

THE PAYLINE

The FAS Payroll Newsletter

December 2021

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	12/12/2021 – 12/18/2021	Friday 12/17/2021*	12/22/2021
Weekly	12/19/2021 – 12/25/2021	Monday 12/27/2021	12/30/2021
Biweekly	12/12/2021 – 12/25/2021	Monday 12/27/2021	12/30/2021

*Friday December 17th 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 12/27/2021, during Winter Recess**, for calculation to allow employees to receive payment on Thursday, December 30, 2021. FAS Payroll will have a limited staff verifying time/absence approvals and to assist departments and/or employees with any weekly/biweekly payroll issues.

With the University extension of Winter Recess from 12/20/2021 through 12/31/2021, we **STRONGLY ENCOURAGE** that all time be reported, approved/adjusted as necessary **before 4:00 p.m. on Thursday December 16th** for the following time periods:

Weekly 12/19/2021-12/25/2021

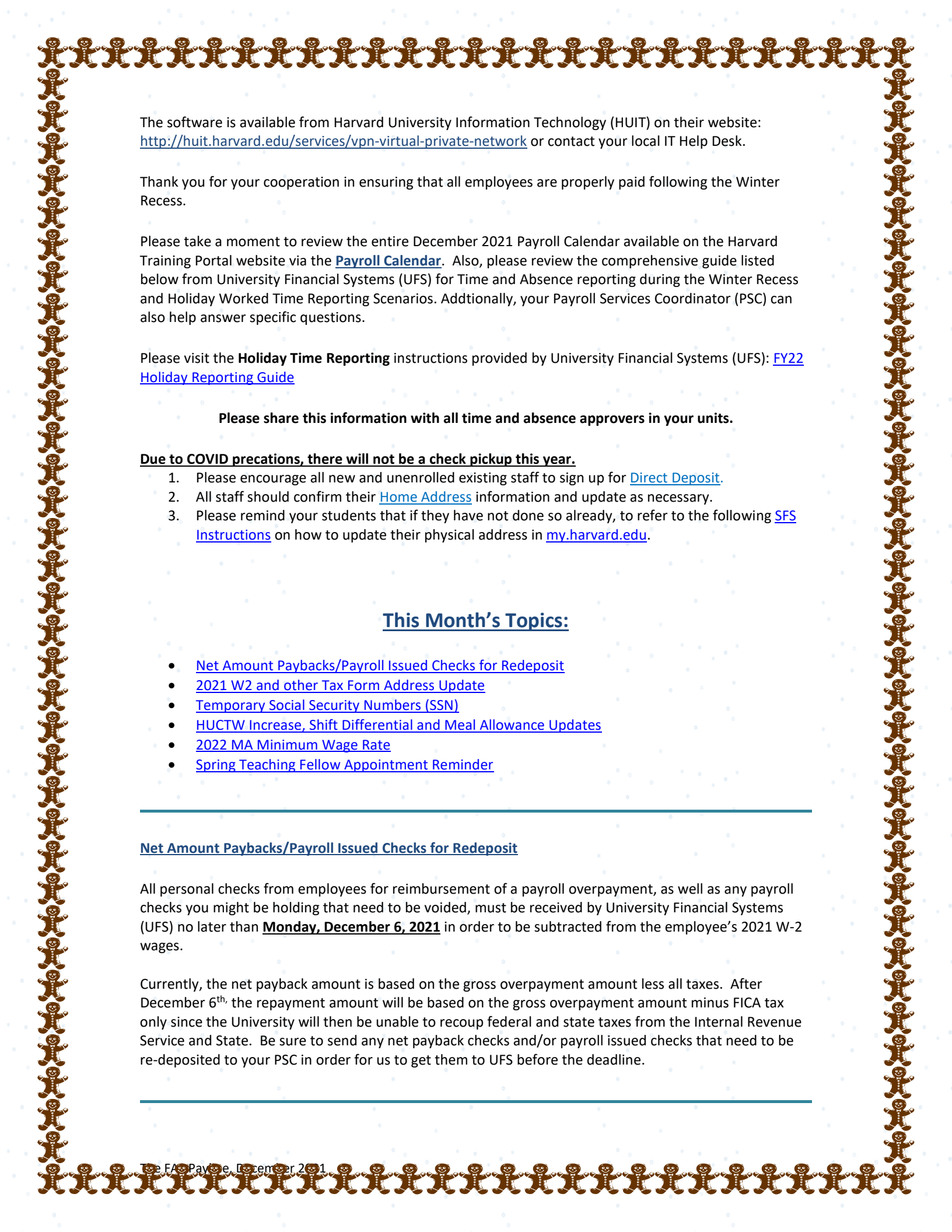
Biweekly 12/12/2021-12/25/2021

This time Approval Deadline will allow for FAS Payroll to research and communicate with Departments on **Friday December 17th** as needed.

***Please Note:** If your employees have Personal Time Balances remaining, these must be entered and approved within this payroll cycle. These balances will expire at the end of the calendar year on 12/31/2021.

Questions and issues for the payroll open on 12/27 (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> 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 2021 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. Additionally, your Payroll Services Coordinator (PSC) can also help answer specific questions.

Please visit the **Holiday Time Reporting** instructions provided by University Financial Systems (UFS): [FY22 Holiday Reporting Guide](#)

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

Due to COVID precautions, there will not be a check pickup this year.

1. Please encourage all new and unenrolled existing staff to sign up for [Direct Deposit](#).
2. All staff should confirm their [Home Address](#) information and update as necessary.
3. Please remind your students that if they have not done so already, to refer to the following [SFS Instructions](#) on how to update their physical address in my.harvard.edu.

This Month's Topics:

- [Net Amount Paybacks/Payroll Issued Checks for Redeposit](#)
- [2021 W2 and other Tax Form Address Update](#)
- [Temporary Social Security Numbers \(SSN\)](#)
- [HUCTW Increase, Shift Differential and Meal Allowance Updates](#)
- [2022 MA Minimum Wage Rate](#)
- [Spring Teaching Fellow Appointment Reminder](#)

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 **Monday, December 6, 2021** in order to be subtracted from the employee's 2021 W-2 wages.

Currently, the net payback amount is based on the gross overpayment amount less all taxes. After December 6th 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 and other Tax Form Address Updates

As we approach 2021 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, 2022.

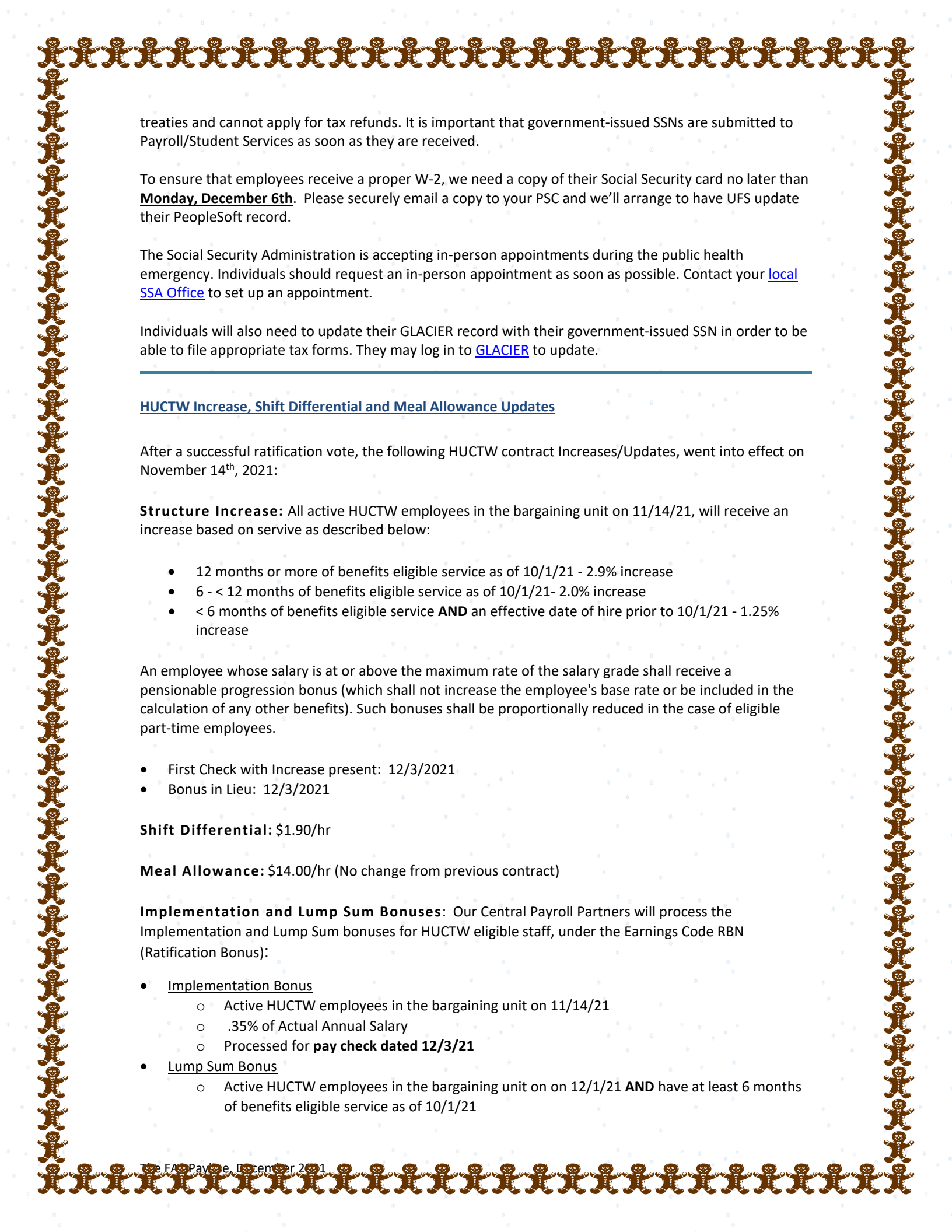
In order to make sure there are no delays in receiving 2021 tax forms, sign up for **electronic delivery!**
Links for Address updates and signing up for electronic delivery:

FORM	System to Update Address	Link to Update Address	Sign up for Electronic Delivery
W-2	PeopleSoft	Go to the PeopleSoft website and choose My Personal Details within My Self Service.	Harvard's ADP Portal **
1042-S Foreign Entities	Harvard Supplier Portal	Suppliers update at Harvard Supplier Portal Harvard Requestors can submit a Maintenance Request in B2P or contact AP_SupplierOnboarding@harvard.edu	Not Available
1042-S Foreign Individuals paid through PeopleSoft	PeopleSoft and GLACIER	Go to the Peoplesoft website and choose My Personal Details within My Self Service, and go to the GLACIER portal	Go to the GLACIER Portal
1042-S Foreign Individuals - Harvard Suppliers	Harvard Supplier Portal and GLACIER	Suppliers (foreign individuals) update at Harvard Supplier Portal , and go to the GLACIER portal	Go to the GLACIER Portal
1099-MISC	Harvard Supplier Portal	Suppliers update at Harvard Supplier Portal Harvard Requestors can submit a Maintenance Request in B2P or contact AP_SupplierOnboarding@harvard.edu	Not Available

If you are unable to access Harvard's ADP Portal via the above link, you can also access Harvard's ADP Portal through PeopleSoft via the following: **My Self Service>My Pay>W-2/W-2c Forms**

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. Additionally, individuals without an government-issued SSN are ineligible for tax

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treaties and cannot apply for tax refunds. It is important that government-issued SSNs are submitted to Payroll/Student Services as soon as they are received.

To ensure that employees receive a proper W-2, we need a copy of their Social Security card no later than **Monday, December 6th**. Please securely email a copy to your PSC and we'll arrange to have UFS update their PeopleSoft record.

The Social Security Administration is accepting in-person appointments during the public health emergency. Individuals should request an in-person appointment as soon as possible. Contact your [local SSA Office](#) to set up an appointment.

Individuals 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.

HUCTW Increase, Shift Differential and Meal Allowance Updates

After a successful ratification vote, the following HUCTW contract Increases/Updates, went into effect on November 14th, 2021:

Structure Increase: All active HUCTW employees in the bargaining unit on 11/14/21, will receive an increase based on service as described below:

- 12 months or more of benefits eligible service as of 10/1/21 - 2.9% increase
- 6 - < 12 months of benefits eligible service as of 10/1/21- 2.0% increase
- < 6 months of benefits eligible service **AND** an effective date of hire prior to 10/1/21 - 1.25% increase

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.

- First Check with Increase present: 12/3/2021
- Bonus in Lieu: 12/3/2021

Shift Differential: \$1.90/hr

Meal Allowance: \$14.00/hr (No change from previous contract)

Implementation and Lump Sum Bonuses: Our Central Payroll Partners will process the Implementation and Lump Sum bonuses for HUCTW eligible staff, under the Earnings Code RBN (Ratification Bonus):

- Implementation Bonus
 - Active HUCTW employees in the bargaining unit on 11/14/21
 - .35% of Actual Annual Salary
 - Processed for **pay check dated 12/3/21**
- Lump Sum Bonus
 - Active HUCTW employees in the bargaining unit on 12/1/21 **AND** have at least 6 months of benefits eligible service as of 10/1/21

- \$500 (not prorated)
- Processed for **pay check dated 12/17/21**

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

2022 MA Minimum Wage

On January 1st, the MA state minimum wage will be increased to \$14.25 per hour. All employees that are under \$14.25 will be brought up to the new minimum, Effective 1/1/2022 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 middle of November. 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.

Please Note: For the most up to date Payroll Guidance, please refer to the Office of the Controller's Central Payroll website: <https://oc.finance.harvard.edu/services/central-payroll>

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:
Have a Magical and Safe Holiday Season!

