

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

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
North American Pay Group	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

Change View
*View By All Time Before
Hide Absence Columns
Date 01/08/2017
Show Schedule Information

Approving Reported Time – Adjust Time Screen

(continued)

Select the employee's last name.

Select	Name	Last Name	Job Description	Employee ID	Empl Record	Hours to be Approved	Reported Hours	Time Rptg Codes
<input type="checkbox"/>	Brando,Marlon	Brando	Financial Professional (N)	66666666	0	35.00	35.00	REG
<input type="checkbox"/>	Byron,Lord	Byron	Faculty Assistant II	99999999	0	35.00	35.00	REG
<input type="checkbox"/>	Colbert,Stephen	Colbert	Faculty Assistant II	55555555	0	0	0	
<input type="checkbox"/>	Granger,Hermione	Granger	Coordinator II	77777777	0	16.00	16.00	REG
<input type="checkbox"/>	Harvard,John	Harvard	Faculty Assistant II	22222222	1	39.00	39.00	*
<input type="checkbox"/>	Pond,Melody	Pond	Faculty Assistant II	11111111	1	0	0	

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 09/05/2021

Scheduled Hours: 35.00 Reported Hours: 35.00

From Sunday 09/05/2021 to Saturday 09/11/2021							Total Hours	Time Reporting Code	+	-	Tub	Org	Object Code	Fund	Activity	Sub-Activity	Root	Comments	Country	State	Locality	Override Rate	
		7.00	7.00	7.00	7.00		28.00	REG - Regular												USA	RI		
					7.00		7.00	REG - Regular															

Submit (& Approve All Time)

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.

Comments	Country	State	Locality	Override Rate
	USA	RI		

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.

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
North American Pay Group	<input type="text"/>

Change View

*View By Week ▼

 Hide Absence Columns

Date 01/18/2017 📅 ↻

 Show Schedule Information

Select employee

Employees For Peletier,Carole Ann, Totals From 01/15/2017 - 01/21/2017															
Time Summary		Demographics													
Name	Last Name	Job Description	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Approved Hours	Time Rptg Codes	Reported Absences	Absences to be Approved	Approved Absences	Total Hrs and Abs Approved	Scheduled Hours	Variance	
Brady,Thomas	Brady	Staff Assistant III	12121212	1	35.00	0	35.00	ABS	7.00	0	7.00	42.00	35.00	7.00	
Hamm,Mia	Hamm	Staff Assisant III	99999999	0	31.00	0	31.00	REG	0	0	0	31.00	35.00	-4.00	
Janeway,Katherine	Janeway	Faculty Assistant II	74656000	0	0	0	0		0	0	0	0	35.00	-35.00	
Martinez,Pedro	Martinez	Faculty Assistant II	45454545	0	31.00	0	31.00	REG	4.00	4.00	0	31.00	35.00	-4.00	

Time Reporters / Time Adjustors (continued)

Select Another Timesheet

View By: Week Previous Week Next Week

Date: 09/05/2021

Scheduled Hours: 35.00 Reported Hours: 35.00

From Sunday 09/05/2021 to Saturday 09/11/2021

Day	Mon 9/6	Tue 9/7	Wed 9/8	Thu 9/9	Fri 9/10	Sat 9/11	Total Hours	Time Reporting Code	+	-	Tub	Org	Object Code	Fund	Activity	Sub-Activity	Root	Comments	Country	State	Locality	Override Rate	
	7.00	7.00	7.00	7.00			28.00	REG - Regular															
					7.00		7.00	REG - Regular												USA	RI		

Submit (& Approve All Time)

Enter time as normal, one state per row, scroll to the right
To enter USA, state and locality as needed.

Day	Fri 8/17	Sat 8/18	Total Hours	Time Reporting Code	+	-	Tub	Org	Object Code	Fund	Activity	Sub-Activity	Root	Comments	Country	State	Locality	Override Rate	
	0.00			REG - Regular															
	7.00			REG - Regular												USA	RI		

Submit (& Approve All Time)

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.

Time and Absence Admin

Time and Absence Admin

Time and Labor

Process Monitor Help

Rapid Time

Rapid Session Information

*Description	Rapid Time 09-13	Session Number	9999999999
Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	HVD_APPROV	Last Updated	09/09/21 11:47:36AM
*Processing Mode	Replacement	User ID	20957336

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	*Time Type	Type	*Quantity	Country	State	Locality	Override Rate
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	09/05/2021	REG	H	8.000000	USA	CT		
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	09/06/2021	REG	H	8.000000	USA	CT		
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	09/15/2021	REG	H	8.000000				

Add or Remove Rows

Rows to Add Copy Down Values from Last Row Increment Date

Select All Deselect All Add Row(s) Delete Selected Row(s)

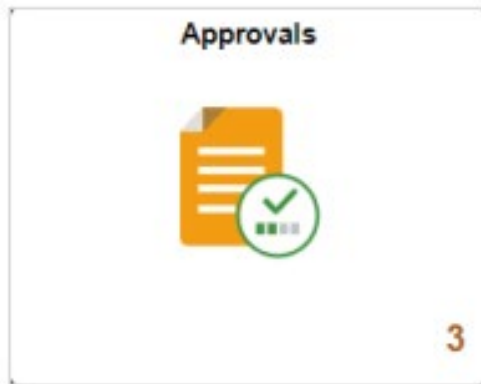
Save Submit

Notify Refresh

Approving Reported Time – Approvals Tile

Navigation: Home > Approvals

- Time Approvers would review timesheets for accuracy of hours, earnings type, and that work is in a payroll registered state.
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The screenshot shows the "Pending Approvals" screen. At the top, there is a navigation bar with "Back", "Pending Approvals", "Sign Out", and other icons. Below the navigation bar, there is a "View By" dropdown set to "Type". A list of filters is shown: "All" (4), "Absence Request" (1), and "Reported Time" (3). The main content area displays a list of 4 rows of pending approvals. Each row includes the request type, employee name, and approval details.

Request Type	Employee Name	Approval Details
Reported Time	Jessica Harvard	For Approval 35.00 Hours Scheduled 35.00 Hours Amount for Approval 0.00 USD Time Period 12/24/2018 - 12/28/2018 Routed 12/17/2018
Absence Request	Arya Stark	Personal, 3-Hours / Current Balance 3.5 Hours 05/03/2019 Routed 05/01/2019
Reported Time	Arya Stark	For Approval 32.00 Hours Scheduled 35.00 Hours Amount for Approval 0.00 USD Time Period 04/29/2019 - 05/03/2019 Routed 05/01/2019
Reported Time	Margaery Tyrell	For Approval 35.00 Hours Scheduled 35.00 Hours Amount for Approval 0.00 USD Time Period 05/13/2019 - 05/17/2019 Routed 05/02/2019

Approving Reported Time – Approvals Tile (continued)

[Back](#)
Pending Approvals
Sign Out

View By Type ▼

All 4
Absence Request 1
Reported Time 3

Approve

Reported Time 3 rows

<input type="checkbox"/> Reported Time Jessica Harvard	For Approval 35.00 Hours Scheduled 35.00 Hours Amount for Approval 0.00 USD Time Period 12/24/2018 - 12/28/2018	Routed 12/17/2018 >
<input type="checkbox"/> Reported Time Arya Stark	For Approval 32.00 Hours Scheduled 35.00 Hours Amount for Approval 0.00 USD Time Period 04/29/2019 - 05/03/2019	Routed 05/01/2019 >
<input type="checkbox"/> Reported Time Arya Stark	For Approval 35.00 Hours Scheduled 35.00 Hours Amount for Approval 0.00 USD Time Period 05/13/2019 - 05/17/2019	Routed 05/02/2019 >

Approver Comments

[Pending Approvals](#)
Reported Time
Sign Out

Approve

5 line(s) are pending your approval

Summary

Time Period 09/06/2021 - 09/10/2021

For Approval 35.00 Hours Scheduled 35.00 Hours

Submitted/ Approved 0.00 Hours Reported 35.00 Hours

[View Legend](#)

▼ **Reported Time Details**

Pending All

Select	Report Date	Time Reporting Code	For Approval	Reported for Date / Scheduled for Date
<input type="checkbox"/>	09/09/2021	REG - Regular	7.00 Hours	7.00 Hours / 7.00 Hours >
<input type="checkbox"/>	09/07/2021	REG - Regular	7.00 Hours	7.00 Hours / 7.00 Hours >
<input type="checkbox"/>	09/08/2021	REG - Regular	7.00 Hours	7.00 Hours / 7.00 Hours >
<input type="checkbox"/>	09/09/2021	REG - Regular	7.00 Hours	7.00 Hours / 7.00 Hours >
<input type="checkbox"/>	09/10/2021	REG - Regular	7.00 Hours	7.00 Hours / 7.00 Hours >

Approver Comments

Approval Chain >



Approving Reported Time – Approvals Tile (continued)

Reported Time Line Details

Report Date 09/10/2021
Reported for date 7.00 Hours
Scheduled for date 7.00 Hours
Time Reporting code REG - Regular
Quantity 7.00 Hours

[Adjust Reported Time](#)
[Comments](#)
[View Exception](#)



Report Time

Report Time



Friday, Sep 10, 2021

Reported Status



Submit

*Time Reporting Code

Quantity

Time Details

Country

State

Locality

Submitted 7.00 Hours

Summary Detail

Regular 7.00 Hours

Pending Approvals

Comments (0)



Approving Reported Time – Approvals Tile (continued)

The screenshot displays a web application interface for reporting time. A modal window titled "Report Time Details" is open, showing the following information:

- Date:** 09/10/2021
- *Time Reporting Code:** Regular
- Quantity:** 7.00 Hours
- Time Details:**
 - Country:** USA (United States)
 - State:** RI (Rhode Island)
 - Locality:** (empty field)

Buttons for "Cancel", "Submit", and "Delete" are present. The background shows a "Report Time" page with a "Submitted 7.00 Hours" status and tabs for "Summary" and "Detail".