



ASSISTANCE REQUEST FORM

Please complete and return via email to fasasap@fas.harvard.edu to request and schedule assistance.

Requestor Name: _____
(if applicable)

Supervisor Name: _____

Department Name: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Request Date: _____

Aurora

Reporting

Process Actions: RESEARCH

Process Actions: TEMP/LHT

Process Appointments/Actions: STAFF

Process Actions: TA/TF

Buy to Pay (B2P)

Requestor

Transactions Types

Approver

Marketplace Payment Request

Non-Catalog Receiving, Returns & Receipts

Non-Employee Reimbursements

General Ledger

Journal Voucher

ADI Spreadsheet w/TLX

INTRA (within ORG)

INTER (outside ORG)

Concur

Employee Reimbursements

please select appropriate role)

Traveler Role

Delegate Role

Approver Role

Corporate Card Payments

(please select appropriate role)

Traveler Role

Approver Role

Delegate Role

Purchasing Card (PCard)

PCard Review



PeopleSoft

- Time/Absence Reporter Time/Absence Approver
 PeopleSoft Reports Student/TEMP/LHT Quick Hires

Administrative Help

- G/L Reconciliation Other Duties Related to Financial

Please Describe: _____

ASSIGNMENT TIME PERIOD

Anticipated Start Date: _____ Anticipated End Date: _____

In order to use ASAP services effectively, departments should have the following prepared in advance:

<p>For Journal Transactions:</p> <ul style="list-style-type: none"> - Information for Journal Description field - 33-digit debit & credit codes - For payroll-related journals, include HUID and individual's full name 	<p>For Concur Employee Reimbursements - Citi Payments & Out of Pocket:</p> <ul style="list-style-type: none"> - Detailed business purpose: Why and Date - Report header - 29-digit billing code (not including object code) - Commonly use expense types - Scanned receipts or MRA
<p>For Buy to Pay Non-Employee Reimbursements:</p> <ul style="list-style-type: none"> - Detailed business purpose: Who, What, When, Where, Why - 33-digit billing code - Signed, original Buy to Pay Non-Employee reimbursement form & original receipts or MRA 	<p>For Time & Labor Transactions:</p> <ul style="list-style-type: none"> - Completed timesheets (hours worked and HUID) signed by approver/supervisor
<p>For Aurora Transactions:</p> <ul style="list-style-type: none"> - Completed I-9 - Title - 33-digit billing code - Hourly Rate - Time and Labor Group - Start/End Date - # of hours per week 	<p>For Buy to Pay Transactions:</p> <ul style="list-style-type: none"> - Quote/pricing obtained from vendor for Non-Catalog request - 33-digit billing code - Invoice initialed and dated by requesting Department

ASAP USE ONLY:

Team Member: AV JBB

Date Contacted: _____