



THE PAYLINE



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:

PAYROLL	PAY PERIOD	PAYROLL OPEN	CHECK DATE
Weekly	12/09/18 – 12/15/18	Tuesday 12/18/18*	12/21/18
Biweekly	12/02/18– 12/15/18	Tuesday 12/18/18*	12/21/18
Weekly	12/16/18 – 12/22/18	Friday 12/21/18*	12/28/18
Weekly	12/23/18 – 12/29/18	Monday 12/31/18	01/04/19
Biweekly	12/16/18 – 12/29/18	Monday 12/31/18	01/04/19

*Tuesday December 18th is a regular business day and the weekly and biweekly payrolls will be open. Friday December 21st is a regular business day and the weekly payroll will be open. Please ensure that your department has adequate coverage available to run and review the pay registers during the payroll open period.

IMPORTANT NOTE:

The biweekly and weekly payrolls will open on **Monday 12/31/2018, during Winter Recess**, for calculation to allow employees to receive payment on Friday, January 4, 2019. FAS Payroll will have a limited staff verifying time/absence approvals and to assist departments and/or employees with any weekly/biweekly payroll issues.

Our request is to please approve all reported time and adjust as necessary **before 4:00 p.m. on Thursday December 20th** for the following time periods:

Weekly 12/23/18-12/29/18

Biweekly 12/16/18-12/29/18

This time Approval Deadline will allow for FAS Payroll to research and communicate with Departments on **Friday December 21st** as needed.

Please share this information with all time and absence approvers in your units.

Questions and issues for the payroll open on 12/31 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.

Thank you for your cooperation in ensuring that all employees are properly paid following the Winter Recess.

Please take a moment to review the entire December 2018 payroll calendar available on the Harvard Training Portal website via the [Payroll Calendar](#). Also please review the comprehensive guide from University Financial Systems (UFS) for Time and Absence reporting during the Winter Recess and Holiday Worked Time Reporting Scenarios included in the November 2018 *Harvard University Administrative eNews* <https://admin-enews.eureka.harvard.edu/news/when-and-how-report-and-approve-time-during-winter-recess-december-2018> 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> or contact your local IT Help Desk.

Check Pickup on Friday, December 28: Checks designated for University distribution will be available for pick up on Friday, December 28th at the Harvard Credit Union, 124 Mt. Auburn St. between 10:00 a.m. and 12:00 p.m. Employees must show a HUID card to pick up checks.

Any checks remaining will be distributed to local departments on Wednesday, January 2nd. Please note that this only pertains to the distribution of checks for weekly paid employees. Employees with direct deposit will receive their pay on their scheduled pay dates of December 28th 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:

- [Spring Teaching Fellow Appointment Reminder](#)
- [Net Amount Paybacks/Payroll Issued Checks for Redeposit](#)
- [W-2 Address Update](#)
- [Temporary Social Security Numbers \(SSN\)](#)

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 in Aurora by the end of October. 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 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 mornings. We will process the weekly off cycles beginning in mid-January 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 Wednesday, December 12, 2018 in order to be subtracted from the employee's 2018 W-2 wages.

Currently, the net payback amount is based on the gross overpayment amount less all taxes. After December 12th, 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, 2019.

Sign up for your 2018 W2

Want to get your 2018 W2 Form sooner? Go Green! To receive an email notification as soon as your W2 is available for viewing, register with ADP. You must make the election before December 31, 2018! Your election will remain in effect for future years unless you opt out.

Click on this link and log in with you Harvard Key: [Harvard's ADP Portal](#)

Temporary Social Security Numbers (SSN)

Over the last several weeks, we've requested your assistance in obtaining permanent Social Security numbers (SSN) for those employees in your department that have a temporary SSN listed in PeopleSoft. We need your help tracking these individuals and obtaining the information. We've received a number of updates already but need to ensure that we get as many as possible before W-2's are calculated. If not, these employees will receive a W-2 with the temporary SSN and will need to request a W-2c at a later date.

To ensure that employees receive a proper W-2, we need a copy of their Social Security card no later than Monday, December 10th. Please hand deliver a copy to our office at 1414 Massachusetts Avenue, 4th floor, or send by via secure email to your PSC and we'll arrange to have UFS update their PeopleSoft record.

Students will also need to update their GLACIER record with their government-issued SSN in order to be able to file appropriate tax forms. They may log in to [GLACIER](#) to update.

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.

