Overview

Out of pocket reimbursements that include expenses to be added to the reimbursee’s reportable income, such as late reimbursements (expenses between 91-182 days old), must include an “Add Pay” action:

- Complete the “Add Pay” action for Faculty and Staff in Aurora
- SEND all receipts and Aurora action form to FAS Payroll

Faculty and Staff Additional Pay in Aurora

1. Navigate **Create New Action** and click on **Additional Pay**:

2. Enter the Name or HUID of the Biweekly staff member and click on **Search**. Press **Search** on the appropriate employee when creating the additional pay action:
3. Complete following fields on the Additional Pay:

- Type of Payment – Gift/3rd Party
- Estimated Effective Date
- Estimated End Date
- Date Earned
- Pay Period Amount
- Earnings Code – Late Reimb Over 60 Days (LRB)
- Paying Department
- Reason
- Costing
- Harvard ID
- Action Comments

4. Click Submit

5. The department’s designated Aurora approver will approve the action

6. Track this action by navigating Actions > View Actions > My Pending Actions

7. Once the action is approved in AURORA, please print and attach the approved action to the corresponding receipts. Forward these documents to the department’s FAS Payroll contact at 1414 Massachusetts Ave, 4th Floor.

   **Locate Approved Action:** Actions > Action Search > Search with Desired Criteria

Contact ASAP with Questions and Inquiries at fasasap@fas.harvard.edu