The holidays and winter recess are upon us, along with adjusted reporting schedules and processing dates. Please pay close attention to the following payroll dates for December:

<table>
<thead>
<tr>
<th>PAYROLL</th>
<th>PAY PERIOD</th>
<th>PAYROLL OPEN</th>
<th>CHECK DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly</td>
<td>12/14/14 – 12/20/14</td>
<td><strong>Monday 12/22/14</strong></td>
<td>12/26/14</td>
</tr>
<tr>
<td>Biweekly</td>
<td>12/7/134 – 12/20/14</td>
<td><strong>Monday 12/22/14</strong></td>
<td>12/26/14</td>
</tr>
<tr>
<td>Weekly</td>
<td>12/21/14 – 12/27/13</td>
<td><strong>Monday 12/29/14</strong></td>
<td>1/2/15</td>
</tr>
</tbody>
</table>

*Monday December 22nd is a regular business day and the weekly and biweekly payrolls will be open. Please ensure that your department has adequate coverage available to run and review the pay registers during the payroll open period. The paycheck date for this pay period will be during the winter recess and there will be no process to correct underpayments until the University reopens on January 5th.

**FAS Payroll Services will have limited staff available on December 29th to assist departments and/or employees with any weekly payroll issues. Questions and issues for the payroll open on 12/29 should be sent to faspayroll@fas.harvard.edu.** We will monitor the open payrolls at a high level; however, we will not be able to review individual employee or department detail. It is the responsibility of the department to ensure the proper payment to employees and that all required reports have been run and reviewed.

Please take a moment to review the entire December 2014 payroll calendar (attached) available on the FAS Payroll website at [http://finance.fas.harvard.edu/fp/payroll-services.html](http://finance.fas.harvard.edu/fp/payroll-services.html). Also attached is a comprehensive guide from University Financial Systems (UFS) for Time and Absence reporting during the Winter Recess and a 2015 biweekly payroll calendar. Your Payroll Services Coordinator (PSC) can also help answer specific questions.

**Remote Access** - PeopleSoft can be accessed remotely to report and approve both time worked and absences for individuals and groups and to run payroll reports when the payrolls are open. Please note that Virtual Private Network (VPN) software must be installed on the remote computer to view reports. The software is available from Harvard University Information Technology (HUIT) on their website: [http://huit.harvard.edu/services/vpn-virtual-private-network](http://huit.harvard.edu/services/vpn-virtual-private-network) or contact your local IT Help Desk.

**Check Pickup on Friday, December 26, 2014 and Friday January 2, 2015:** Weekly and biweekly checks for the check dated December 26th will be delivered to University Mail Services for distribution on December 26, 2014. If you have employees who want to receive their checks on Friday, December 26th rather than waiting until Monday, January 5th, checks will be distributed by Central Payroll staff from 9:00 a.m. - 1:00 p.m. Friday, December 26th at the Harvard University Employees Credit Union (16 Dunster Street). Weekly checks dated Friday January 2nd, will be distributed by Central Payroll staff from 9:00 a.m.-1:00 pm. on January 2nd. Employees must show an HUID card to pick up their checks. Any checks remaining will be distributed to local departments on Monday January 5th. Please note that this only pertains to the distribution of checks for weekly and bi-weekly paid employees. Employees with direct deposit will receive their pay on their scheduled pay dates of December 26th and January 2nd and their paper advice after the holiday break. Please remind employees that they can view their online pay advices through PeopleSoft Employee Self Service.
This Month’s Topics:

- Student Quick Hire in PeopleSoft
- Massachusetts Minimum Wage to Increase to $9.00 per Hour
- Spring Teaching Fellow Appointment Reminder
- Net Amount Paybacks/Payroll Issued Checks for Redeposit
- W-2 Address Update

Student Quick Hire in PeopleSoft

In March 2014 we rolled out Student Quick Hire to all FAS Departments allowing direct hire access to PeopleSoft for eligible Harvard students. We’d like to provide a few reminders about Student Quick Hire to eliminate some of the reporting and costing issues we have noticed the past several months.

- Select your department’s ‘Student/Temp’ PeopleSoft department number, not the ‘Parent’ number.
- Costing for all students hires should include the following earnings codes (Earn Code):
  - Regular (Leave Earn Code blank)
  - OTP – Overtime Premium
  - WST – Enter even if the student is not currently work-study eligible
  - Enter the % Distribution (One line of costing must have 100% entered. Multiple lines must add up to 100%)

The FAS Administrative Systems Assistance Program (ASAP) has developed a detailed document for entering, submitting and approving Student Quick Hires. The Preparing Student Quick Hire Form document is attached. Please contact your PSC or ASAP if you have any additional questions.
Massachusetts Minimum Wage to Increase to $9.00 per Hour

Effective January 1, 2015, the Massachusetts minimum wage will increase to $9.00 per hour. You may have been contacted by FAS Payroll regarding employees currently below the new minimum. Please process salary rate changes for these employees in Asperin to be effective no later than January 1st.

For planning purposes, the new law will trigger additional minimum wage increases on January 1, 2016 to $10.00 per hour and January 1, 2017 to $11.00 per hour.

Spring Teaching Fellow Appointment Reminders

Spring term Teaching Fellow (TF) appointments have a start date of January 1st. The first regularly scheduled pay date for TFs will be January 15th. All appointment forms and any required documentation was due to GSAS on October 31st. Appointments that are not received in time to be included in the January 15th paycheck will be paid in regularly scheduled off cycle check runs.

TF actions for new appointments and job data changes resulting in pay increases that are approved and received in FAS Payroll Services, will be processed in the next scheduled special TF off-cycle run. Typically, the checks will be run on Thursday night and mailed on Friday morning. We will process the weekly off cycles through the end of February. At that time we will review to determine if it is necessary to extend the off cycle runs into March. Checks issued in an off-cycle payroll cannot be deposited in the employee’s bank account via direct deposit. The paper check will be sent to the employee’s local address on file in PeopleSoft.

Please note that many TFs are also on the stipend payroll; off cycle checks may be delayed due to the processing of the stipend payments.

Departments do not need to submit off-cycle requests for their TFs to be included in one of these off-cycle payrolls.

Net Amount Paybacks/Payroll Issued Checks for Redeposit

All personal checks from employees for reimbursement of a payroll overpayment, as well as any payroll checks you might be holding that need to be voided, must be received by University Financial Systems (UFS) no later than Friday, December 12, 2014 in order to be subtracted from the employee’s 2013 W-2 wages.

Currently, the net payback amount is based on the gross overpayment amount less all taxes. After December 13th, the repayment amount will be based on the gross overpayment amount minus FICA tax only since the University will then be unable to recoup federal and state taxes from the Internal Revenue Service and State. Be sure to send any net payback checks and/or payroll issued checks that need to be re-deposited to your PSC in order for us to get them to UFS before the deadline.
**W-2 Address Updates**

As we approach W-2 time, please have your entire staff review their home address and make any necessary updates. If an address needs to be updated, employees should log into PeopleSoft and follow the path: Home > Self Service > Personal Information > Home & University Mail Address

The W-2 mailing address file will be created in early January from the current information in PeopleSoft. W-2’s will be mailed to employee’s home addresses by U.S. Mail no later than January 31, 2015.

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**Contact Us**

Please feel free to call your FAS Payroll Services Coordinator with any questions or concerns about the information provided in *The Payline* or with any other payroll-related questions you may have.