Time Approver / Reporter / Keeper Roles and Responsibilities

Following the time entry schedule, hourly employees must report the location and time they work each week. Late or incorrect time entry can result in incorrect tax withholdings and a delay in payment. Harvard will not correct or adjust tax withholdings retroactively.

**Time Approvers / Reporters / Keepers Will:**

- Time Approvers would review timesheets for accuracy of hours, earnings type, and that work is in a payroll registered state.
- Time Approvers are not expected to know an employee’s distribution of work effort, but that an approved registered payroll state has been selected for a work location.
- Time Reporters / Keepers must be sure to enter the correct time and work location based on the information submitted by the employee.
- Be sure that work location has been selected if employee is known to be working outside of Massachusetts or outside their default work location percentage of distribution effort.
- Follow-up with employee with any questions regarding work location.
Options to Approve, Adjust, or Enter Time

To have appropriate state tax distribution withholding starting for checks issued October 1, 2021 and later starting the work week of 9/19/21, overtime eligible employees should select correct work locations.

There are several ways to approve, adjust, or enter time. There are no changes to time entry or approval deadlines or navigations to screens, only additional view or entry options on the screens.

- **Approve Reported Time – Enter or Adjust Time Screen**
- **Time Reporters / Time Adjustors**
- **Rapid Time Entry**
- **Approve Reported Time – Approvals Tile**
Approving Reported Time – Adjust Time Screen

Navigation:
Administrators: Home > Administer Time and Absences > Report Time and Absences > Adjust Time
Managers: Home > Manage My Team > Team Time and Absence > Adjust Time

- Time Approvers would review timesheets for accuracy of hours, earnings type, and that work is in a payroll registered state.
- Time Approvers are not expected to know an employee’s distribution of work / effort but that an approved registered payroll state has been selected for a work location.
- Initially a query will be run by Central Payroll to find employees who have selected incorrect states and Central Payroll will reach out to schools for corrections. A report is under development for payroll administrators to be able to run to find employees who selected a state which is not an approved registered payroll state.

Select Employees by Group or individual
Select the employee’s last name.

Review reported timesheet and make any corrections as needed.

Note: If no state is listed, taxes will be withheld based on the what the employee listed as their default percentage distribution entered in PeopleSoft Tax Distribution screen. Only those states that were not the default state need to be entered. It is the employee’s responsibility to enter this information.
Time Reporters / Time Adjustors

Navigation: Home > Team Time and Absences > Adjust Time or Self-Service > Team Time and Absences > Report Time and Absences > Adjust Time

Select one or more search values
And select the date you want to view.

Select employee

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Name</th>
<th>Job Description</th>
<th>Employee ID</th>
<th>Emp Rec</th>
<th>Reported Hours</th>
<th>Hours to be Approved</th>
<th>Approved Hours</th>
<th>Time Rptg Codes</th>
<th>Reported Absences</th>
<th>Absences to be Approved</th>
<th>Approved Absences</th>
<th>Total Hrs and Abs Approve</th>
<th>Scheduled Hours</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brady, Thomas</td>
<td>Brady</td>
<td>Staff Assistant III</td>
<td>12121212</td>
<td></td>
<td>1</td>
<td>35.00</td>
<td>0</td>
<td>35.00 Abs</td>
<td>7.00</td>
<td>0</td>
<td>7.00</td>
<td>42.00</td>
<td>35.00</td>
<td>7.00</td>
</tr>
<tr>
<td>Hamm, Mia</td>
<td>Hamm</td>
<td>Staff Assistant III</td>
<td>999999999</td>
<td></td>
<td>0</td>
<td>31.00</td>
<td>0</td>
<td>31.00 REG</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td>31.00</td>
<td>35.00</td>
<td>-4.00</td>
</tr>
<tr>
<td>Janeway, Katherine</td>
<td>Janeway</td>
<td>Faculty Assistant II</td>
<td>746560000</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>-35.00</td>
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<tr>
<td>Martinez, Pedro</td>
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<td>Faculty Assistant II</td>
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<td>31.00</td>
<td>0</td>
<td>31.00 REG</td>
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<td>4.00</td>
<td>0.00</td>
<td>31.00</td>
<td>35.00</td>
<td>-4.00</td>
</tr>
</tbody>
</table>
Enter time as normal, one state per row, scroll to the right.
To enter USA, state and locality as needed.
Rapid Time Entry – Time Keeper

Navigation: Workforce Administrator > Time & Absence Administration > Time and Labor > Rapid Time

- The time keeper/reporter will need to know the states in which an individual worked.
- Schools and units may need to create new timesheets to show this information.
Approving Reported Time – Approvals Tile

Navigation: Home > Approvals

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