

THE PAYLINE

The FAS Payroll Newsletter

June 2023

This Month's Topics:

- [Important July 1st Reappointment and New Appointment Information](#)
- [FY24 Costing Updates](#)
- [Year End Payroll Posting Dates and Paycheck Details](#)
- [Absence Management Year End Reminders](#)
- [FY23 Floating Holiday Balances to Expire on 6/30/23](#)
- [Harvard Student Summer Object Code Change](#)
- [Address Updates](#)
- [HUCTW Increase, Shift Differential and Meal Allowance Updates](#)
- [7/1/23 Salary ASIP Schedule](#)
- [Payroll Salary Defaults](#)
- [PeopleSoft Updates](#)
- [FAS Admin Ops Training](#)

Important July 1st Reappointment Information

All FY24 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 25th**. This process will terminate all appointments with a June 30, 2023 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 7/1/23 Reappointments must be completed and approved in Aurora by Wednesday, June 21st 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 7/1/23 appointments with active I-9s should be entered and approved in Aurora as soon as possible to avoid system and/or building access delays.

FY24 Costing Updates

For FY24 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 **Friday, June 23rd**. This will copy current Costing budget data from FY23 into FY24, for all Employees and Positions.

- **IMPORTANT:** For costing changes made after 6/23/23, for actions w/costing Effective Dated **before** 7/1/23, FY24 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 23rd	June 30th and <u>Before</u>	FY23 will be added from Aurora Action; Copy Costing Job will add FY24 row
Before June 23rd	July 1st and <u>After</u>	Copy Costing Job will add FY24 row
After June 23rd	<u>Before</u> July 1st	<u>Only FY23 will be added from Aurora Action; Dept. will need to complete Costing Change to add in the FY24 Costing</u>
After June 23rd	<u>After</u> July 1st	FY24 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, June 30th for work performed entirely in FY23 and will be posted to the General Ledger as a FY23 entry.

Pay Run ID	Pay Frequency	Check Date	Pay Beginning-Pay End
WKLY062423	Weekly	06/30/23	06/18/23 – 06/24/23
WKLY070123	Weekly	07/07/23	06/25/23 – 07/01/23
BW062423	Bi-Weekly	06/30/23	06/11/23– 06/24/23
BW070823	Bi-Weekly	07/14/23	06/25/23– 07/08/23

Additionally, the Bi-Weekly paycheck on 7/14/23 will have five days worked in June and will be accrued to FY23. The accrual amounts will be processed as follows:

The five days for the Bi-Weekly accrual will be based on Week Ending 6/24/23; Check dated 6/30/23.

Absence Management Year-End Reminders

All Absence time reported time for FY23 (July 1, 2022, through June 30, 2023) must be reported by **5:00 pm on Thursday, June 22nd** and approved in Absence Management by **3:00 pm on Friday, June 23rd**.

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.

FY23 Floating Holiday Balances to Expire on 6/30/23

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 28th, 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.

Address Updates

Friendly reminder for graduating students and others whose appointments end in May or June to update their mailing address in PeopleSoft to avoid having W-2s or other documents sent to an incorrect address.

Please see [Update PeopleSoft Address for Graduating Students and Ending Appointments](#) for more information.

HUCTW Increase, Shift Differential and Meal Allowance Updates

The following HUCTW contract Increases/Updates were successfully ratified on May 31st, 2023.

Implementation and Lump Sum Bonuses: Our Central Payroll Partners will process the Bonus and Lump Sum Payments for HUCTW eligible staff, under the Earnings Code RBN (Ratification Bonus) and BUC (Bonus Union Contract):

- **Implementation Bonus**
 - Payment covering effect of raise from October 1, 2022, until implementation
 - Active HUCTW members who were on the payroll on October 1, 2022, **AND** on the active payroll on May 31, 2023
 - Will be coded as Bonus Upon Ratification of Contract (RBN)
- **Lump Sum Bonus**
 - Active HUCTW members who are on the payroll at the University on May 31, 2023
 - \$1400 (not prorated)
 - Will be coded as Bonus Union Contract (BUC)

Both payments will be processed for **paycheck dated 6/16/2023**

Raise 1, Effective Date 6/4/2023

Structure Increase: Employees in the bargaining unit who were hired 10/1/22 or earlier **AND** are on the active payroll at the University upon ratification shall receive a salary (structure) increase of 4.3%.

Progression Increase: Employees in the bargaining unit on the active payroll at the University upon ratification who have completed at least:

- 12 months or more of benefits eligible as of 10/1/22 shall receive a progression raise of \$1,000 (prorated for weekly hours other than 35).
- 6 - < 12 months of benefits eligible service as of 10/1/22 shall receive a progression raise of \$500 (prorated for weekly hours other than 35).
- < 6 months of benefits eligible service; No progression.

- ✚ First Check with Increase present (5 days-assumes M-F workweek): 6/16/2023
- ✚ Bonus in Lieu: 6/16/2023
- ✚ First Full Check: 6/30/2023

Raise 2, Effective Date 7/1/2023

Structure Increase: Employees in the bargaining unit on the active payroll at the University on 7/1/2023 shall receive a salary (structure) increase of 3.15%

Progression Increase: Employees in the bargaining unit on the active payroll at the University on 7/1/2023 who have completed at least:

- 9 months or more of benefits eligible as of 7/1/2023 shall receive a progression increase of \$1,050 (prorated for weekly hours other than 35).
- 3 - < 9 months of benefits eligible service as of 7/1/2023 shall receive a progression of \$525 (prorated for weekly hours other than 35)
- < 3 months of benefits eligible service; No progression.

- ✚ First Check with Increase present and Bonus in Lieu: See [7/01/23 ASIP-Salary Increase Schedule](#) below

Shift Differential:

- Upon Ratification, \$1.95/hr
- July 1, 2023, \$2.00/hr

Meal Allowance:

- Upon Ratification, \$16.00
- July 1, 2023, Remains \$16.00
- October 1, 2024, \$17.00

If you have any questions regarding eligibility or the contract, please contact Labor and Employee at labor_and_employee_relations@harvard.edu.

7/01/23 ASIP-Salary Increase Schedule

Non-Exempt and Exempt employees receiving a 7/1/23 increase can expect the following:

First Check After Increase (FY24 Rate):	7/14/23 (Pay period 6/25/23 – 7/08/23)
Increase Days in First Check:	5 days (assumes M-F workweek)
Bonus-in-lieu:	7/14/23
First Full Check (FY24 Rate):	7/28/23 (Pay period 7/09/23– 7/22/23)

Monthly employees receiving a 7/1/23 increase will see the full amount reflected in their 7/31/23 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.

PeopleSoft Updates

Effective on Monday, May 22, users will now see key changes to Preferred Last Names, Position Reports to/Supervisor IDs, Absence Management for Temp Exempts, among many other Time and Labor/Absence Management updates!

Please review the May 11th [eNews](#) regarding the PeopleSoft updates for more detailed information: [Upcoming PeopleSoft System Outage & Enhancements](#)

FAS Admin Ops Training

As many of you know, our talented [FAS Administrative Operations](#) offer assistance with training on Chart of Accounts, Journal Transfers with TLX, OBI/HART, Concur, and more!

If you are looking for an instructor led class for an overview of PeopleSoft, among many other business and system related processes, please visit the [Admin Ops training page](#) for dates and registration details.

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?

Ben & Jerry's sell an estimated \$500 million worth of ice cream annually and their customer base is present on every continent, except Antarctica.

