of the Bonus Days Off.

FY23 Costing Updates

For FY23 Costing, the new fiscal year will be created via the Copy Costing annual process done by Central Finance.

Costing Copy will happen on the morning of **Monday, June 27th**. This will copy current Costing budget data from FY22 into FY23, for all Employees and Positions.

- **IMPORTANT:** For costing changes made after 6/27/22, for actions Effective Dated **before** 7/1/22, FY23 Costing needs to be created via an Aurora Action, onto the Position/Appointment.

See table below for examples/scenarios:

Aurora Action Approved Date (The date the action is past final Back Office Approvals)	Aurora Effective Date	Costing Rows to be updated
Before June 27th	June 30th and Before	FY22 will be added from Aurora Action; Copy Costing Job will add FY23 row
Before June 27th	July 1st and After	Copy Costing Job will add FY23 row
After June 27th	Before July 1st	<u>Only</u> FY22 will be added from Aurora Action; Dept. will need to complete Costing Change to add in the FY23 Costing
After June 27th	After July 1st	FY23 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 1 is for work performed entirely in FY22 and will be posted to the General Ledger as a FY22 entry.

Pay Run ID	Pay Frequency	Check Date	Pay Beginning-Pay End
WKLY062522	Weekly	07/01/22	06/19/22 – 06/25/22
WKLY070222	Weekly	07/08/22	06/26/22 – 07/02/22
BW062522	Bi-Weekly	07/01/22	06/12/22– 06/25/22
BW070922	Bi-Weekly	07/15/22	06/26/22– 07/09/22

Additionally, the Weekly paycheck on 7/08/22 and Bi-Weekly paycheck on 7/15/22 will have four days worked in June and will be accrued to FY22. The accrual amounts will be processed as follows:

The four days for the Weekly accrual will be based on Week Ending 6/18/22; Check dated 6/24/22. The Bi-Weekly accrual will be based on Week Ending 6/11/22; Check dated 6/17/22.

Absence Management Year-End Reminders

All Absence time reported time for FY22 (July 1, 2021, through June 30, 2022) must be reported by **5:00 pm on Thursday, June 23rd** and approved in Absence Management by **3:00 pm on Friday, June 24th**.

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.

FY22 Floating Holiday Balances to Expire on 6/30/22

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 29th, current Harvard students in object code 6110 will be 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.

7/01/22 ASIP-Salary Increase Schedule

Exempt employees receiving a 7/1/22 increase can expect the following:

First Check After Increase (FY23 Rate):	7/15/22 (Pay period 6/26/22 – 7/09/22)
Increase Days in First Check:	6 days
Bonus-in-lieu:	7/15/22
First Full Check (FY23 Rate):	7/29/22 (Pay period 7/10/22– 7/23/22)

Monthly employees receiving a 7/1/22 increase will see the full amount reflected in their 7/31/22 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 have.

Did you know?

MORE MONOPOLY MONEY IS PRINTED IN A GIVEN YEAR THAN MONEY IN THE ENTIRE WORLD!

