# FAS Timeline for Time and Absence Submission, Approval and Payroll Reports

## THURSDAY
by 5:00 PM

- Preferred deadline for time submitters to submit time and absences

## FRIDAY
by 3:30 PM

- Print and review Unsubmitted Time report and Absences (Historical and Planned) report

by 5:00 PM

- Required absence approval deadline for time approvers/adjustors
- Recommended time approval deadline for time approvers/adjustors

## SATURDAY
by 12:00 Midnight

- Final deadline for time submitters to submit time

## MONDAY
Before 3:00 PM

- Required time approval deadline for time approvers/adjustors
- Print and review Possible Underpayment report
- Print and review Possible Overpayment report

## TUESDAY (when payroll opens); AND
TUESDAY/WEDNESDAY (after payroll confirmed)

- Print Cost Center Register by EE
### FRIDAY BEFORE 3:30 PM

#### Unsubmitted Time Report

Identifies employees with no hours reported as well as employees who have reported only partial time.

**Main Menu -> Harvard Reports -> Time & Labor Reports -> HU Unsubmitted Time Report**

**Recommended Report Parameters:**
- Begin date is the first day of pay period
- End date is the last day of pay period
- Select “All Group ID’s”
- Select Employee Classification “A” and “S”
- Select “By Day”

#### Absences (Historical and Planned)

Identifies employees who have submitted absences for the current pay week that are awaiting approval.

**Main Menu -> Harvard Reports -> Absence Management Reports -> Absences (Historical & Planned)**

**Recommended Report Parameters:**
- Start date is the first day of the pay period
- End date is the last day of the pay period
- Select “All Group ID’s”
- Select Absence Status “S”

### MONDAY

#### Possible Underpayment Report

Identifies:
- Employees who have no time reported
- Employees who have reported time that is still awaiting approval
- By week/day employees whose total payable hours are less than their total scheduled hours

**Main Menu -> Harvard Reports -> Time & Labor Reports -> HU TL Possible Underpay Report**

**Recommended Report Parameters:**
- Begin date is the first day of the pay period
- End date is the last day of the pay period
- Select “All Group ID’s”
- Select “By Day”
- Check the box to include employees with no time approved
- Check the box to include employees with no time reported.

#### Possible Overpayment Report

Identifies:
- Employees whose daily payable hours are greater than their daily schedule; absence management time reporting codes exist; AND either OTS or OTP exist. (Note: allowed exceptions will continue to appear on report)
- Employees who did not meet the criteria above, but do have a generated exception (Note: Once adjusted, exception will drop off report)

**Main Menu -> Harvard Reports -> Time & Labor Reports -> HU TL Possible Overpayment Report**

**Recommended Report Parameters:**
- Begin date is the first day of the pay period
- End date is the last day of the pay period
- Select “All Group ID’s”

### TUESDAY (when payroll opens); AND TUESDAY/WEDNESDAY (after payroll confirmed)

#### Cost Center Register by EE - REQUIRED

Used to verify that the payroll is correct by department

**Main Menu -> Harvard Reports -> Payroll Related -> Cost Center Register by EE**

**Report Parameter:**
- Enter Pay Run ID for specific pay period