

# THE PAYLINE

The FAS Payroll Newsletter

December 2022

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	12/11/2022 – 12/17/2022	<b>Monday 12/19/2022*</b>	12/22/2022
Weekly	12/18/2022 – 12/24/2022	<b>Tuesday 12/27/2022</b>	12/30/2022
Biweekly	12/11/2022 – 12/24/2022	<b>Tuesday 12/27/2022</b>	12/30/2022

\*Monday December 19th 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 **Tuesday 12/27/2022, during Winter Recess**, for calculation to allow employees to receive payment on Friday, December 30, 2022. FAS Payroll will have a very limited staff verifying time/absence approvals and to assist departments and/or employees with any weekly/biweekly payroll issues.

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

**Weekly 12/18/2022-12/24/2022**

**Biweekly 12/11/2022-12/24/2022**

This time Approval Deadline will allow for FAS Payroll to research and communicate with Departments on **Tuesday December 20th** 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 12/31/2022.

Questions and issues for the payroll open on 12/27 (During Winter Recess) should be sent to [faspayroll@fas.harvard.edu](mailto: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: <https://huit.harvard.edu/vpn> 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 2022 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): [FY23 Holiday Reporting Guide](#)

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

**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 go to the [PeopleSoft website](#) and choose My Personal Details within My Self Service to 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](#).

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### **This Month's Topics:**

- [Net Amount Paybacks/Payroll Issued Checks for Redeposit](#)
- [2022 W2 and other Tax Form Address Update](#)
- [Temporary Social Security Numbers \(SSN\)](#)
- [2023 MA Minimum Wage Rate](#)
- [Spring Teaching Fellow Appointment Reminder](#)
- [Absence Management](#)

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#### **Net Amount Paybacks/Payroll Issued Checks for Redeposit**

FAS Payroll is requesting that 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 sent to University Financial Systems (UFS) no later than **Wednesday, December 7th, 2022** in order to be subtracted from the employee's 2022 W-2 wages.

Currently, the net payback amount is based on the gross overpayment amount less all taxes. After December 7<sup>th</sup>, 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 communicate any net payback checks and/or payroll issued checks that need to be re-deposited to your PSC, so they can provide you with instructions to get them to UFS before the deadline.

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#### **W-2 and other Tax Form Address Updates**

As we approach 2022 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, 2023.

In order to make sure there are no delays in receiving 2022 tax forms, sign up for **electronic delivery!** As announced in the [November 8<sup>th</sup> eNews](#), please see below for the 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	<a href="#">Go to the PeopleSoft website</a> and choose My Personal Details within My Self Service.	<a href="#">Harvard's ADP Portal</a> **
1042-S  Foreign Entities	Harvard Supplier Portal	Suppliers update at <a href="#">Harvard Supplier Portal</a>  Harvard Requestors can submit a Maintenance Request in B2P or contact <a href="mailto:AP_SupplierOnboarding@harvard.edu">AP_SupplierOnboarding@harvard.edu</a>	Not Available
1042-S  Foreign Individuals paid through PeopleSoft	PeopleSoft and GLACIER	<a href="#">Go to the Peoplesoft website</a> and choose My Personal Details within My Self Service, and go to the <a href="#">GLACIER portal</a>  Students must update their address through <a href="http://my.harvard.edu">my.harvard.edu</a> (not PeopleSoft) as well as <a href="#">GLACIER portal</a>	<a href="#">Go to the GLACIER Portal</a>
1042-S  Foreign Individuals - Harvard Suppliers	Harvard Supplier Portal and GLACIER	Suppliers (foreign individuals) update at <a href="#">Harvard Supplier Portal</a> , and go to the <a href="#">GLACIER portal</a>	<a href="#">Go to the GLACIER Portal</a>
1099-MISC	Harvard Supplier Portal	Suppliers update at <a href="#">Harvard Supplier Portal</a>  Harvard Requestors can submit a Maintenance Request in B2P or contact <a href="mailto:AP_SupplierOnboarding@harvard.edu">AP_SupplierOnboarding@harvard.edu</a>	Not Available
1099 Adjustments	Harvard AP Support Team	Send any 1099-related adjustments before calendar year-end (12/18/2021) <a href="mailto:ap_customerservice@harvard.edu">ap_customerservice@harvard.edu</a>	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 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 5th**. 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. Please also see the latest [November 8<sup>th</sup> eNews](#) for additional information.

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.

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### [2023 MA Minimum Wage](#)

On January 1<sup>st</sup>, the MA state minimum wage will be increased to \$15 per hour. All employees that are under \$15 will be brought up to the new minimum, Effective 1/1/2023 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](#)

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### [Spring Teaching Fellow Appointment Reminders](#)

Spring term Teaching Fellow (TF) appointments have a start date of January 1<sup>st</sup>. The first regularly scheduled pay date for TFs will be January 13<sup>th</sup>. 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 13<sup>th</sup> 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 submitted, will be processed in the next scheduled special TF off-cycle run. Typically, payments are processed and confirmed by Wednesday and by Friday, direct deposit funds are available. Hard Checks (anyone without direct deposit) will be mailed to employee's home address.

**Please note:** Many TFs are also on the stipend payroll; off cycle payments 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.

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>

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### [Absence Updates in PeopleSoft](#)

In early August, Absence pages in PeopleSoft were updated/added for Managers and Administrators. Please refer to the following eNews announcement: [eNew PeopleSoft Enhancements August 11th](#) and review the information within the *Enhancements to the Create/Maintain Absences page for Administrators* and the *New! A Proxy Absence approval page* headers.

After these updates occurred, the Payroll Services Coordinators received a number of requests to remove Absence Requests that were past 13 months for employees. The renamed page of *Maintain Absences Page for*

*Administrators* now allows Department Administrators with access to this page to edit absences past the 13 months timeline:

- On the Maintain Absences for Admins page (Navigation: Home > Administer Time and Absence Tile > Manage Absences Folder > Maintain Absences for Admins), you can find the old, submitted but never approved absence requests by HUID **PAST 13 Months** by changing the From Date to an older date such as 01/01/2021 and clicking Search.
- If they need to be canceled/deleted, click the Select checkbox at the far left of the search results for the unapproved and unprocessed requests on the HUID you search that are **PAST 13 Months** and click the Cancel Selected Absences button. This will delete the request(s).

If you need further assistance, please reach out to your Payroll Services Coordinator.

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### [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 Wonderful & Safe Holiday Season!**

