

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.

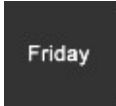

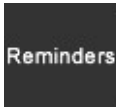

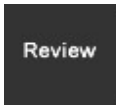



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University Approving Time Guidelines

Harvard’s policy that all overtime-eligible staff must report the time they work each week will be enforced. All over-time 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.

 	<p>Deadlines for approving absences:</p> <ul style="list-style-type: none"> • Weekly employees: Friday at 2:30 pm • Bi-weekly employees: Friday at 3:30 pm <p>Deadline for approving reported time is Friday at 5:00 p.m.*</p>
 	<p>Take action on PeopleSoft emails you receive:</p> <ul style="list-style-type: none"> • 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).
 	<p>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.</p>
 	<p>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.</p>

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

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.

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

* 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

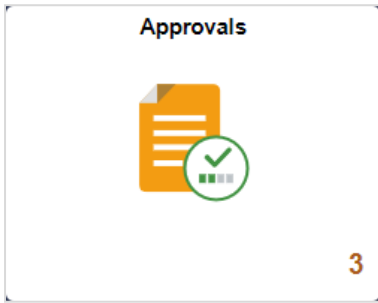
Using the Approvals Tile

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



Back Pending Approvals Sign Out Home Search Menu Profile

View By Type

- All 4
- Absence Request 1
- Reported Time 3

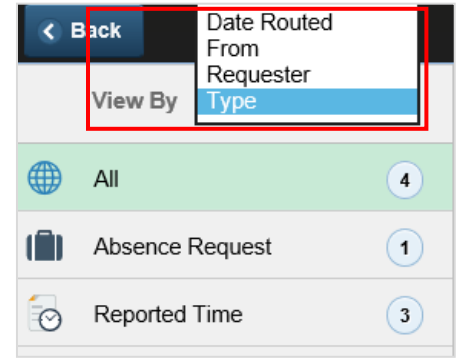
All 4 rows

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 and Adjusting Time and Absences

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.

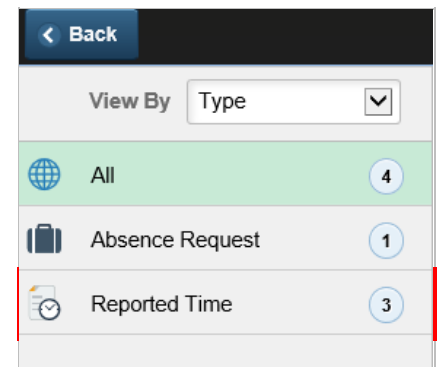


Approving Reported Time

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.

< 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

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.

Approving and Adjusting Time and Absences

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.

Reported Time

Arya Stark
Info Tech Support Associate II

5 line(s) are pending your approval

Summary

Time Period 04/29/2019 - 05/03/2019

For Approval 32.00 Hours Scheduled 35.00 Hours

Submitted/ Approved 0.00 Hours Reported 32.00 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"/>	04/29/2019	REG - Regular	7.00 Hours	7.00 Hours / 7.00 Hours	>
<input type="checkbox"/>	04/30/2019	REG - Regular	7.00 Hours	7.00 Hours / 7.00 Hours	>
<input type="checkbox"/>	05/01/2019	REG - Regular	7.00 Hours	7.00 Hours / 7.00 Hours	>
<input type="checkbox"/>	05/02/2019	REG - Regular	7.00 Hours	7.00 Hours / 7.00 Hours	>
<input type="checkbox"/>	05/03/2019	REG - Regular	4.00 Hours	4.00 Hours / 7.00 Hours	>

Viewing Work Locations

1. Select specific row and select *Adjust Reported Time*

Approval Line Detail

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](#)

Approving and Adjusting Time and Absences

2. Select Pending Approvals

3. Select Pending Approvals

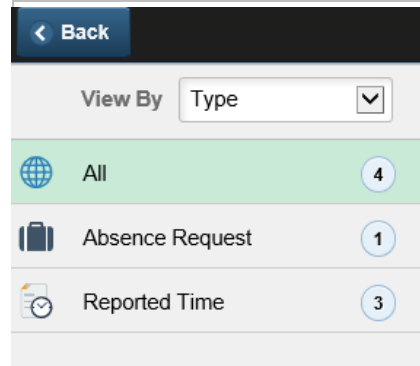
4. The country, state, and locality (if applicable) will show.

- Approvers may choose to look at this information through the Adjust Time page.

Approving and Adjusting Time and Absences

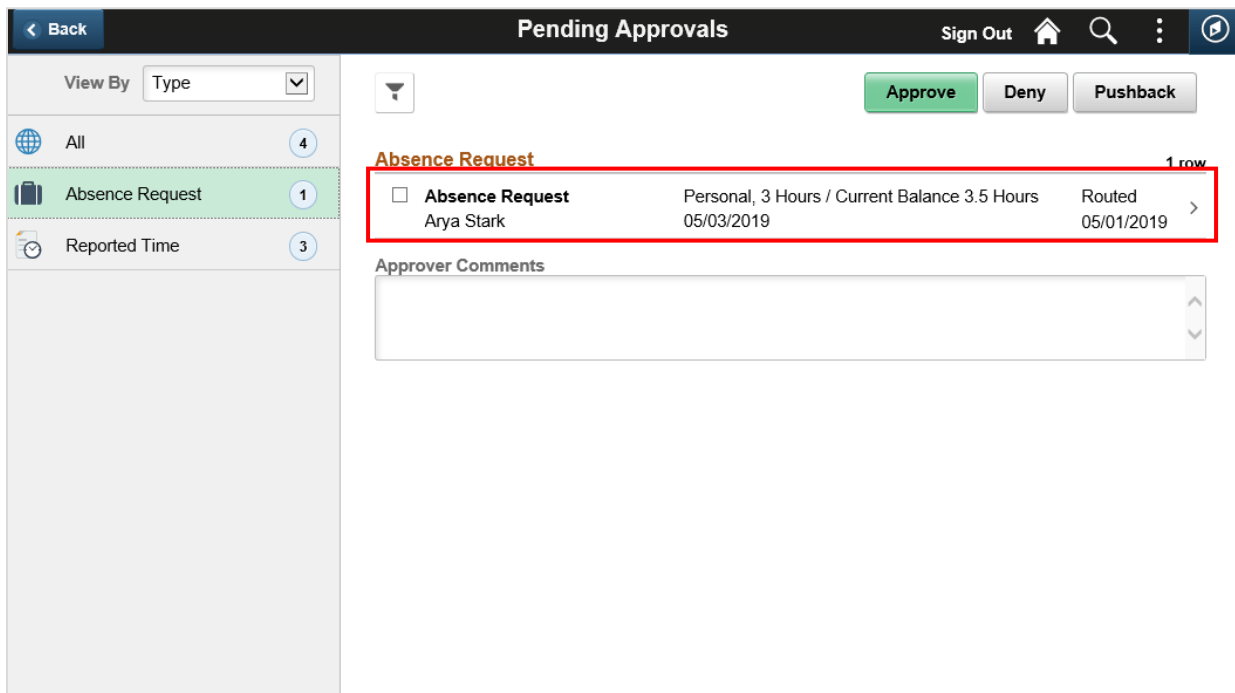
Approving Absences

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.



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.

Approving and Adjusting Time and Absences

- 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**.

Absence Request

Arya Stark
Info Tech Support Associate II

Approve Deny Pushback

Absence Details

Absence Name	Personal	End Date	05/03/2019
Start Date	05/03/2019	Duration	3 Hours
Partial Days	All Days - 3 Hours		
Current Balance	3.50 Hours	Disclaimer	

Requester Comments

There are no requester comments

Request History >

Approver Comments

Approval Chain >

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

- Enter at least one or more search values under **Employee Selection Criteria** (use the magnifying glass button to look up values).
- The date defaults to the Saturday of the *current work week*.
 - When approving on Friday, leave the date field set to the current date.
 - 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.
- Click **Get Employees**. The Approve Reported Time Search Results section is populated based on your search criteria.

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"/>

Get Employees

Clear Criteria

Save Criteria

Change View

*View By All Time Before Hide Absence Columns

Date 01/08/2017

Show Schedule Information

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.

Select	Name	Last Name	Job Description	Employee ID	Empl Record	Hours to be Approved	Reported Hours	Time Rptg Codes	Absences to be Approved	Total Hrs and Abs to be Approved	Scheduled Hours
<input checked="" type="checkbox"/>	Brando, Marlon	Brando	Financial Professional (N)	66666666	0	35.00	35.00	REG	0	35.00	35.00
<input checked="" type="checkbox"/>	Byron, Lord	Byron	Faculty Assistant II	99999999	0	35.00	35.00	REG	0	35.00	35.00
<input type="checkbox"/>	Colbert, Stephen	Colbert	Faculty Assistant II	55555555	0	0	0		0	0	33.75
<input type="checkbox"/>	Granger, Hermione	Granger	Coordinator II	77777777	0	16.00	16.00	REG	0	16.00	17.50
<input checked="" type="checkbox"/>	Harvard, John	Harvard	Faculty Assistant II	22222222	1	35.00	35.00	REG	0	35.00	35.00
<input type="checkbox"/>	Pond, Melody	Pond	Faculty Assistant II	11111111	1	0	0		0	0	37.50
<input checked="" type="checkbox"/>	Walters, Jennifer	Walters	Grndfthrd-Admin Prfsnl	86753099	0	35.00	35.00	REG	0	35.00	35.00

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 scrollbar, clicking **Select All** checks the box for all employees meeting the criteria, including ones you cannot view on the page without scrolling.

Select	Name	Last Name	Job Description
<input checked="" type="checkbox"/>	Brando, Marlon	Brando	Financial Professional (N)
<input checked="" type="checkbox"/>	Byron, Lord	Byron	Faculty Assistant II
<input type="checkbox"/>	Colbert, Stephen	Colbert	Faculty Assistant II
<input type="checkbox"/>	Granger, Hermione	Granger	Coordinator II
<input checked="" type="checkbox"/>	Harvard, John	Harvard	Faculty Assistant II
<input type="checkbox"/>	Pond, Melody	Pond	Faculty Assistant II
<input checked="" type="checkbox"/>	Walters, Jennifer	Walters	Grndfthrd-Admin Prfsnl

Approval ?

Select All Deselect All Approve

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**.

Select	Name	Last Name	Job Description
<input checked="" type="checkbox"/>	Brando, Marlon	Brando	Financial Professional (N)
<input checked="" type="checkbox"/>	Byron, Lord	Byron	Faculty Assistant II
<input type="checkbox"/>	Colbert, Stephen	Colbert	Faculty Assistant II
<input type="checkbox"/>	Granger, Hermione	Granger	Coordinator II
<input checked="" type="checkbox"/>	Harvard, John	Harvard	Faculty Assistant II
<input type="checkbox"/>	Pond, Melody	Pond	Faculty Assistant II
<input checked="" type="checkbox"/>	Walters, Jennifer	Walters	Grndfthrd-Admin Prfsnl

Approval ?

Approving and Adjusting Time and Absences

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:

Approval Method	Reporting Criteria
<ul style="list-style-type: none"> • Click Select All to automatically check active checkboxes. 	<ul style="list-style-type: none"> • Reported hours equal to scheduled hours and time reporting codes of REG and/or HOL
<ul style="list-style-type: none"> • Manually check boxes of individual employees with an active checkbox. 	<ul style="list-style-type: none"> • No scheduled hours and any single time reporting code
<ul style="list-style-type: none"> • Click the employee's name to go to timesheet. 	<ul style="list-style-type: none"> • Reported hours less or greater than scheduled hours • A time reporting code other than REG/HOL • An Absence reported within the week • Time from prior periods that requires approval

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.

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	

2. Review reported time and work location in Timesheet section by scrolling left or right on the screen.

Approving and Adjusting Time and Absences

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.

Time Adjusters and Time Administrators: Submit (& Approve All Time)

In the timesheet, you also have access to the **Submit (& Approve All Time)** button. Click this button to *submit and approve* your adjustments. This button automatically approves your submitted changes as well as any other reported time in a Needs Approval status.

Note: The **Submit (& Approve All Time)** button **does not approve absences**. To approve an absence, click the **Absence** tab, select the absence, and then click the **Approve** button.

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.

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	28.00	28.00	REG
<input type="checkbox"/>	Pond, Melody	Pond	Faculty Assistant II	11111111	1	0	0	
<input type="checkbox"/>	Walters, Jennifer	Walters	Grndfthrd-Admin Prfsnl	86753099	0	35.00	35.00	REG

Approval ?

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.

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input type="checkbox"/>	01/09/2017	Needs Approval	7.00	REG	Regular	7.00	
<input type="checkbox"/>	01/10/2017	Needs Approval	7.00	REG	Regular	7.00	
<input type="checkbox"/>	01/11/2017	Needs Approval	7.00	REG	Regular	7.00	
<input type="checkbox"/>	01/12/2017	Needs Approval	7.00	REG	Regular	7.00	
<input type="checkbox"/>	01/13/2017	Needs Approval	7.00	PERAM	Personal Day - Absence Mgt	7.00	

Approval

Select All Deselect All Approve Selected

Return to Select Employee Next Employee

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

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input checked="" type="checkbox"/>	01/09/2017	Needs Approval	7.00	REG	Regular	7.00	
<input checked="" type="checkbox"/>	01/10/2017	Needs Approval	7.00	REG	Regular	7.00	
<input checked="" type="checkbox"/>	01/11/2017	Needs Approval	7.00	REG	Regular	7.00	
<input checked="" type="checkbox"/>	01/12/2017	Needs Approval	7.00	REG	Regular	7.00	
<input type="checkbox"/>	01/13/2017	Needs Approval	7.00	PERAM	Personal Day - Absence Mgt	7.00	

Approval

Select All Deselect All Approve Selected

Return to Select Employee Next Employee

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

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Voided	Payroll Status	Cancel Request	Cancel
<input type="checkbox"/>	01/13/2017	01/13/2017	Personal	7.00 Hours		Details	Needs Approval	Approval Monitor	Employee Absence Request	N	Not Processed	<input type="checkbox"/>	Cancel

Approval

Select All Deselect All 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

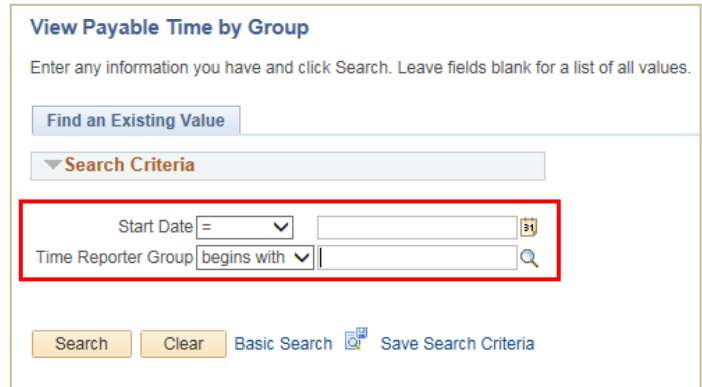
Navigaton: Home > Administer Time and Absence > View Time and Absences > View Payable Time by Group

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.





View Payable Time by Group


Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

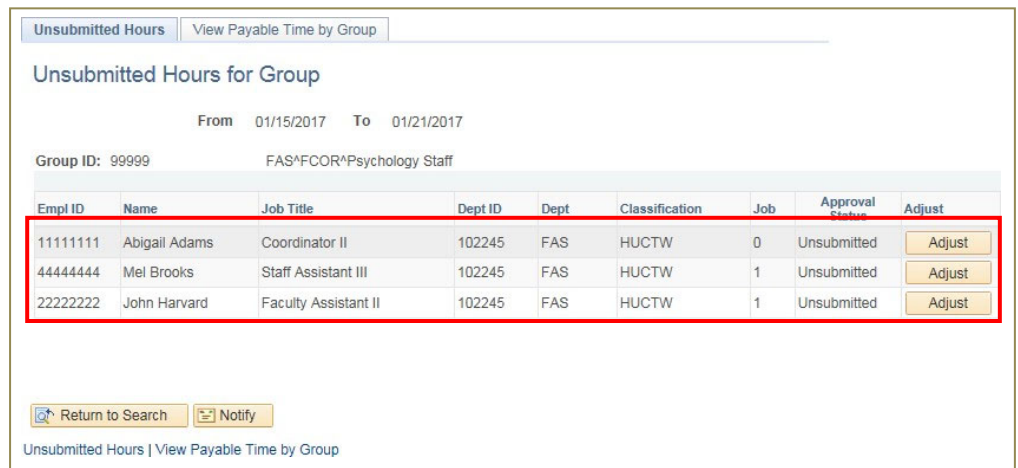
▼ **Search Criteria**

Start Date = 

Time Reporter Group begins with 

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

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.



Unsubmitted Hours for Group

From 01/15/2017 To 01/21/2017

Group ID: 99999 FAS*FCOR*Psychology Staff

Empl ID	Name	Job Title	Dept ID	Dept	Classification	Job	Approval Status	Adjust
11111111	Abigail Adams	Coordinator II	102245	FAS	HUCTW	0	Unsubmitted	Adjust
44444444	Mel Brooks	Staff Assistant III	102245	FAS	HUCTW	1	Unsubmitted	Adjust
22222222	John Harvard	Faculty Assistant II	102245	FAS	HUCTW	1	Unsubmitted	Adjust

[Return to Search](#) [Notify](#)

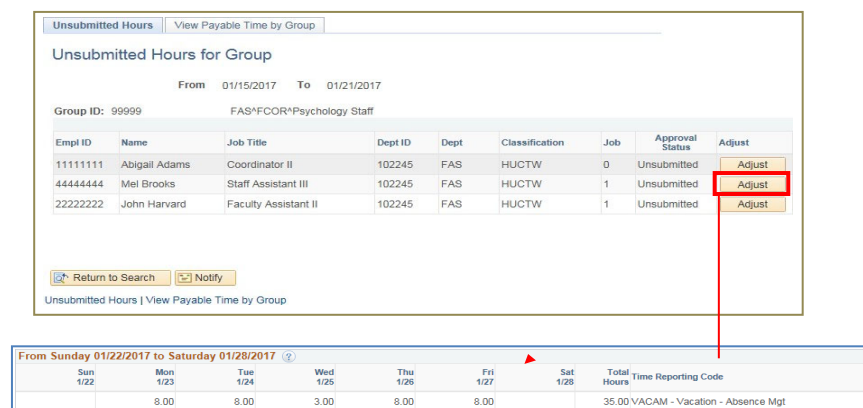
Unsubmitted Hours | View Payable Time by Group

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.



Unsubmitted Hours for Group

From 01/15/2017 To 01/21/2017

Group ID: 99999 FAS*FCOR*Psychology Staff

Empl ID	Name	Job Title	Dept ID	Dept	Classification	Job	Approval Status	Adjust
11111111	Abigail Adams	Coordinator II	102245	FAS	HUCTW	0	Unsubmitted	Adjust
44444444	Mel Brooks	Staff Assistant III	102245	FAS	HUCTW	1	Unsubmitted	Adjust
22222222	John Harvard	Faculty Assistant II	102245	FAS	HUCTW	1	Unsubmitted	Adjust

[Return to Search](#) [Notify](#)

Unsubmitted Hours | View Payable Time by Group

From Sunday 01/22/2017 to Saturday 01/28/2017

Sun 1/22	Mon 1/23	Tue 1/24	Wed 1/25	Thu 1/26	Fri 1/27	Sat 1/28	Total Hours	Time Reporting Code
	8.00	8.00	3.00	8.00	8.00		35.00	VACAM - Vacation - Absence Mgt

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 For Peletier,Carole Ann, Totals From 01/15/2017 - 01/21/2017														
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

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.)

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

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).

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 01/15/2017 ? ↺ ↻

Scheduled Hours: 35.00 Reported Hours: 42.00

From Sunday 01/15/2017 to Saturday 01/21/2017 ?

Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total Hours	Time Reporting Code
	7.00	7.00	7.00	7.00	7.00		35.00	REG - Regular
					7.00		7.00	PERAM - Personal Day - Absence Mgt

Submit (& Approve All Time)

Overtime Premium Hours: 2.00 [View Default Costing](#)

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)**.

From Sunday 01/15/2017 to Saturday 01/21/2017 ?

Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total Hours	Time Reporting Code		
	7.00	7.00	7.00	7.00			35.00	REG - Regular	+	-
					7.00		7.00	PERAM - Personal Day - Absence Mgt	+	-

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.

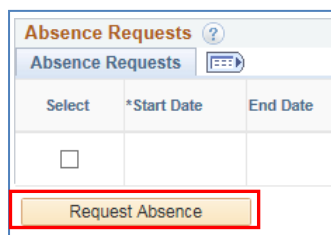
Employee Forgot to Request Absence

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.

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	Schedule Hours	Variance
Hamm,Mia	Hamm	Staff Assisant III	99999999		31.00	0	31.00	REG	0	0	0	31.00	35.00	-4.00

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.
 - 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.

Approving and Adjusting Time and Absences

- 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.

From Sunday 01/15/2017 to Saturday 01/21/2017 ?

Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total Hours	Time Reporting Code	
	7.00	7.00	7.00	7.00	3.00		31.00	REG - Regular	+
				4.00				ZPTO - DoNotUse - ADMINs only	+

Submit (& Approve All Time)

- 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.

From Sunday 01/15/2017 to Saturday 01/21/2017 ?

Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total Hours	Time Reporting Code	
	7.00	7.00	7.00	7.00	3.00		31.00	REG - Regular	+ -
				4.00				ZPTO - DoNotUse - ADMINs only	+ -

Submit (& Approve All Time)

- 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**.

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
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

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.

From Sunday 01/15/2017 to Saturday 01/21/2017 ?

Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total Hours	Time Reporting Code	
	7.00	7.00	7.00	7.00	3.00		31.00	REG - Regular	+ -
				4.00			4.00	ZPTO - DoNotUse - ADMINs only	+ -
				4.00			4.00	PERAM - Personal Day - Absence Mgt	+ -

Add the ZPTO placeholder if the bi-weekly payroll is running before the next Absence Take Cycle

Absence was never approved in last Absence Take Cycle

Approving and Adjusting Time and Absences

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.

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
Janeway, Katherine	Janeway	Faculty Assistant II	74656000	0	0	0	0		0	0	0	0	35.00	-35.00

Steps

1. Click the employee's name.
2. On the timesheet, click **Apply Schedule**.

From Sunday 01/15/2017 to Saturday 01/21/2017 ?

Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total Hours	Time Reporting Code

Submit (& Approve All Time)

Apply Schedule Overtime Premium Hours View Default Costing

3. Click **Submit (& Approve Time)**.

From Sunday 01/15/2017 to Monday 02/13/2017 ?

Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total Hours	Time Reporting Code
	7.00	7.00	7.00	7.00	7.00			REG - Regular

Submit (& Approve All 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**.

Payroll Status	Cancel Request	Forecast	Cancel
Not Processed	<input type="checkbox"/>		Cancel

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**.

From Sunday 01/15/2017 to Saturday 01/21/2017

Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total Hours	Time Reporting Code	Tub	Org
	7.00	7.00	7.00	7.00	7.00		35.00	REG - Regular		
				2.00				OTS - Overtime at Straight Rate		

Buttons: Copy Payable Time (highlighted), Submit (& Approve All Time)

Labels: Overtime Premium Hours, View Default Costing

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

From Sunday 01/15/2017 to Saturday 01/21/2017

Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total Hours	Time Reporting Code	Tub	Org
	7.00	7.00	7.00	7.00	7.00		35.00	REG - Regular		
				2.00				OTS - Overtime at Straight Rate		

Buttons: Copy Payable Time, Submit (& Approve All Time)

Labels: Overtime Premium Hours, View Default Costing

3. Click **Submit (& Approve All Time)**.

From Sunday 01/15/2017 to Saturday 01/21/2017

Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total Hours	Time Reporting Code	Tub	Org
	7.00	7.00	7.00	7.00	7.00		35.00	REG - Regular		
				2.00				OTS - Overtime at Straight Rate		

Buttons: Copy Payable Time, Submit (& Approve All Time) (highlighted)

Labels: Overtime Premium Hours, View Default Costing

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

From Sunday 01/15/2017 to Saturday 01/21/2017 ?

Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total Hours	Time Reporting Code

Submit (& Approve All Time)

Overtime Premium Hours
View Default Costing

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)**.

From Sunday 01/15/2017 to Monday 02/13/2017 ?

Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total Hours	Time Reporting Code
	7.00	7.00	7.00	7.00	7.00			REG - Regular

Submit (& Approve All 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.

Group: 16001 - CADM^CWD STAFF		
Primary Approver: John Harvard		
Secondary Approver: Sally Smith		

Employee Last Name	Employee First Name	Workgroup
Latter	Sally	HUCTW