As we enter another academic year, 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 Tubs, Departments and Centers are required to produce in the event of an audit. This report is 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, there are several recommended reports highlighted to run and/or review prior to payroll opening to ensure accuracy.

To ensure compliance with federal employment law and expedite the on-boarding process, the I-9 form is required for all new hires and must be completed within 3 business days of the first day of work.
When collecting I-9 information for new hires, please be sure to confirm the following:
• The Social Security number is correct and legible.
• The employee chooses an option in the preparer/translator section.
• A Harvard representative completes the first day of employment in the certification section.

Please see the I-9 Verification Tool in the Training Portal for additional guidance and examples. Also, continue to use the I-9 form currently available on the U.S. Citizenship and Immigration Services web site I-9 Central, even after the expiration date of Aug. 31, has passed. We will provide updated information about the new version of the Form I-9 as it becomes available.

This Edition’s Topics:

- Absence Management Updates – Notify Approver Option Returns
- Standardizing Student Appointment Job Titles
- Student FICA Eligibility
- Update GLACIER and I-9 Records for Returning or Recently Graduated Students
- Payroll Default Account
- Fall Teaching Fellow Appointment Reminders
- HUCTW Increase, Shift Differential and Meal Allowance
- Preparing to Track Positions in PeopleSoft
Absence Management Updates

Back by popular demand: The ability to notify your Absence Approver of a pending Absence Request. For More information: Visit the following eNews Article: https://admin-enews.eureka.harvard.edu/news/updates-peoplesoft-absence-management

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 through Aurora.

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 2019, 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.

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.

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.

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.

HUCTW Increase, Shift Differential and Meal Allowance Updates
Effective October 1, 2019, the following HUCTW contract Increases/Updates will occur:
**Structure Increase:** All employees in the bargaining unit on the active payroll who completed at least six months of benefits eligible service at the University as of October 1, 2019 shall receive a salary increase of 2% (1% for employees who have completed less than 6 months of benefits eligible service).

**Progression Increase:** Bargaining unit employees on the active payroll as of the implementation date of this Agreement who have completed at least twelve months of benefits eligible service at the University as of October 1, 2019 shall receive a progression increase or progression bonus (or a combination thereof) according to the provisions above in the amount of $875 (prorated for weekly hours other than 35).

An employee whose salary is at or above the maximum rate of the salary grade shall receive a pensionable progression bonus (which shall not increase the employee's base rate or be included in the calculation of any other benefits). Such bonuses shall be proportionally reduced in the case of eligible part-time employees.

**Shift Differential:** $1.80/hr

**Meal Allowance:** $14.00/hr

If you have any questions regarding the contract, please contact Labor and Employee Relations at (617) 496-2214

---

**Position Tracking Coming to PeopleSoft**

Position Tracking and Reporting goes live October 6th!!

Position Tracking and Reporting overview sessions began in August and will continue into the fall highlighting business process changes related to Position Tracking and Reporting. Additionally, the Aurora Knowledge Center will have updated materials and FAS training curriculums will be updated in preparation of these changes.

**Resources:**

Additional information: [https://adminops.fas.harvard.edu/current-projects](https://adminops.fas.harvard.edu/current-projects)

**Sign-up for an upcoming Overview Session:**

**Monday, 9/16:**
[https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/common/leclassview/class-00040493](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/common/leclassview/class-00040493)

**Thursday, 10/17:**
[https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/common/leclassview/class-00040499](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/common/leclassview/class-00040499)
Be on the lookout for further communication updates throughout September and October from your FAS Partners.

Contact Us
As a Reminder: Please reach out to your FAS Partners if you need assistance in any HR/Payroll related matters. If further research is needed, your FAS Partners will work further with the applicable Central Offices.

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.

Did you know:

That October is National Apple Month!!

Best Places to Go Apple Picking Near Boston