

## Teaching Fellow Payroll Processing

Please run the **Payroll Register (Cost Center Register by EE)** for employees within the **MTF** Paygroups

**You will receive an email from PeopleSoft Payroll Titled: *[Ps-local-payroll] Teaching Fellow Calculation.***

**The email informs users that the Teaching Fellow Payroll for the current pay period ending has been calculated. The email will contain the Pay Run ID.**

PeopleSoft Navigation:

*Main Menu -> Harvard Reports -> Payroll Related -> Cost Center Register by EE*

*Enter Pay Run ID for specific pay period.*

- This is a departmental report showing employee earnings detail, total gross, total net and chart of account information.
- Run and review this report on the morning when the payroll opens (by 10am), to verify that payroll is correct for each employee in your department.
  - Verify both regular compensation and additional earnings, if applicable, for employees within your department(s) are accurate.
- Contact your FAS Payroll Services Coordinator with any issues **by 10am.**
- Run and review this report again after the **Pay Calc Complete email** is received to review any changes that were completed the same day.
- Run and review this report a final time after the **Teaching Fellow Confirmation email** is received.
  - This report will include Costing.
- Print, or securely save, and sign both the Calculation and Confirmation reports per FAS Payroll Key controls and University audit requirements (must be completed within 3 business days).

**Helpful Resources:**

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