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>12/08/19 – 12/14/19</td>
<td>Tuesday 12/17/19</td>
<td>12/20/19</td>
</tr>
<tr>
<td>Biweekly</td>
<td>12/01/19– 12/14/19</td>
<td>Tuesday 12/17/19</td>
<td>12/20/19</td>
</tr>
<tr>
<td>Weekly</td>
<td>12/15/19 – 12/21/19</td>
<td>Monday 12/23/19*</td>
<td>12/27/19</td>
</tr>
<tr>
<td>Weekly</td>
<td>12/22/19 – 12/28/19</td>
<td>Monday 12/30/19</td>
<td>01/03/20</td>
</tr>
<tr>
<td>Biweekly</td>
<td>12/15/19 – 12/28/19</td>
<td>Monday 12/30/19</td>
<td>01/03/20</td>
</tr>
</tbody>
</table>

*Monday December 23rd 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 12/30/2019, during Winter Recess, for calculation to allow employees to receive payment on Friday, January 3, 2020. FAS Payroll will have a limited staff verifying time/absence approvals and to assist departments and/or employees with any weekly/biweekly payroll issues.

We recommend that all time be reported, approved/adjusted as necessary before 4:00 p.m. on Thursday December 19th for the following time periods:

- Weekly 12/22/19-12/28/19
- Biweekly 12/15/19-12/28/19

This time Approval Deadline will allow for FAS Payroll to research and communicate with Departments on Friday December 20th as needed.

Questions and issues for the payroll open on 12/30 (During Winter Recess) 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.**

**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.
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 2019 Payroll Calendar available on the Harvard Training Portal website via the Payroll Calendar. Also, please review the comprehensive guide listed below from University Financial Systems (UFS) for Time and Absence reporting during the Winter Recess and Holiday Worked Time Reporting Scenarios included in the November 2019 Harvard University Administrative eNews: https://admin-enews.eureka.harvard.edu/ Additionally, your Payroll Services Coordinator (PSC) can also help answer specific questions.

Below is the Holiday Time Reporting instructions provided by University Financial Systems (UFS):

![Holiday_Reporting_FY20.docx](Holiday_Reporting_FY20.docx)

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

**Check Pickup on Friday, December 27:** Checks designated for University distribution will be available for pick up on Friday, December 27th 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 Thursday, 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 27th 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:**

- Net Amount Paybacks/Payroll Issued Checks for Redeposit
- 2019 W2 and other Tax Form Address Update
- Temporary Social Security Numbers (SSN)
- 2020 MA Minimum Wage Rate
- Spring Teaching Fellow Appointment Reminder

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**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 11, 2019** in order to be subtracted from the employee’s 2019 W-2 wages.

Currently, the net payback amount is based on the gross overpayment amount less all taxes. After December 11th, 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.
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 and other Tax Form Address Updates**

As we approach 2019 Tax Form time, please have your entire staff review their home address and make any necessary updates. 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, 2020.

In order to make sure there are no delays in receiving 2019 tax forms, sign up for electronic delivery!

Links for Address updates and signing up for electronic delivery:

<table>
<thead>
<tr>
<th>FORM</th>
<th>System to Update Address</th>
<th>Link to Update Address</th>
<th>Sign up for Electronic Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-2</td>
<td>PeopleSoft</td>
<td>PeopleSoft &gt; My Personal Details</td>
<td>Harvard's ADP Portal</td>
</tr>
<tr>
<td>1099-MISC</td>
<td>HCOM</td>
<td><a href="mailto:ap_customerservice@harvard.edu">ap_customerservice@harvard.edu</a></td>
<td></td>
</tr>
<tr>
<td>1042-S</td>
<td>GLACIER</td>
<td><a href="https://www.online-tax.net">https://www.online-tax.net</a></td>
<td><a href="https://www.online-tax.net">https://www.online-tax.net</a></td>
</tr>
</tbody>
</table>

**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 9th. 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.

**2020 MA Minimum Wage**

On January 1st, the MA state minimum wage will be increased to $12.75 per hour. All employees that are under $12.75 will be brought up to the new minimum, Effective 1/1/2020 by FAS Payroll. If there are other hourly rate changes that Departments wish to update, please process those actions in Aurora.

For additional information regarding MA Minimum Wage, please visit the following link: Massachusetts Law about minimum wage

**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.

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.

From All of us at FAS Payroll:

Happy Holidays

ANd A

Joyful New Year