

# The Payline

The FAS Payroll Newsletter

December 2023

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	12/10/2023 – 12/16/2023	<b>Monday 12/18/2023</b>	12/21/2023
Weekly	12/17/2023 – 12/23/2023	<b>Tuesday 12/26/2023</b>	12/29/2023
Biweekly	12/10/2023 – 12/23/2023	<b>Tuesday 12/26/2023</b>	12/29/2023

## **IMPORTANT NOTE:**

The biweekly and weekly payrolls will open on **Tuesday 12/26/2023, during Winter Recess**, for calculation to allow employees to receive payment on Friday, December 29, 2023. **Ensure that your department has adequate coverage available to run and review the pay registers during the payroll open period.** 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 Friday, December 15th** for the following time periods:

**Weekly 12/17/2023-12/23/2023**

**Biweekly 12/10/2023-12/23/2023**

This **EARLY** Approval Deadline will allow FAS Payroll to research and communicate with Departments on **Monday, December 18th** 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 12/31/2023. Please double check their balances available for use, as overreporting Personal Time will default to Time at Own Expense.

Questions and issues for the payroll open on 12/26 (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 employees or department details.

**It is the responsibility of the department to ensure the proper payment to employees and that all required reports have been run and reviewed.**

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 2023 Payroll Calendar available on the Harvard Training Portal website via the [Payroll Calendar](#). Also, please review the comprehensive guide listed below from Central Payroll 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 Central Payroll: [FY24 Holiday Reporting Guide](#)

**Key points to remember about holiday reporting time codes for HUCTW and nonunion, overtime-eligible, clerical/technical employees:**

HOL – Holiday

- Paid at Hourly Rate
- Adds to Overtime Hours
- **Used for Observed Holidays and Recess Dates, if not worked**
  - **DO NOT USE for the Morning of 12/22 (PTO must be entered in the morning if not worked).**

HWK – Holiday Worked

- Paid at 1.5 x Hourly Rate
- Adds to Overtime Hours
- **Can only be used on Observed Holiday Dates (12/22 Afternoon ONLY, 12/25, and 1/1/2024) if worked.**

FHE – Floating Holiday Earned

- Hourly rate hours that are banked and used for time off later as FHT (floating Holiday Taken)
- Does not add to Overtime Hours
- The maximum value of a floating holiday earned is one-fifth of the employee's scheduled hours for the week.
- **Can be used for Observed Holidays and Recess Dates, if worked.**

FHP – Floating Holiday Pay

- Paid at Hourly Rate
- Does not add to Overtime Hours
- The maximum value of a floating holiday paid is one-fifth of the employee's scheduled hours for the week.
- **Can only be used on Observed Holiday Dates (12/22 Afternoon ONLY, 12/25, and 1/1/2024) if worked.**

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

**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.

**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](#).

---

## This Month's Topics:

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

### 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 Central Payroll no later than **Wednesday, December 6th, 2023**, to be subtracted from the employee's 2023 W-2 wages.

Currently, the net payback amount is based on the gross overpayment amount less all taxes. After December 6<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.

---

### 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 a government-issued SSN are ineligible for tax treaties and cannot apply for tax refunds. Therefore, 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 **Friday, December 15th**. Please securely email a copy to your PSC and we'll arrange to have UFS update their PeopleSoft record.

The Social Security Administration accepts in-person appointments. Individuals should request an in-person appointment as soon as possible. Contact your [local SSA Office](#) to set up an appointment. Please see the [November 9<sup>th</sup> eNews](#) for further 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.

---



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

In preparation for the upcoming tax season, please review and update your and/or your supplier's address to ensure there are no delays in receiving 2023 tax forms. You are also encouraged to sign up for electronic delivery if available!

Individuals receiving a W-2 should update their address in [PeopleSoft](#). Students receiving a W-2 should update their address in [my.harvard](#).

Foreign individuals should update [GLACIER](#), as well as PeopleSoft (if an employee) or [Harvard Supplier Portal](#) (if a supplier in B2P).

GLACIER systems will be unavailable beginning December 30, 2023, in preparation for annual tax reporting processes and system maintenance.

**Any record changes intended to impact 2023 tax reporting, such as opting in for electronic 1042s form distribution, must be completed prior to December 30, 2023.**

---

### 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 the 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>

---

### 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:

