

## FAS Timeline for Time and Absence Submission, Approval and Payroll Reports

(Schedule below is based on usual week with no special holiday deadlines.)

For all dates of when payrolls open/close, along with Absence and Time Reporting deadlines, please refer to the Central Finance provided calendar: [Payroll Calendar](#)

### THURSDAY by 5:00 PM

- FAS recommended time and absences deadline for time submitters to submit time/absences

### FRIDAY by 3:30 PM

- FAS/Central **REQUIRED** absence approval deadline for time approvers/adjustors
- Department should run/review the following reports for the applicable payroll period:
  - Reported Time Status Report
  - Unsubmitted Time Report
  - Absences (Historical and Planned) Report

### by 5:00 PM

- FAS **REQUIRED** time approval deadline for time approvers/adjustors

### SATURDAY by 12:00 Midnight

- Central **FINAL** deadline for time submitters to submit time

### MONDAY (or the day before Biweekly Payroll opens) Before 3:00 PM

- If reported time is still outstanding/needing approval for current payroll processing; Approve **ASAP**
- If absence time is showing *Not Processed* under Payroll Status; ZPTO\* matching absence time must be entered and approved to avoid under payment  
**\*ZPTO must be removed when the payroll closes to avoid overpayment in the next paycheck.**
- Department should run/review the following reports for the applicable payroll period:
  - Reported Time Status Report
  - TL Possible Underpayment Report
  - TL Possible Overpayment Report

### TUESDAY (when payroll opens); AND TUESDAY/WEDNESDAY (after payroll confirmed)

- Tuesday morning: Run/Review Cost Center Register by EE\*\* (Calculated) Report issues to your PSC by 10:00 a.m.
- Tuesday/Wednesday: Run/Review Cost Center Register by EE\*\* (Confirmed)
  - \*\*See Payroll Key Controls for audit requirements.

## FAS Recommended Payroll Reports – Timeline Detail

FRIDAY BEFORE 3:30 PM	
<p><b><u>Reported Time Status Report</u></b></p> <p>Identifies employees who have reported time which needs approval.</p> <p><i>Main Menu -&gt; Harvard Reports -&gt; Time &amp; Labor Reports -&gt; Reported Time Status Report</i></p>	<p>Recommended Report Parameters:</p> <ul style="list-style-type: none"> <li>Week Begin date is the first day of Week for the pay period</li> <li>Reported Status: Select “IP” (Approval in Process) and “NA” (Needs Approval)</li> <li>Select Run</li> </ul>
<p><b><u>Unsubmitted Time Report</u></b></p> <p>Identifies employees with no hours reported as well as employees who have reported only partial time.</p> <p><i>Main Menu -&gt; Harvard Reports -&gt; Time &amp; Labor Reports -&gt; HU Unsubmitted Time Report</i></p>	<p>Recommended Report Parameters:</p> <ul style="list-style-type: none"> <li>Begin date is the first day of pay period</li> <li>End date is the last day of pay period</li> <li>Select “All Group ID’s”</li> <li>Select Employee Classification “A” and “S”</li> <li>Select “By Day”</li> <li>Select Run</li> </ul>
<p><b><u>Absences (Historical and Planned)</u></b></p> <p>Identifies employees who have submitted absences for the current pay week that are awaiting approval.</p> <p><i>Main Menu -&gt; Harvard Reports -&gt; Absence Management Reports -&gt; Absences(Historical &amp; Planned)</i></p>	<p>Recommended Report Parameters:</p> <ul style="list-style-type: none"> <li>Start date is the first day of the pay period</li> <li>End date is the last day of the pay period</li> <li>Select “All Group ID’s”</li> <li>Select Absence Status “S”</li> <li>Select Run</li> </ul>
MONDAY (or the day before Biweekly Payroll opens)	
<p><b><u>Possible Underpayment Report</u></b></p> <p>Identifies:</p> <ul style="list-style-type: none"> <li>Employees who have no time reported</li> <li>Employees who have reported time that is still awaiting approval</li> <li>By week/day employees whose total payable hours are less than their total scheduled hours</li> </ul> <p><i>Main Menu -&gt; Harvard Reports -&gt; Time &amp; Labor Reports -&gt; HU TL Possible Underpay Report</i></p>	<p>Recommended Report Parameters:</p> <ul style="list-style-type: none"> <li>Begin date is the first day of the pay period</li> <li>End date is the last day of the pay period</li> <li>Select “All Group ID’s”</li> <li>Select “By Day”</li> <li>Check the box to include employees with no time approved</li> <li>Check the box to include employees with no time reported.</li> <li>Select Run</li> </ul>
<p><b><u>Possible Overpayment Report</u></b></p> <p>Identifies:</p> <ul style="list-style-type: none"> <li>Employees whose daily payable hours are greater than their daily schedule; absence management time reporting codes exist; AND either OTS or OTP exist. (Note: allowed exceptions will continue to appear on report)</li> <li>Employees who did not meet the criteria above, but do have a generated exception (Note: Once adjusted, exception will drop off report)</li> </ul> <p><i>Main Menu -&gt; Harvard Reports -&gt; Time &amp; Labor Reports -&gt; HU TL Possible Overpayment Report</i></p>	<p>Recommended Report Parameters:</p> <ul style="list-style-type: none"> <li>Begin date is the first day of the pay period</li> <li>End date is the last day of the pay period</li> <li>Select “All Group ID’s”</li> <li>Select Run</li> </ul>

**TUESDAY (when payroll opens); AND  
TUESDAY/WEDNESDAY (after payroll confirmed)**

<b>Cost Center Register by EE - REQUIRED</b> Used to verify that the payroll is correct by department  <i>Main Menu -&gt; Harvard Reports -&gt; Payroll Related -&gt; Cost Center Register by EE</i>	Report Parameter:  Enter Pay Run ID for specific pay period
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**List of FAS/Central Resources**

Links to Harvard Training Portal PeopleSoft Job Aids/Resources:

[Time & Labor Reports](#)

[Absence Management Reports](#)

[Approving and Adjusting Time and Absences](#)

[Payroll Calendar](#)

This Harvard Training Portal group supports employees and managers in performing tasks in PeopleSoft.

[Employee & Manager Group HTP](#)

*\*Please note: You will need to JOIN the Group within Group Detail Information, to access/browse content*