Preparing & Submitting a Payline Transaction Form

What’s Covered: How to prepare and approve a Payline Transaction form to request an off-cycle check for an employee or an on-cycle check for a terminated employee

Notes:
- Do not fax or send a copy of the Payline Transaction form to University Financial Services; the form will appear in University Financial Services’ work queue after the Approver has submitted the form to University Financial Services.
- Use this process to provide additional pay to an employee who cannot wait until their next payroll cycle.
- Use this process to provide vacation pay and/or severance pay to a terminated/retired employee whose last production payroll has already occurred and/or the employee has requested some or all of their final pay to be deposited into their TDA account.
- If you are processing a TER/RET that includes proceeds being redirected to the employee's TDA account, you must print the completed Payline form (without submitting it University Financial Services) and forward it to the consultant working on the case with the Benefits Services Group (BSG) in order for the TDA deduction to be taken.
- You cannot process certain taxable transactions or checks issued to a third-party using this form. Please refer to the table below for the other additional pay options.

Important: There is a cost associated with processing an off-cycle check ($50-75 per check), which is borne by the University. Only use the process when the employee cannot wait until the next payroll cycle.

### Other Additional Pay Forms

<table>
<thead>
<tr>
<th>If you are:</th>
<th>Use this form:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing a certain taxable transaction (earnings code of: MVN, MV3, MOV, MVI, GTX, GTP, NQR, GCC, and GNT)</td>
<td>Additional Pay / Gifts 3rd Party form (must be printed, signed, and sent to Central Payroll)</td>
</tr>
<tr>
<td>Processing a third-party check</td>
<td></td>
</tr>
<tr>
<td>Processing a grossed-up payment for an employee in the next payroll cycle</td>
<td>Additional Pay-One/Recurring form (must be printed, signed, and sent to Central Payroll)</td>
</tr>
<tr>
<td>Processing a grossed-up or one-time payment for an employee that cannot wait until the next payroll cycle</td>
<td>Payline Transaction Form (goes through PeopleSoft workflow process)</td>
</tr>
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</table>

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Preparing & Submitting a Payline Transaction Form

Key Terms and Definitions

<table>
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<tr>
<th>Key Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-cycle check</td>
<td>a check produced for an employee on the same day as the employee’s paygroup</td>
</tr>
<tr>
<td>Off-cycle check</td>
<td>a check produced for an employee (or third party) on a date that is not the same day as the employee’s paygroup check run.</td>
</tr>
<tr>
<td>Gross up</td>
<td>a total payment that includes taxes (for example, an employee needs to receive exactly $500; the check is “grossed-up” to $587.53 so the net amount, after taxes, is $500).</td>
</tr>
</tbody>
</table>

Process Overview

Preparer Approver University Financial Services

Preparer

- Creates and submits the form for approval

Approver

- Reviews and submits the form to University Financial Services

University Financial Services

- Reviews the form and creates an off-cycle check
- Updates the Paycheck Issue Date field (this date indicates when the check was mailed or made available for pickup at University Financial Services)

Preparer and Approver Roles

Preparers can:

- Create forms
- Access forms they created
- Update forms in a “Draft” or “Rejected” status
- Submit forms for approval
- Delete forms they created that are not in a status of “In Process” or “Closed”

Approvers can:

- Create forms
- Access all forms based on their department security
- Update any forms, based on their department security, which are in a status of “Draft,” “Pending,” or “Rejected”
- Submit a form to University Financial Services
- Delete all forms based on their department security that is not in a status of “Approved” or “In Process”
Preparing the Form

Searching for a Form

**Navigation:** Workforce Administrator > “Harvard Processes” Tile > Entry/Forms > Addl Pay Preparer

**Steps**

1. Create a new Payline Transaction form, or search for an existing form to complete or review.

   A. To complete or review an existing form:

   1) Enter the EmplID (HUID) number, Name, Approval Status, Date Required, Payment Date, or Through Date (use both the Payment Date and Through Date if searching for a specific period of time).
   2) Click Search.
   3) Click a link on the drop down list that appears.

   **Note:** Preparers are only able to access forms they created. Approvers and Submitters are only able to access/update forms based on their department-level security.

   ![Screen Shot](image)

   B. To add a new form:

   1) Click the **Add a New Value** tab.
   2) Enter the employee’s Employee ID number (HUID).
   3) Review the employee record number, which defaults to “0.” Change if applicable.
   4) Click **Add**.

   ![Screen Shot](image)
## Top of Form and Employee Information

### Steps

1. Review the top of the form and the Employee Information to verify that you have the correct employee. Refer to table below for field descriptions.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Status:</td>
<td>Current status of the form; “Draft,” “Pending,” “Approved,” “Submitted,” “Closed,” “Rejected,” or “Failed.”</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Form is “In Process” if the form has been submitted to University Financial Services and is being viewed by a University Financial Services processor.</td>
</tr>
<tr>
<td>Sequence Number:</td>
<td>A unique number assigned by the system once the form is saved.</td>
</tr>
<tr>
<td>Preparer Name:</td>
<td>Name and phone number of person who saved or submitted the form for approval.</td>
</tr>
<tr>
<td>Preparer Phone:</td>
<td></td>
</tr>
<tr>
<td>Submitter Name:</td>
<td>Name and phone number of person who submitted the form for approval to University Financial Services.</td>
</tr>
<tr>
<td>Submitter Phone:</td>
<td></td>
</tr>
<tr>
<td>University Financial Services Name:</td>
<td>Name and phone number of University Financial Services employee who processed the form.</td>
</tr>
<tr>
<td>University Financial Services Phone:</td>
<td></td>
</tr>
<tr>
<td>HUID:</td>
<td>Fields default based on EmplID and Empl Rcd Nbr entered in the Add Value screen or from the form selected on search results screen.</td>
</tr>
<tr>
<td>Empl Rcd #:</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td><strong>Note:</strong> Use the data in this section to verify you have the correct employee and job record number.</td>
</tr>
<tr>
<td>Empl Rcd#:</td>
<td></td>
</tr>
<tr>
<td>Pay Group:</td>
<td></td>
</tr>
<tr>
<td>Employee Status:</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td></td>
</tr>
<tr>
<td>Department Short Desc:</td>
<td></td>
</tr>
</tbody>
</table>
Payment Information

Steps

1. Complete the payment information section as detailed in the table below.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Time Reporter Data**            | **Select Manual Payline Update** if you are creating an off-cycle check for: \  
|                                   | • An exempt employee \  
|                                   | • A non-exempt employee for payment not related to hourly work (e.g., a bonus) \  
| Load All Time                     | **Select Load All Time** if you are creating an off-cycle check for: \  
| Manual Payline Update             | • Paying hours to a non-exempt employee (e.g., retro pay)                                                                                                                                                   |

**Notes:**

- If you are creating an off-cycle check to pay for hours, the hours that the off-cycle check is being created for must be entered into Time and Labor (by your Time Adjuster) – if it has not already been reported. All reported time MUST be in a status of Approved to be pulled through Load All Time.
- Be sure to note in the **Comment** section (below) the reported time that should be included in the off-cycle check. The **Load All Time** process collects all the time that has been entered into Time and Labor including reported time that will be paid in the employee’s next payroll check.

<table>
<thead>
<tr>
<th>Costing Options</th>
<th>The default is Use Override Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Override Costing</td>
<td>• If <strong>Use Override Costing</strong> is selected, the costing fields will be editable and required</td>
</tr>
<tr>
<td>Use Existing Costing</td>
<td>• If <strong>Use Existing Costing</strong> is selected, the costing fields will not be editable and not required. If the user begins to enter override costing then decides to select <strong>Use Existing Costing</strong>, the costing entered will be wiped out.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay Begin Date</th>
<th>The <strong>Pay Begin Date</strong> is printed on the check and should reflect the start of the pay period that the off-cycle check is being processed.</th>
</tr>
</thead>
</table>

**Notes:**

- The **Pay Begin Date** may be important for audit purposes, especially missed payroll payments; refer to the Payroll Calendar for accurate pay periods.
- If the payment is not related to a specific pay period, enter a current date.
- Cannot be more than 30 days greater than the current date.
### Field Name | Description
--- | ---
Pay End Date: | The **Pay End Date** is printed on the check and should reflect the last day of the pay period that the off-cycle check is being processed.  
**Notes:**  
- The **Pay End Date** may be important for audit purposes, especially missed payroll payments; refer to the Payroll Calendar for accurate pay periods.  
- If the payment is not related to a specific pay period, enter a current date (it must be a day later than the **Pay Begin Date**).  

Earnings Code: | Enter the earnings code for the transaction (enter as ALL CAPS).  
**Notes:**  
- You must use a valid earnings code based on the employee’s paygroup. If you are unsure which codes are valid for this employee, click the **magnifying glass** to get a list of valid choices.  
- For processing **certain taxable transactions** (earnings code of: MVN, MV3, MOV, MVI, GTX, GTP, NQR, GCC, and GNT) please use the **Additional Pay / Gifts 3rd Party** form.  

Hours/Units | Enter the number of hours. The hours you enter *must reflect* the hours reported in Time and Labor.  
**Notes:**  
- If you enter hours, you must enter a value in **Rate**.  
- If you enter a hour or unit amount you **cannot** enter a value in **Amount**.  

Rate: | Enter the employee’s hourly rate amount.  
**Notes:**  
- **Do not** adjust the employee’s hourly rate for earning codes that increase an employee’s hourly wage; the form does this automatically. For example, if you are paying for 10 hours of missed overtime (OTP) for an employee who earns $10 an hour, enter 10.00 hours and a rate of $10.00. When you save the form, the **Total Gross** section will reflect the time-and-a-half payment totaling $150.  
- If you enter a rate amount, you must have a value in **Hours/Units**.  
- If you enter a rate amount you **cannot** enter a value in **Amount**.  

Amount: | Enter the dollar amount.  
**Note:** If you enter a dollar amount, you cannot have a value in either **Hours/Units** or **Rate**.  

Tub, Org, Fund, Activity, Sub-Activity, Root | Enter the costing string(s) that the earnings code(s) should be applied to.  
**Note:** The object code is not editable. It will default based on earnings code.  

**Note:** Click the plus sign to split costing or to add an additional pay earnings code.
Preparing & Submitting a Payline Transaction Form

Total Gross

Step

1. The Total Gross field defaults to the total amount of all earning amounts entered once the form is saved. Verify that the total is correct.

Processing Requirements

Steps

1. Complete the processing requirements section. Refer to the table below for fields and descriptions.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross-Up</td>
<td>Selection defaults to <strong>No</strong>. Change to <strong>Yes</strong> if the total payment includes taxes. <strong>Note</strong>: If you select <strong>Yes</strong>, the grossed-up amount will not be included in the <strong>Total Gross</strong> field. The gross-up calculation occurs when the check is created.</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Tax Periods:</td>
<td>Enter the number of pay periods (tax periods) that taxes will be withheld. <strong>Note</strong>: If you are providing payments to an employee that cover a number of pay periods, enter the number of pay periods in this field. Leaving the field blank will result in annualized taxes being deducted from the off-cycle check, which may cause the employee to be taxed at a higher rate than they are normally taxed.</td>
</tr>
<tr>
<td>Deductions to be taken?</td>
<td>If you select <strong>Take All Deductions</strong>, all the deductions the employee is enrolled in will be withheld from the off-cycle check. If you select <strong>Take Benefit Deductions Only</strong>, only the employees benefit-related deductions (e.g., health care) will be withheld from the off-cycle check. If you select <strong>Take Taxes Only</strong>, only taxes will be withheld from the employee’s off-cycle check. If you select <strong>Other - See Comments</strong>, indicate in the comments section the type of employee deductions and amounts that should be withheld. <strong>Note</strong>: An example for “Other” is an off-cycle check for a severance payment from which an employee has indicated he wants to maximize his TDA withholding amount. In the comments section, you would provide the TDA amount to be withheld.</td>
</tr>
</tbody>
</table>
Reason for Request and Comments

Steps

1. Select the reason for the request. If you are unsure of the valid reason types, click the magnifying glass to get a list of valid choices.

   **Note:** If you select Other - Explain in Comments, explain the reason for the off-cycle request in the Comment section.

2. Add comments to assist University Financial Services in creating the employee’s off-cycle check.

   **Notes:**
   - If you selected Load All Time, provide comments on the reported time that should be included in the off-cycle check.
   - If you indicated Other in the Deductions section, list the deductions and the dollar amounts to be withheld.
   - If you indicated Other in the Reason for Request section, provide comments to explain the reason for this off-cycle check request.

Date Required

Steps

1. Complete the Date Required section. Refer to the table below for fields and descriptions.

   **Field Name** | **Description**
   --- | ---
   **Separate Check** | Selection defaults to **No**. Change to **Yes** if you are creating an off-cycle check.
   **Paycheck Issue Date:** | For Preparers and Approvers, the field is grayed out. This field is updated by the University Financial Services processor and indicates when the check was mailed or made available for pickup.
   **OFF CYCLE** | Select **Off-Cycle - ASAP** if you want University Financial Services to include the check in the next available run.
   | Select **Off-Cycle on this Date** if you want University Financial Services to include the check on an off-cycle run with a check date closest to the requested date.
   | **Note:** If you selected an off-cycle request, make sure the Separate Check selection is set to **Yes**.
### Field Name Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| ON CYCLE   | Select **Next Available Regular Check** if you want University Financial Services to include the check in the employee’s next regular on-cycle check run.  
Select **On-Cycle on this Date** if you want University Financial Services to include the check on an on-cycle check run with a check date closest to the requested date. |

## Distribution

### Step

1. Distribution defaults to **Primary Office Address**; change if applicable.

   **Note:** If you select **Mail to Other Address**, enter the mailing address in the section that appears.
Saving, Deleting, Approving, or Submitting Form

**Navigation:** Workforce Administrator > “Harvard Processes” Tile > Entry/Forms > Payline Preparer / Approver

**Steps**

1. Perform one of the following (preparers and approvers):

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
</table>
| You want to save this form to finish at a later date | Click **Save Draft**.  
**Note:** Clicking **Save Draft** will validate the costing and other fields on the form. |
| You are ready to have the form reviewed by an approver | Click **Submit for Approval**.  
**Note:** Form status will show “Pending” |
| You want to delete this form                     | Click **Delete**.                                                      |
| You want to print this form                      | Click **Print Form**.                                                  |

2. For **approvers**, if you are ready to send University Financial Services for processing, click **Submit to Central Payroll**.

3. Check the status of the form by either viewing the search screen results or the Payline Transaction form to see if the Paycheck Issue Date has been updated.

**Example:** In the example below, Margaret Thatcher’s off-cycle check was mailed or made available for pickup on 4/26/2005.

![Example Table](image)

![Example Graph](image)
## Error Messages

<table>
<thead>
<tr>
<th>Error Messages</th>
<th>Reason</th>
<th>What to Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Begin Date must be less than 30 days in the future from today. (29514, 10)</td>
<td>You cannot process an off-cycle check using a <strong>Pay Begin Date</strong> greater than 30 days in the future.</td>
<td>If the check request is greater than 30 days, process the request as an on-cycle check using either the Additional Pay Upload or Additional Pay form.</td>
</tr>
<tr>
<td>Invalid value – press the prompt button or hyperlink for a list of valid values. (15, 11)</td>
<td>The form’s preparer/approver selected an earnings code that is not in the picklist of valid codes for that earnings program.</td>
<td>Use the picklist to select a valid value.</td>
</tr>
<tr>
<td>Highlighted fields are required (15, 30)</td>
<td>The form’s preparer/approver left a required field blank, such as “Deductions to be taken” or “Reason for Request.”</td>
<td>Enter the missing value(s).</td>
</tr>
<tr>
<td>Costing is required on this form (29514, 16)</td>
<td>The form’s preparer/approver did not enter a costing row when Use Override Costing was selected. This error occurs when the user submits the form for approval, not when the form is saved.</td>
<td>Enter a valid costing row(s).</td>
</tr>
<tr>
<td>If Hours is completed, Amount must be blank (29514, 12)</td>
<td>The form’s preparer/approver entered a value in the “Hours,” “Rate,” and “Amount” field. This error occurs when the user submits the form for approval, not when the form is saved.</td>
<td>Correct the form by entering values in both the “Hours” and “Rate” field or by entering a value only in the “Amount” field.</td>
</tr>
</tbody>
</table>