

THE PAYLINE

The FAS Payroll Newsletter

Special Edition February 2021

Special Edition Topics

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FAS Payroll Team Announcements

We would like to take a few moments to update you on some recent personnel changes and practices within our FAS Payroll Services Team.

As many of you know, Joanne Sperazzo and Rita Cutroni elected to participate in the VERIP and retired on December 31st. The retirement of Joanne and Rita represents a total of 61 years of Harvard experience, serving in FASPS since 1995 and 2004, respectively. We know it will be impossible to replace that experience and institutional knowledge and are grateful for their many years of dedicated service. We wish them both all the best in their retirement years to come.

As recommended by leadership, these departures forced us to take a hard look at the work that we do and how we can continue to provide the best service possible, while maintaining adherence to all Payroll Key Controls. Foremost, we want to ensure that no additional burden is placed on FAS employees, departments, or centers.

As a result of this review, the Payroll team has undergone a reorganization and eliminated the Payroll Processor position, a full FTE. This decision was not made lightly, requiring several changes to our internal processes and redistribution of many duties. We believe that with your departmental cooperation and strict adherence to current FAS guidelines and policy, we will all be successful. In fact, we anticipate a reduction in post-payroll issues, because of this reorganization.

We are happy to announce the following changes to the FAS Payroll Services Team:

Minnie Kwon has assumed the role of Payroll Services Coordinator. Minnie has been a member of the Payroll team since 2016 and we are excited for Minnie to take on this new role and challenge. We are confident that she will utilize her analytical and reconciliation skills, as well as her attention to detail, to help serve her Departments to the best of her ability.

Paul Ravelo joined the team as a Payroll Services Coordinator. Paul came over from Central Payroll Services, where he has been since 2014. Paul is extremely well versed in all payroll related topics on the PeopleSoft side. Along with his extensive payroll

knowledge, Paul has excellent customer service skills that can put even the most worried individual at ease.

Please join us in congratulating Minnie and welcoming Paul into FAS and the Payroll Team!!

We are excited for both Minnie and Paul to work beside our current FAS Payroll Coordinators, **Connie Holt** and **Patty Jenkins**. Connie and Patty are both familiar faces and long-time members of the FAS Payroll Services Team. They too have had some reorganization of their department portfolios, duties, and responsibilities. It is through their dedication, experience, and leadership that will help to ensure a seamless transition for our incoming Payroll Coordinators.

Please click on the linked names below to determine which Payroll Service Coordinator supports your Department, along with their contact information:

 [Connie Holt](#)

 [Patty Karle Jenkins](#)

 [Minnie Kwon](#)

 [Paul Ravelo](#)

You can also verify your PSC within Aurora under the Departments: [Department Search](#) option.

FAS Guidelines and Policy

As mentioned above, compliance with existing payroll guidance by all is necessary for success across the FAS. During our recent review, we identified areas where Payroll Coordinators are spending a significant amount of their time, and where that can be reduced to a more manageable level.

Two areas where local oversight will make a huge difference are the following: **Managing Time and Absence Entry Approval** and **Managing Reappointments**.

Managing Time and Absence Entry and Approval

As documented in the FAS Payroll Key Controls it is the responsibility of local units to abide by the established deadlines and monitor reports to ensure proper payments to their employees.

FAS Procedures for Payroll Key Internal Controls

D. Time Reporting and Approved and Unapproved Time Review

5. Department Responsibility: *FAS tub, department, and center administrators or financial officers are responsible for establishing a process whereby time reporting data for temporary employees and time and absence reporting staff is entered and approved in the PeopleSoft Time & Labor system. Approval must be performed by an appropriate individual, as required by the PeopleSoft Time and Labor and Absence Management system.*

Each week the PeopleSoft system generates multiple emails to Time Reporters and Approvers with deadlines and provides reports of outstanding issues until they are resolved, or the payroll opens.

FAS Payroll Services recommends the following deadlines (*non-holiday week*) to prevent employees from not receiving a check or being underpaid, and to comply with University and FAS Payroll Key Controls.

FAS Time and Absence Reporting and Approval Deadlines

Reported Time/Absence	FAS Recommended Approval Deadline	Final Approval Deadline
Absence	Friday - 3:30 p.m.	
Time and Labor	Friday – 5:00 p.m.	Monday - 12:00 p.m.

As noted, the Absence approval deadline is a **hard** deadline, and anything approved after 3:30 p.m. **will not process** in the current pay period. We also recommend that Time and Labor be processed by the end of the day of Friday, as this will allow the Payroll reports to be up to date for pre-payroll review, on Monday (or the day before a holiday payroll processing). *However, the system does allow for approvals and changes through mid-day on Monday and many departments continue to take advantage of this additional time.*

As a result, FAS Payroll Services **will not** begin pre-payroll audits and review until Monday afternoon. At this point, any remaining issues will be identified, and the following actions taken by **FAS Payroll Services**:

- **No Time Reported:** Contact local unit by email for entry and approval of missing time.
- **Unapproved Time:** Approve reported time up to the employee’s regularly scheduled hours.

- **Possible Underpayments:** Notify local unit of all potential issues. Review and correct obvious issues (usually related to late absence approval).

Beginning with the pay period starting on **February 22, 2021**, all biweekly issues requiring FASPS intervention will be compiled and forwarded to the Associate Dean for Finance and the appropriate Administrative Dean, as required by separation of duty regulations.

Underpayments: Once discovered, an off-cycle payment must be requested by the home department and approved by the Associate Director or Manager of FAS Payroll Services. Notification will again be sent to the local Administrative Dean.

Managing Reappointments

Each month, departments receive an Aurora report of all employees with end dates in the next 90 days. An additional email is sent 10 days in advance of each individual term. However, each month, several employees incorrectly terminate due to lack of action by the local department.

These terminations cause benefit issues and require Payroll Services Coordinator intervention to correct the record before the employee/position can be reinstated. Each of these situations require multiple steps by the department, Back Office Approvers, and Payroll Services Coordinators using Correction Mode (*requiring additional review*) to correct the record and reinstate the employee. This a time-consuming process for all involved, but it also has potential negative impact to the employee, regarding benefits and/or payment delay.

Please pay special attention to the Aurora reports and act on reappointments in advance of termination.

Strictly enforcing these current policies will greatly reduce the amount of time Payroll Services Coordinators spend each week identifying, researching, communicating, and correcting issues. Just as important, it will strengthen the compliance with established University Payroll Key Controls.

Thank you for your continued cooperation.

Links to helpful resources:

[FAS Timeline for Time and Absence Submission, Approval and Payroll Reports](#)

[FAS Procedures for Payroll Key Internal Controls](#)