This fall we begin another academic year we are also planning for the last phase of the transition from Asperin to Aurora. In October, the Faculty and Research Pilot will begin for selected departments. The rest of the FAS will transition to processing faculty and research appointments in Aurora in December. Please be on the lookout for staff training schedules in the coming months.

It’s also a good time to remind everyone to take a moment to review the FAS Procedures for Payroll Key Controls available on the FAS Finance web page: https://finance.fas.harvard.edu/

We would like to emphasize the importance of the Payroll Register (Cost Center Reg by EE). This report is currently the one key control that FAS tabs, departments and centers are required to produce in the event of an audit. This report is also an excellent way to ensure that employees are scheduled to be paid correctly in their next payment. The requirements are covered in detail in Section III. KEY Internal Controls and Procedures, C. Payroll Register Review of the Key Control document. In addition, the are several recommended reports highlighted to run and/or review prior to payroll opening to ensure accuracy.

This Edition’s Topics:

- Standardizing Student Appointment Job Titles
- Student FICA Eligibility
- Tax Office Reminder
- Update GLACIER and I-9 Records for Returning or Recently Graduated Students
- Payroll Default Account
- Fall Teaching Fellow Appointment Reminders
- TLX Reminder
- Preparing to Track Positions in PeopleSoft

Standardizing Student Appointment Job Titles

With the newly formed union for student workers (HGSU-UAW), it is important to standardize student appointment titles across the University. The Business Title field should be utilized to identify students who are employed in either teaching or research roles. Teaching roles are those with substantial instructional duties. Teaching roles do not include graders or tutors. Research roles are those providing research assistance or support for a member of the faculty or as part of a lab, as either an hourly-paid student employee or as a monthly paid graduate student.
We have confirmed that our current process for job titles for Teaching Fellows and Research Assistants is sufficient: For example, Teaching Fellow in Physics and Research Assistant in Statistics is acceptable.

For Harvard undergraduate and graduate student temps, job code 700030, the business title will default to Temporary Harv Student OT Elig. For those students with teaching or research responsibilities, please include Course Assistant or Research Assistant including the department in their job title. Individual title changes for employees already hired for this semester, and requiring an update, should be made using the appropriate system (Asperin/Aurora).

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**Student FICA Eligibility**

Harvard Students that work for the University may be exempt from FICA (Federal Insurance Contribution Act) tax if they are undergraduate or graduate students enrolled at least half-time and their primary relationship with Harvard is as a student. However, if a student has a total FTE greater than 1.00, based on standard hours from all their active positions, (excluding NPD and MST) they will lose their eligibility as the University evaluates all jobs applying the IRS guidelines. To avoid an employee being classified incorrectly as FICA eligible:

- Review the standard hours of all students for accuracy and make any necessary changes.
- Terminate any positions that are no longer active.
- When hiring students, enter the actual standard hours you expect them to work. Please note that the Student Quick Hire form defaults to five hours per week.

- In late May, 2018, current Harvard students in object code 6110 were changed to 6120 and FICA eligible status. Eligible returning students will now revert to object code 6110 and FICA exempt. At this time, MA Sick Time will stop accruing and balances will not be available for use.

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**Tax Office Reminder**

To avoid delays when hiring a foreign national in PeopleSoft, be sure to include an email address in the Secondary drop-down field. An email address is required for the individual to receive a GLACIER email. GLACIER is Harvard’s online tax compliance program and is used to determine the individual’s tax withholding rate. Failure to complete GLACIER will result in the individual being taxed at the highest rates.

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**Update GLACIER and I-9 Records for Returning or Recently Graduated Students**

Please be sure to remind returning foreign students and scholars to update their GLACIER records for any changes in the following:

- Extensions in their immigration status at Harvard
- Newly issued SSN or ITIN
• Changes in contact information
• Consent to receive any future 1042-S electronically through GLACIER
• Changes in income type being received

If the foreign individual is an employee, an updated I-9 may also be required if there is any change or extension in their immigration status. Failure of timely updates may adversely impact an individual’s tax classification, tax exemption, and eligibility for continued employment.

Payroll Salary Defaults

All departments and centers should run the GL Account Monitoring report for activity 799599 to identify any outstanding payroll default costing charges. This report will return payroll object codes that have been charged to default. A Transaction Listing report will provide the detail of individual employee payments that must be corrected by journal entry.

Fall Teaching Fellow Appointment Reminders

Fall term Teaching Fellow (TF) appointments have a start date of August 1st. The first regularly scheduled pay date for TFs was August 15th. Appointments that were not received in time to be included in the August 15th paycheck will be paid in regularly scheduled off cycle check runs. All appointment forms and any required documentation should be submitted to the appropriate office as soon as possible.

TF actions for new appointments and job data changes resulting in pay increases that are approved and submitted, 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. 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, 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.

TLX Reminder

TLX is a macro-based worksheet, which is used with the OBI Transaction Listing dashboards to review, edit, and correct transactions. The macro will allow a user to make edits to transactions and upload changes into an ADI Spreadsheet that is then uploaded into the General Ledger. Use is strongly recommended for journal entries.

A link to the TLX Spreadsheet and ADI template can be found at https://finance.fas.harvard.edu/
Preparing to Track Positions in PeopleSoft

PeopleSoft Release 51 on September 17, will add the “Position NBR” field to Quick Hire forms including Student, Temp and LHT Hire. The update is in anticipation of future use with the Position Tracking & Reporting Project. Currently the field will not be completed or drive any functionality. More details on how this field will be used will be provided as the project progresses.

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.