The Payline

The FAS Payroll Newsletter **December 2025**

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	12/14/2025 – 12/20/2025	***SUNDAY 12/21/2025***	12/26/2025
Biweekly	12/07/2025 – 12/20/2025*	***SUNDAY 12/21/2025***	12/26/2025
Weekly	12/21/2025 – 12/27/2025	***SUNDAY 12/28/2025***	01/02/2026
Teaching Fellow	12/14/2025 – 12/27/2025	***MONDAY 12/29/2025***	01/03/2026

IMPORTANT NOTE:

The weekly and biweekly (ALL-Staff and Academic) payrolls will open on SUNDAY 12/21/2025, for calculation to allow employees to receive payment on Friday, December 26, 2025. **Ensure that your department has adequate coverage available to run and review the pay registers during the payroll open period per FAS Payroll Key Internal Controls**. FAS Payroll will have very limited staff verifying time/absence approvals and assisting departments and/or employees with any weekly/biweekly payroll issues.

All Time and Absences **must be** reported, approved/adjusted as necessary **before 3:30 p.m. on Thursday, December 18th** for the following time periods:

Weekly 12/14/2025-12/20/2025 **Biweekly 12/07/2025-12/20/2025**

This **is a Central Approval Deadline** and will allow FAS Payroll to research and communicate with Departments on **Friday, December 19th** as needed.

*Please Note: If your employees have Personal Time Balances remaining, these must be entered into and approved within this payroll cycle. These balances will expire at the end of the calendar year on 12/31/2025. Please double-check their balances available for use, including unapproved absences, as overreporting Personal Time will default to Time at Own Expense and Off Cycle requests will not be processed in these scenarios.

Questions and issues for the payrolls open on 12/28 (Weekly) and 12/29 (Teaching Fellow) 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 employees or department details. Central Payroll will not be processing Off Cycles 12/24/2025 through 1/1/2026. **No corrections to the payrolls can be made after the 12:00 pm calculations.**

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 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 Student Financial Services Instructions on how to update their physical address in my.harvard.edu.

This Month's Topics:

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 10th, 2025,** to be subtracted from the employee's 2025 W-2 wages.

Currently, the net payback amount is based on the gross overpayment amount less all taxes. After December 10th, 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 several 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. Note: Students should update their SSN through my.harvard.

To ensure that employees receive a proper W-2, we need a copy of their Social Security card no later than **Wednesday, December 17th**. 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 Social Security Administration Office to set up an appointment.

Individuals will also need to update their Sprintax record with their government-issued SSN to be able to file appropriate tax forms. They may log in to Sprintax 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 2025 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 Sprintax, as well as PeopleSoft (if an employee) or Harvard Supplier Portal (if a supplier in B2P).

Sprintax systems will be unavailable beginning December 30, 2025, in preparation for annual tax reporting processes and system maintenance.

Any record changes intended to impact 2025 tax reporting, such as opting in for electronic 1042s form distribution, must be completed prior to December 30, 2025.

Spring Teaching Fellow Appointment Reminders

Spring term Teaching Fellow (TF) appointments have a start date of January 4th. The first regularly scheduled pay date for TFs will be January 16th. All appointment forms and any required documentation were due to OUE in Aurora in the middle of November. Appointments not received in time for the January 16th paycheck will be paid in the next regularly scheduled TF biweekly payroll processing. All appointment forms and any required documentation should be submitted to the appropriate office as soon as possible. This includes TF actions for new appointments and job data changes resulting in approved and submitted pay increases. There will no longer be off-cycle processing runs for Teaching Fellows outside of the regularly scheduled biweekly payroll processing.

Timesheet Entry-Avoid Entering in 0.00 Hours

Our FAS Payroll Team has noticed an increased number of timesheets having 0.00 being entered in for an employee's time.

Please inform the employees in your specific Departments not to enter in 0.00 hours if they do not work on a particular day. If there is no time to be reported, inform them to leave the entry field blank. Additionally, do not approve 0.00 hours on a timesheet. If you find 0.00 hours needing approval, remove the 0.00 hours, review all other timesheet entries as normal, and Submit/Approve once completed.

If you need further assistance in reporting and approving time, please review the following HTP Job Aids:
Time Reporters: PeopleSoft: View and Report Time
Approvers: PeopleSoft: Approving and Adjusting Time and Absences

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Managing Appointments and New PeopleSoft Pivot Grid for Administrators

We continually have requests for the deletion of system generated termination rows within PeopleSoft, past the date in which these terminations have been processed. Furthermore, employees who are on Paid Leaves through MAPFML and STD need special attention and handling at time of appointment end dates/terminations.

Each month, departments receive an Aurora report of all employees with end dates in the next 90 days. An additional email is sent 10 days in advance of each individual term. However, each month, several employees incorrectly terminate due to lack of action by the local department.

These terminations cause benefit issues and require Payroll Services Coordinator intervention to correct the record before the employee/position can be reinstated. Each of these situations requires multiple steps by the department, Back Office Approvers, and Payroll Services Coordinators using Correction Mode *(requiring additional review)* to correct the record and reinstate the employee. This is a time-consuming process for all involved, but it also has a potential negative impact on the employee, regarding benefits and/or payment delay.

We strongly encourage Departments to run the **Appointment Listings with End Date** in Aurora Reporting Monthly. Departments must process the applicable action (Termination/Reappointment) in Aurora**, in a timely manner**, to ensure limited disruption in pay/benefit/system access or overpayment to the employee.

Additionally, a new Pivot Grid in PeopleSoft has been added to help administrators monitor employees with upcoming appointment end dates in the next 90 days. The “Days Until End Date (0-90)” prompt defaults to 60 days but can be updated by the user. Please review the November 13th eNews for more information on how to use this new PeopleSoft Pivot Grid for Administrators.

Additional information can be found in our FAS Payroll Key Internal: FAS Procedures for Payroll Key Internal Controls

Please pay special attention to these Aurora and PeopleSoft reports and act on reappointments in advance of termination.
Compliance with existing payroll guidance by all is necessary for success across the FAS.

Changes to I-9 Verification Timing in HR Systems - November 2025 Update

In early 2026 FAS will adopt the university-standard process to hire incoming employees in their paid paygroup as soon as Section 1 of the I-9 is complete. This change will affect employees hired or transferred into specific paygroups (SPC, WRT, WTM, POU, PON, PFX, MFC, MIP), excluding certain temporary and student employee classes (D, G, W, B). You can familiar yourself with the upcoming changes, which are already in place in FAS for PeopleSoft Quick Hires (Temps/LHTs, excluding student hires), by reviewing this e-News article.

Remember to populate the **Supervisor ID** field for your hires. This field will be used for future automated I-9 verification notifications for incoming employees.

Be on the lookout in December or January for a new page in Aurora that gives visibility into a department's outstanding I-9s. Visibility is based on Aurora security permissions. Additionally, a Job Aid on how to interpret and use the **PeopleSoft I-9 and New Hire Monitoring** dashboard is in development. Visibility for this dashboard is based on department-level permissions in PeopleSoft.

I-9 Reverifications are now being conducted in Equifax. There is a new I-9 Reverification email template available on the FAS I-9 Resources SharePoint, and FAQs about the reverification process are available from Central Payroll. Please note that **all reverifications must be done in person**. There are no remote reverification appointments available currently.

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: