Approving and Adjusting Time and Absences

What's Covered: How to view approve reported time and absences. How to adjust incorrectly reported time and absences.

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University Approving Time Guidelines

Harvard’s policy that all overtime-eligible staff must report the time they work each week will be enforced. All overtime eligible employees will be required to enter the hours they work each week. If your overtime-eligible staff fails to enter their hours, there is a potential risk of them not being paid their full wages in a timely manner.

Time approvers are required to approve all reported time on a weekly basis in order for time reporters to be paid. 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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Action Details</th>
</tr>
</thead>
</table>
| **Friday**| **Deadlines for approving absences:**  
  - Weekly employees: Friday at 2:30 pm  
  - Bi-weekly employees: Friday at 3:30 pm  
  Deadline for approving reported time is Friday at 5:00 p.m.*                                                                                     |
| **Reminders** | Take action on PeopleSoft emails you receive:  
  - Reminder to approve time and absences – Friday, 10 a.m.  
  - Email alert that employees have time awaiting approval (if applicable).  
  - Email alert that employees have not reported time for the week (if applicable).                                                              |
| **Review** | Review and approve your employees’ hours. If an employee made mistakes, contact your department’s Time/Absence Adjustor for assistance. If an employee failed to report hours by Friday, contact the employee and request that they enter their time. |
| **Policy** | For information on time and absence reporting policy, information about benefits and compensation, and links to the personnel manual and union contracts go to: [http://hr.harvard.edu](http://hr.harvard.edu). |
## Time and Absence Approval Deadlines

This timeline lists approving and adjusting tasks to be completed each week. If applicable, approvers or local HR Offices may make corrections to the state work location on the timesheet in order to have correct tax withholding applied.

<table>
<thead>
<tr>
<th>Deadline*</th>
<th>Perform Task…</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Friday 2:30 p.m.</td>
<td>Approve reported absences for weekly employees.</td>
</tr>
<tr>
<td>By Friday 3:00 p.m.</td>
<td>Approve reported absences for bi-weekly employees.</td>
</tr>
<tr>
<td>By Friday 5:00 p.m.</td>
<td>Approve reported time</td>
</tr>
<tr>
<td></td>
<td>Identify and contact employees who have not reported their time for the week.</td>
</tr>
<tr>
<td></td>
<td><strong>Navigation:</strong> Home &gt; Administer Time and Absence &gt; View Time and Absences &gt; View Payable Time by Group</td>
</tr>
<tr>
<td>By Friday 3 p.m.</td>
<td>(only if time or absences were pushed back)</td>
</tr>
<tr>
<td>(Only if employee’s time is awaiting approval)</td>
<td>Approve resubmitted time and absences that were corrected by your employee.</td>
</tr>
<tr>
<td>By Monday 10 a.m.</td>
<td>Approve employee’s time that was submitted/resubmitted AFTER you approved on Friday.</td>
</tr>
</tbody>
</table>

*Please follow your local tub’s/unit’s deadlines if they differ from the recommended timeframes above.

### Navigation:

**Managers:** Home > Manage My Team > Team Time and Absence > Approve Reported Time  
**Administrators:** Home > Administer Time and Absence > Approve Time and Absences > Approve Reported Time

### Using the Approvals Tile

**Navigation:** Home > Approvals

The Approvals tile brings you to the Pending Approvals page, which displays all reported time and absence requests awaiting your approval.

**Note:** The employees listed on this page include the employees in your group, as well as any other group for which you are a back-up approver. Therefore, it is important to know which employees’ requests you need to approve on a regular basis, versus those you approve only as a back-up approver.
## Approving and Adjusting Time and Absences

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#### Center for Workplace Development

Last Updated: 10/25/2021

### Approvals

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Description</th>
<th>Approved</th>
<th>Time Period</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jessica Harvard</td>
<td>For Approval: 35.00 Hours, 35.00 Hours, Amount for Approval: 0.00 USD, Time Period: 12/24/2018 - 12/28/2018</td>
<td>Yes</td>
<td><a href="#">View</a></td>
<td>Routed 12/17/2018</td>
</tr>
<tr>
<td></td>
<td>Aya Stark</td>
<td>Personnel, 3.5 Hours / Current Balance: 3.5 Hours</td>
<td>Yes</td>
<td><a href="#">View</a></td>
<td>Routed 05/01/2018</td>
</tr>
<tr>
<td></td>
<td>Aya Stark</td>
<td>For Approval: 32.00 Hours, Scheduled: 35.00 Hours, Amount for Approval: 0.00 USD, Time Period: 04/26/2019 - 05/03/2019</td>
<td>Yes</td>
<td><a href="#">View</a></td>
<td>Routed 05/01/2018</td>
</tr>
<tr>
<td></td>
<td>Margaux Tyrrell</td>
<td>For Approval: 36.00 Hours, Scheduled: 35.00 Hours, Amount for Approval: 0.00 USD, Time Period: 05/13/2019 - 05/17/2019</td>
<td>Yes</td>
<td><a href="#">View</a></td>
<td>Routed 05/01/2019</td>
</tr>
</tbody>
</table>
You can use the **View By** drop-down to sort the results by Date Routed, From (the employee), Requester (person submitting the request, e.g., the employee, their manager, or a time adjuster/administrator), and Type of request (Reported Time or Absence Request).

The page defaults to sorting by Type, but you can change it at any time.

### Approving Reported Time

**Navigation:** Home > Approvals

**Steps**

1. On the Pending Approvals page, click **Reported Time**.

2. On the right side of the page, click the row for the report you want to approve.

**NOTE:** You can select and approve a report (or multiple reports) directly from the Pending Approvals page, but best practice is to review each report individually to ensure there are no issues.
3. On the Reported Time page:
   a. Select the checkbox for each entry you want to approve, or click the Select All checkbox.
   b. (Optional) To view the details of a particular entry, click the Details arrow > at the right of the desired row.
   c. Click the Approve button.

Viewing Work Locations

1. Select specific row and select Adjust Reported Time
2. Select Pending Approvals

3. Select Pending Approvals

4. The country, state, and locality (if applicable) will show.
   - Approvers may choose to look at this information through the Adjust Time page.
Approving Absences

**Navigation:** Home > Approvals

**Steps**

1. On the Pending Approvals page, click **Absence Request**.
2. On the right side of the page, click the row for the request you want to approve.

   ![Pending Approvals](image)

   **NOTE:** You can select and approve a request (or multiple) directly from the Pending Approvals page, but best practice is to review each request individually to ensure there are no issues.

3. On the Absence Request page, review the details of the absence request.
4. Select the **Approve**, **Deny**, or **Pushback** button, as appropriate.
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- If you select Deny or Pushback, a pop-up window appears. Enter a note explaining the reason for the decision in the Approver Comments field, then click Done.

Approve Reported Time and Absences

Navigation:

Managers: Home > Manage My Team > Team Time and Absence > Approve Reported Time
Administrators: Home > Administer Time and Absence > Approve Time and Absences > Approve Reported Time

Select Employee Groups or Individuals

Steps

4. Enter at least one or more search values under Employee Selection Criteria (use the magnifying glass button to look up values).
5. The date defaults to the Saturday of the current work week.
   a. When approving on Friday, leave the date field set to the current date.
   b. When approving on Sunday or Monday (exceptions), the date field will automatically default to the Saturday of the prior week – you do not need to change the date when approving on a Sunday or Monday.
6. Click Get Employees. The Approve Reported Time Search Results section is populated based on your search criteria.
Approving and Adjusting Time and Absences

The Search Results section displays all of the time reporters who have entered their time for the current period or who have time from a prior pay period that was never approved. The **Select** column displays checkboxes (active and inactive) that signify whether you can approve the reported time from this screen:

- Active checkboxes – Approve time from this screen.
- Inactive checkboxes – Link to timesheet to approve.

In the example below, the active checkboxes signify the four employees that can be approved from this page.

### Approve Reported Time from Search Results Screen

**Steps**

1. To approve employees who have reported hours equal to their scheduled hours and have time reporting codes of **REG** and/or **HOL**, click **Select All**. This automatically selects employees that meet these criteria.

   **Warning:** If the results page returns a long list of employees that requires a vertical scroll bar, clicking **Select All** checks the box for all employees meeting the criteria, including ones you cannot view on the page without scrolling.

2. Review all employees who have been checked, including those not visible on the page without scrolling. Uncheck any employee that should not be approved from this page.

3. Click **Approve**.
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Reviewing Work Location

1. Select employee

2. On the specific line, scroll to the right and view specific state selected.
   • If a state is not selected, the tax withholding will be based on the default percentage distribution entered in PeopleSoft State Tax Distribution screen.
   • Time approvers would review to confirm that the employee entered an appropriate state work location(s) and make an adjustment if necessary. 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.

For employees that cannot be approved from the Search Results list (no active checkbox) or those that you want to approve from within the employee timesheet, you must click their names to open their timesheet in order to approve. The following table summarizes the reporting criteria for each method:

<table>
<thead>
<tr>
<th>Approval Method</th>
<th>Reporting Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click Select All to automatically check active checkboxes.</td>
<td>Reported hours equal to scheduled hours and time reporting codes of REG and/or HOL</td>
</tr>
<tr>
<td>Manually check boxes of individual employees with an active checkbox.</td>
<td>No scheduled hours and any single time reporting code</td>
</tr>
<tr>
<td>Click the employee’s name to go to timesheet.</td>
<td>Reported hours less or greater than scheduled hours</td>
</tr>
<tr>
<td></td>
<td>A time reporting code other than REG/HOL</td>
</tr>
<tr>
<td></td>
<td>An Absence reported within the week</td>
</tr>
<tr>
<td></td>
<td>Time from prior periods that requires approval</td>
</tr>
</tbody>
</table>

Approve Reported Time from Timesheet

In the below example, the employee has reported 35 hours of REG time and 4 hours of comp time earned (CMPE), so his time must be approved from the timesheet.

Steps

1. On the Approved Reported Time page, click the employee’s last name, which links to the timesheet.

2. Review reported time and work location in Timesheet section by scrolling left or right on the screen.
On the Reported Time Status tab, select the checkboxes for the hours you want to approve.

3. Click Approve Selected.
4. On the Confirmation screen, click OK.
5. If you need to approve another employee’s timesheet, you can click Next Employee to go to next employee in the list, or click Return to Select Employee to return to Approve Reported Time page.

**Approve Timesheet with an Absence**

In this example, the employee has requested a personal day (7 hours). Both the hours worked and absence request can be approved from the timesheet.

**Steps**

1. Click the employee name to view their timesheet.

2. In the Reported Time Status section, click Select All to select the checkboxes for each day reported hours. **Note:**
Approving and Adjusting Time and Absences

The hours will be checked but the absence check box will remain grayed-out and unchecked. Absences can only be approved in the Absence Requests section.

3. Click Approve Selected.
4. Click the Absence tab.

5. Click the check box for the absence(s) you want to approve.

6. Click Approve.
7. On the Confirmation screen, click OK.
8. Click Next Employee to go to next employee in list, or click Return to Select Employee to return to Approve Reported Time page.

Identify Employees with Unsubmitted Time

**Navigation:** Home > Administer Time and Absence > View Time and Absences > View Payable Time by Group

The Approve Reported Time screen does not list employees who have not reported any time for the week. This section describes how to identify these employees.
Approving and Adjusting Time and Absences

Steps

1. On the View Payable Time by Group screen:
   a. Enter the Start Date or click to select a date.
   b. Enter or select the Time Reporter Group.
   c. Click Search. The Unsubmitted Hours for Group screen appears.

2. Identify employees who have not submitted time for the requested date.
3. Contact the employees and remind them to report their time for the current week.

Full-Week Absence Requests

When checking the unsubmitted time page Friday to identify employees who have not entered time, employees who have entered a full vacation week will be returned on the page because their absence request has not been processed through the Absence Take Cycle (Friday, 3:30PM).

To see if the employee did report a full vacation week, click the Adjust button and view the timesheet to see if an absence has been reported for the entire week.

- If so, you do not need to notify the employee to report their time.
- If there is no absence request for the week, then this is an employee who did not enter their hours for the week and should be contacted.
Adjusting Time and Absences

This section explains how to perform the following adjusting tasks:

- Correct over-reported time
- Report time for employees with unsubmitted time
- Correct underreported time (using ZPTO)
- Cancel an absence request from the timesheet
- Use Costing Copy
- Adjust or Enter Work Location

Select Employee Groups or Individuals

**Navigation:** Home > Administer Time and Absence > Report Time and Absences > Adjust Time.

**Steps**

1. Enter at least one or more search values under **Employee Selection Criteria** (use the magnifying glass button to look up values).
2. Under **Change View**, select the date you want to view. The default is to view the current work week.
3. Click **Get Employees**. The Adjust Time Search Results section is populated based on your search criteria.

The Search Results section displays all of the time reporters for the selected day/week.

Employees with a value other than “0” in the **Variance** column may require adjustment. Common scenarios include:

**Over-reported error**
- Employees with a variance greater than “0” may have worked past their schedule or have mistakenly entered an absence and their regular hours on the same day.

**Underreported error**
- Employees with a negative variance less than their schedule may have underreported their hours worked or absence(s). Review the **Reported Hours** and **Reported Absences** column to determine if there was a mistake.

**Unsubmitted hours**
- Employees with a negative variance equal to their schedule and no hours reported in the **Reported Hours** and **Reported Absences** column did not submit their hours for the week.

**Unapproved Absences**
- Employees with a negative variance less than their schedule and have hours showing in the **Absences to be Approved** may be short-paid if the absence cannot be approved before the bi-weekly payroll.

**Adjust or Enter Work Locations**
- Employees who have submitted incorrect work locations or have not selected work location.
Approving and Adjusting Time and Absences

Correct Over-reported Time

Over-reported time often occurs when employees enter an absence request for the week in addition to reporting their full scheduled hours. (Most times they click Apply Schedule and forget to delete the time for the day[s] they are absent.)

Any time you see an absence reported along with the employee’s full time schedule, you should investigate the timesheet to ensure the employee is not double-reporting on the same day.

In the following example, Thomas Brady has a positive variance of 7 hours. The Reported Absences column displays that she has reported an absence request of 7.00 hours along with her full time schedule of 35 hours (displayed in the Reported Hours column.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Name</th>
<th>Job Description</th>
<th>Emp ID</th>
<th>Emp Record</th>
<th>Reported Hours</th>
<th>Hours to be Approved</th>
<th>Approved Time Rtg Code</th>
<th>Reported Absences</th>
<th>Absences to be Approved</th>
<th>Approved Absences</th>
<th>Total Time and Abs Approved</th>
<th>Scheduled Hours</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brady, Thomas</td>
<td>Brady</td>
<td>Staff Assistant</td>
<td>1212</td>
<td>12/12/2</td>
<td>25.00</td>
<td>0.00</td>
<td>35.00 AB8</td>
<td>7.00</td>
<td>0.00</td>
<td>7.00</td>
<td>42.00</td>
<td>35.00</td>
<td>7.00</td>
</tr>
</tbody>
</table>

Steps

1. On the Adjust Time page, click the employee’s name.
2. On the employee’s timesheet, delete the over-reported REG hours (e.g., delete the 7.00 REG hours from Fri 1/20).

3. IMPORTANT: After deleting the hours, click away from the field, or press either the Enter key or Tab keys. This triggers the page to activate the Submit (& Approve All Time) button.
4. Click Submit (& Approve All Time).
5. On the Confirmation screen, click OK.
6. Click Return to Select Employee to return to the Adjust Time page.
Correct Under-reported Time

Underreported time is often caused by either of two factors:

- An employee reflects an absence in the timesheet but forgets to make an absence request.
- A manager fails to approve an employee’s absence request before the Absence Take Cycle on Friday.

### Use of ZPTO Time Reporting Code

You may need to use the ZPTO time reporting code as a placeholder in the employee’s timesheet when an absence was not requested or approved before the Absence Take Cycle ran on Friday. (It runs only once a week). Even though absences appear in the timesheet, they still must be approved and processed through the Absence Take Cycle in order for those hours to be included in the paycheck.

The rule for when to use the ZPTO row is:

- If an Absence Take Cycle will be processed before the bi-weekly payroll runs, enter or approve the missing absence request (no ZPTO row required).
- If the bi-weekly payroll will run before the next Absence Take Cycle processes, enter a ZPTO row as a placeholder for the missing absence. After payroll runs, enter or approve the missing absence and then delete the ZPTO row.

Please refer to the Payroll Calendar for the specific dates of the bi-weekly payroll process: Payroll Calendar.

In the calendar, look on Tuesdays for “Payroll Open/Close: Biweekly.” This is the day that the employee paychecks are created.

### Employee Forgot to Request Absence

In the following example, Mia’s total hours reported for the week are only 31.00 hours – 4.00 hours short of Mia’s normal work schedule. Mia forgot to enter her absence request.

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Name</th>
<th>Job Description</th>
<th>Employee ID</th>
<th>Emp Record</th>
<th>Reported Hours</th>
<th>Hours to be Approved</th>
<th>Approved Hours</th>
<th>Time Rpty.</th>
<th>Reported Absences</th>
<th>Absences to be Approved</th>
<th>Approved Absences</th>
<th>Total Hrs and Abs Approve</th>
<th>Sched Hrs</th>
<th>Variances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hann, Mia</td>
<td>Hannm</td>
<td>Staff Assistant III</td>
<td>00000000</td>
<td>0000</td>
<td>31.00</td>
<td>0</td>
<td>31.00 REG</td>
<td>0</td>
<td>0</td>
<td>31.00</td>
<td>31.00</td>
<td>31.00</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Steps

1. On the Adjust Time page, click the employee’s name.
2. Review the timesheet and do one of the following:
   - If the Absence Take Cycle will run before the bi-weekly payroll:
     - a. Click the Absence tab, and then click the Request Absence button and enter the absence request on behalf of the employee.
       - o Because you are an Adjuster, the absence requests will automatically be set to a status of Approved.
     - b. Click Return to Select Employee to return to Adjust Time page.
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- If the Absence Take Cycle will not run before the bi-weekly payroll:
  a. Click to add a row in the employee’s timesheet.
  b. Enter the missing absence hours in the timesheet and select the ZPTO-DoNotUse time reporting code.
  c. Click Submit & Approve All Time to submit and approve the ZPTO adjustment.
  d. On the Confirmation screen, click OK.
  e. Click Return to Select Employee to return to Adjust Time page.

**VERY IMPORTANT:** After the bi-weekly payroll has run (typically on Tuesday), do the following:
  f. Go back into the timesheet and enter the missing absence request by clicking the Request Absence button.
  g. On the ZPTO row, click to delete the ZPTO time from the timesheet.
  h. Click Submit & Approve All Time to submit and approve the adjustment.
  i. On the Confirmation screen, click OK.

**Manager Forgot to Approve Absence Request**

Underreported hours can also occur because the manager forgot to approve the employee’s absence before the Absence Take Cycle.

Similar to an employee forgetting to report an absence, if there is another Absence Take Cycle before the bi-weekly payroll, you can just approve the absence and the employee will be paid correctly. If, however, the bi-weekly payroll is running before the next Absence Take Cycle, you must add the ZPTO row as a placeholder to ensure the employee is paid correctly.

In the following example, an Adjuster has added a ZPTO row for a 4-hour absence that did not get approved in the prior Absence Take Cycle. After payroll has run, the Adjuster will delete the ZPTO row and approve the 4-hour absence request.
Correct Unsubmitted Time

**VERY IMPORTANT:** The system does not generate a time reporter’s scheduled hours if the reporter fails to enter their time for the week. Adjusters must identify employees who have not submitted their time and report it on their behalf.

In the example below, Katherine never reported her time for the week. The Adjust Time page displays that Katherine’s variance is a negative 35 hours and she has 0 hours reported in both the Reported Absences and Reported Hours column.

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Name</th>
<th>Job Description</th>
<th>Employee ID</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>January</td>
<td>Faculty Assistant II</td>
<td>74509300</td>
<td>-35.00</td>
</tr>
</tbody>
</table>

**Steps**

1. Click the employee’s name.
2. On the timesheet, click **Apply Schedule**.
3. Click **Submit (& Approve Time)**.

Cancel an Absence Request in the Timesheet

Absences that are in a status of Submitted or Approved and payroll status of Not Processed can be canceled directly from the timesheet.

**Steps**

1. Click the employee’s name.
2. Correct the employee’s reported time to reflect the removal of the absence request.
3. Click the Absence tab.
4. Scroll to the right until you see the Cancel button.
5. Click Cancel.
6. In the Cancel Request page, click Cancel Absence.
7. Click link to Return to Timesheet.
8. Click Submit (& Approve All Time) to remove the absence request.
Costing Adjustments

To use the Copy Payable Time button, the employee’s reported time must have already been approved and run through Time Administration. If you regularly make costing adjustments to the timesheet, approve the employee time on Friday and perform your costing adjustments on Monday morning after the first Time Administration process. Time Administration runs on Monday starting at 8:00 a.m., and runs at least 2 times per day.

To access the Copy Payable Time button, use the Adjust Time Page.

If the Copy Payable Time button is not visible on the page, then the employee’s reported time was never approved. You should approve the employee’s time, wait until Time Administration runs again, and then return to the timesheet to make your adjustments.

Steps

1. Click Copy Payable Time.

2. Enter your costing adjustment (Tub, Org, etc.)

3. Click Submit (&Approve All Time).

4. On the Confirmation screen, click OK.
5. Click Return to Select Employee to return to Adjust Time page.

Adjust or Enter Work Location
Steps

1. Click the employee’s name.
2. On the timesheet, enter time for work in a specific Harvard Registered Payroll state.

   Best Practice:
   
   If you “apply schedule” and do not select a state using the drop-down menu, tax withholding will be based on the default percentage distribution the employee entered in PeopleSoft State Tax Distribution screen. To make adjustments for time worked in a state they did not work the majority of their time, the approver can delete the time for that row and follow the below steps.
Approving and Adjusting Time and Absences

1. Scroll to the right of the pay line and enter Country, State and Local (if required) for time worked in that location.
2. Click the Add button to add a new line.
3. Repeat steps as necessary until all your time for the week is reported.
4. Enter a comment if appropriate.
5. Click Submit (& Approve Time).

Monday Exception Approvals
In your role as Time Adjuster or Time Administrator, you will receive email notifications Monday morning and periodically throughout the day if there are employees who still have time requiring approval and/or if employees did not report their hours for the prior week.

As many Adjusters/Administrators are set up as a back-up, the employees listed in the email may not include employees you normally approve or report time for. If you see any employee’s listed that you are responsible for, please take the corrective action of either approving or reporting the employee’s time.

Sample Email

Harvard Time Needing Approval Notification
This email indicates that one or more employees in your PeopleSoft Time & Labor groups have reported hours that require approval. In order for the listed employees to be paid correctly, their hours must be approved. Please note that the Time Approval deadline is 5pm today.

PeopleSoft is accessed through HARVie at http/hr.harvard.edu/

This e-mail is your last notification. Thank you.

<table>
<thead>
<tr>
<th>Group: 16001 - CADM^CWD STAFF</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Approver: John Harvard</td>
<td></td>
</tr>
<tr>
<td>Secondary Approver: Sally Smith</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Last Name</th>
<th>Employee First Name</th>
<th>Workgroup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latter</td>
<td>Sally</td>
<td>HUCTW</td>
</tr>
</tbody>
</table>