YEAR-END REMINDERS

- Important July 1st Reappointment Information
- Year End Payroll Posting Dates and Accruals
- Absence Management Year End Reminders
- FY14 Floating Holiday Balances to Expire on 6/30/14
- Harvard Student Summer Job Code Change
- Short Cut to 7/1/14 Costing Changes

YEAR-END REMINDERS

**Important July 1st Reappointment Information**

All FY15 reappointments for current appointments with a June 30th end date must be approved in Asperin and entered into PeopleSoft prior to the auto-term process running on Saturday, June 28th. This process will terminate all appointments with a June 30, 2014 end date. Any reappointments received and processed after the auto-term runs will fail because we cannot reappoint on a terminated position.

All 7/1/14 reappointments must be completed and approved in Asperin by Monday, June 23rd to ensure that they are uploaded to PeopleSoft prior to the auto-term running. Please take special note of reappointments for Research Professors and Emeritus Professors who have annual paid appointments in Asperin. If they are terminated accidentally, it can affect their retirement benefits.

**Year End Payroll Posting Dates, Accruals and Paycheck Details**

University Central Administration will be responsible for posting year-end payroll accruals. These accruals are done to record expenses for time worked in June in the proper fiscal year. The accrual will debit the payroll expense object codes and credit 2190 (accrued expenses). The FY14 year-end accruals relate to two distinct payroll cycles, as noted below.

<table>
<thead>
<tr>
<th>Pay Run ID</th>
<th>Pay Frequency</th>
<th>Check Date</th>
<th>Pay Beginning-Pay End</th>
<th>Accrual based on check of:</th>
<th>Percentage of Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>BW070514</td>
<td>Bi-Weekly</td>
<td>07/11/14</td>
<td>06/22/14 - 07/05/14</td>
<td>06/27/14</td>
<td>6/10 or 60%</td>
</tr>
<tr>
<td>WKLY070514</td>
<td>Weekly</td>
<td>07/11/14</td>
<td>06/29/14 – 07/05/14</td>
<td>07/03/14</td>
<td>1/5 or 20%</td>
</tr>
</tbody>
</table>

- The weekly paycheck paid to employees on Thursday, July 3 includes the work performed from June 22-28. Because the weekly payroll comprises FY14 work in its entirety, the check itself will be posted to the General Ledger in June 2014 as a 6/30/14 entry. As this is not an accrual entry, it will not be reversed in July.
**Absence Management Year-End Reminders**

All reported paid time off for FY14 through June 21, 2014 must be approved by 3:00pm on Friday, June 20. This will ensure accurate reporting of the University’s vacation liability as we close out the year. Please take a moment to review any new or outstanding requests and take the appropriate action.

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**FY14 Floating Holiday Balances to Expire on 6/30/14**

Please note that all floating holiday balances expire at the end of each fiscal year. Any unused floating holiday time will be forfeited. Employee balances are eligible for payout upon transfer or termination only. We encourage you to run the Comp Time Balance report in PeopleSoft (Main Menu>Harvard Reports>Time and Labor Reports>HU Comp Time Balances Report) to view floating holiday balances by Time & Labor group(s) or by individual employee. Employees can view their balances in both Time & Labor and Absence Management.

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**Harvard Student Summer Job Code Change**

On Sunday, June 1, Harvard students in object code 6110 were changed to 6120 and FICA eligible status. There is no change to the student job code and eligible returning students will automatically be returned to object code 6110 in September.

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**Short Cut to 7/1/14 Costing Changes**

Asperin allows you the option of transferring salary distributions that were set in the budget tool (HUBS) into Asperin and PeopleSoft. This general spreadsheet upload facility for costing to Asperin is available all year long, but is likely most useful at this time of year. If you will be doing a transfer of HUBS data for your department, please review the detailed instructions available at: https://asperin.fas.harvard.edu/docs/HUBS_CostingTransferToAsperin.doc. Please be sure to complete the process by July 1st to ensure that they apply to the first FY15 paycheck. If you have any technical questions regarding this change please email asperin@fas.harvard.edu or call 5-7983. If you have questions regarding the contents or process around the HUBS data please speak with your budget analyst.

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**GENERAL REMINDERS**

**Temporary Social Security Number Request Process:**

1. Home Department completes the FAS Temporary Social Security Number Request Form and emails the completed form to faspayroll@fas.harvard.edu. This form will provide the first five digits of the temporary number.
2. FAS Payroll ensures that the employee does not already exist in the system, and assigns the last four digits of the temporary social security number to the requesting department via email, within 24 hours.
3. Once the temporary social security number is received, the department may proceed with processing the new appointment in Asperin.
4. If an I-9 is required, include temporary social security number on the I-9 form and send to UFS.
Non-Paid Appointment Notes for Temporary Social Security Numbers:

- Non-paid appointments may be submitted through Asperin without a social security number; however a social security number will be required for entry to PeopleSoft. FAS Payroll will review the employee’s record for an existing number and assign a temporary social security number if needed.
- If a non-paid appointment to a U.S. Citizen will be transferred to paid (or an additional paid position will soon follow), please provide the actual social security at the original time of hire.

Student Quick Hires in PeopleSoft

On March 1st we successfully transitioned all FAS departments to processing Harvard student Quick Hires directly into PeopleSoft. As you process your Quick Hires please remember the following:

- This process is for Student temp hires only. Do not hire regular temps or LHTS directly into PeopleSoft. They must continue to be hired using Asperin.
- Student Quick Hires cannot be entered when the weekly payroll is ‘Open’ (usually Tuesdays). To avoid calculation delays, please wait until the weekly payroll has confirmed.
- Confirm that you are using the correct Department ID on the Quick Hire form. Contact your Payroll Services Coordinator if you have any questions.
- Please remember to add additional costing rows for OTP (Overtime Premium) and WST (Work-study) each time you enter a student hire to avoid salary defaults (see example below).

I-9s and Terminated Employees

To avoid appointment delays, we suggest that an employee completes a new I-9 form if their previous appointment has terminated and they have not been paid by the University for more than one year.

FAS Office of Finance New Website

The FAS Office of Finance launched a new website in January. There is a wealth of information on the new website and we encourage you to bookmark it for answers to frequently asked questions and useful resources. [http://finance.fas.harvard.edu/](http://finance.fas.harvard.edu/)
7/1/14 Salary Increase Schedule

Exempt employees receiving a 7/1/14 increase can expect the following:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>First Check After Increase:</td>
<td>7/11/14 (Pay period 6/22 – 7/5/14)</td>
</tr>
<tr>
<td>Increase Days In First Check:</td>
<td>7/1-7/5/14 (Four business days)</td>
</tr>
<tr>
<td>Bonus-in-lieu:</td>
<td>7/11/14</td>
</tr>
<tr>
<td>First Full Check at New Rate:</td>
<td>7/25/14 (Pay period 7/6 – 7/19/14)</td>
</tr>
</tbody>
</table>

Monthly employees receiving a 7/1/14 increase will see the full amount reflected in their 7/31/14 paycheck.

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.