

THE PAYLINE

The FAS Payroll Newsletter

June 2024

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Important July 1st Reappointment Information

All FY25 reappointments for current **PAID** appointments with a June 30th end date must be approved in Aurora and entered PeopleSoft **prior** to the **auto-term process running on Saturday, June 29th**. This process will terminate all appointments with a June 30, 2024 end date. Any reappointments received and processed after the auto-term runs will fail because we cannot reappoint on a terminated position.

Please monitor your current scheduled Term Appointments. The Appointment Listing report in Aurora will assist you by providing planned end dates for all employees in your area. If you have any questions, please contact your Payroll Services Coordinator with any questions.

All 7/1/24 Reappointments must be completed and approved in Aurora by Thursday, June 20th to ensure that they are uploaded/direct submitted to PeopleSoft prior to the auto-term running. Please take special note of reappointments for Emeritus Professors who have annual paid appointments. If they are terminated accidentally, it can affect their retirement benefits.

New 7/1/24 appointments with active I-9s should be entered and approved in Aurora as soon as possible to avoid system and/or building access delays.

Form I-9 Updates

Recent Foreign National Student Graduates Continuing or Starting New Paid Appointments

Work authorization dates for recent Harvard graduates who are foreign nationals will likely become expired on 5/23/2024.

An updated I-9 Schedule B (if completed in Equifax) or new I-9 must be completed for continuing workers with new documentation showing continued eligibility to work in the U.S. post-graduation.

When verifying updated work authorization documents, such as an Employment Authorization Document (EAD) card, make sure the employee’s work dates fall inside the work authorization start and end dates indicated on the Section 2 work authorization document.

Email i9help@harvard.edu if you have any questions.

Additionally, please check out the new [Electronic I-9 Collection \(FAS\)](#) training created by our FAS Admin Ops partners. This course provides a high-level overview of the centralized Electronic I-9 collection process for FAS, emphasizing departmental responsibilities and specific edge-cases.

Finally, Effective 7/1/2024 the above Electronic I-9 Collection (FAS) training will be a required for all new incoming FAS Employees with the **Aurora Dept Admin** and **Action_Initiator** roles, and the **Peoplesoft Quick Hire Form Submitter** and **Preparer** roles.

Sprintax Updates

Did you know Harvard has “Quick Start” guides, videos, and FAQs for Sprintax Calculus to support international payees through the onboarding process?

Please see the [International Payee Tax Compliance website](#) for a variety of materials that will help you and the supplier complete Sprintax Calculus.

- [Harvard's Calculus Quick Start Guide - Individuals \(PDF\)](#)
- [Harvard's Calculus Quick Start Guide - Vendors/Entities \(PDF\)](#)
- [Calculus Videos and Knowledge Base](#)

Address Updates

Please remind graduating students and others who have appointments ending in May or June to update their personal information (email, telephone, and mailing address) in the appropriate Harvard system to permit them continuing access the system and make sure any future payments and tax forms are sent to the correct address.

| Recipient | System to Update (Update address, email address, phone number, deposit information.) |
|--|--|
| Harvard Student – US Citizen/Permanent Resident | my.harvard Buy-to-Pay (B2P) – if received B2P payments (e.g., reimbursements, travel grants, prizes) |
| Harvard Student – International Payee | my.harvard Buy-to-Pay (B2P) – if received B2P payments (e.g., reimbursements, travel grants, prizes) Sprintax Calculus |
| Harvard Employee (nonstudent) – US Citizen/Permanent Resident | PeopleSoft |
| Harvard Employee (nonstudent) – International Payee | PeopleSoft Sprintax Calculus |
| Harvard Nonemployee Fellow / Stipendee (Nonstudent) Paid through PeopleSoft | PeopleSoft Sprintax Calculus |
| Harvard Nonemployee Fellow / Stipendee (Nonstudent) Paid through Buy-to-Pay (B2P) | Buy-to-Pay (B2P) – if received B2P payments (e.g., reimbursements, travel grants, prizes) Sprintax Calculus |

Graduate Student Payroll Bi-weekly Starting July 1

As announced in the FAS Reporter and within the [Instructional Support informational sessions](#); Payroll for graduate students will switch from monthly payroll to bi-weekly payroll effective July 1, 2024.

The Graduate Student Teaching Fellow payroll that currently pays mid-month for the current month, will move to a bi-weekly payroll schedule effective 7/1/24, the first paycheck for that payroll will be dated 7/19/24 and will be for the period of 7/1-24-7/13/24. This payroll will open/close on Wednesdays of the week opposite the current bi-weekly payroll.

Please review the updated Central [Payroll Calendar](#) for payroll processing dates. Please visit the [FAQ- Change to Pay Frequency for Graduate Student Employees](#) for additional information on the transition.

Year End Payroll Posting Dates and Paycheck Details

The weekly and biweekly paychecks paid to employees on Friday, June 28th for work performed entirely in FY24 and will be posted to the General Ledger as a FY24 entry.

| Pay Run ID | Pay Frequency | Check Date | Pay Beginning-Pay End |
|------------|---------------|------------|-----------------------|
| WKLY062224 | Weekly | 06/28/24 | 06/16/24 – 06/22/24 |
| WKLY062924 | Weekly | 07/05/24 | 06/23/24 – 06/29/24 |
| BW062224 | Bi-Weekly | 06/28/24 | 06/09/24– 06/22/24 |
| BW070624 | Bi-Weekly** | 07/12/24** | 06/23/24– 07/06/24** |

**Additionally, the Bi-Weekly paycheck on 7/12/24 will have five days worked in June and will be accrued to FY24. The accrual amounts will be processed as follows:

The five days for the Bi-Weekly accrual will be based on Week Ending 6/22/24; Check dated 6/28/24.

Absence Management Year-End Reminders

All Absence time reported time for FY24 (July 1, 2023, through June 30, 2024) must be reported by **5:00 pm on Thursday, June 20th** and approved in Absence Management by **3:00 pm on Friday, June 21st**.

This will ensure that departments receive the full vacation reimbursement due and the accurate reporting of the University's vacation liability as we close out the year. Please take a moment to review any new or outstanding requests and take the appropriate action.

FY24 Floating Holiday Balances to Expire on 6/30/24

Please note that all floating holiday balances expire at the end of each fiscal year. Any unused floating holiday time will be forfeited. Employee balances are eligible for payout upon transfer or termination only.

We encourage you to run the Comp Time Balance report in PeopleSoft (*Main Menu>Harvard Reports>Time and Labor Reports>HU Comp Time Balances Report*) to view floating holiday balances by Time & Labor group(s) or by individual employee. Employees can view their balances in both Time & Labor and Absence Management.

Harvard Student Summer Object Code Change

On Sunday, May 26th, current Harvard students in object code 6110 changed to 6120 and FICA eligible status. There is no change to the student job code and eligible returning students will automatically be returned to object code 6110 in September.

FY25 Costing Updates

For FY25 Costing, the new fiscal year will be created via the Copy Costing annual process done by Central Finance.

Costing Copy will happen on the morning of **Monday, June 24th**. This will copy current Costing budget data from FY24 into FY25, for all Appointments and Positions.

- **IMPORTANT:** For costing changes made after 6/24/24, for actions w/costing Effective Dated **before** 7/1/24, FY25 Costing needs to be created via an Aurora Action, onto the Position/Appointment.

See table below for examples/scenarios:

| Aurora Action Approved Date (The date the action is past final Back Office Approvals) | Aurora Effective Date | Costing Rows to be updated |
|--|-----------------------------|--|
| Before June 24 th | June 30th and <u>Before</u> | FY24 will be added from Aurora Action; Copy Costing Job will add FY25 row |
| Before June 24 th | July 1st and <u>After</u> | Copy Costing Job will add FY25 row |
| After June 24 th | <u>Before</u> July 1st | <u>Only FY24 will be added from Aurora Action; Dept. will need to complete Costing Change to add in the FY25 Costing</u> |
| After June 24 th | <u>After</u> July 1st | FY25 will be added from the Aurora Action |

Note: Future dated costing can be added at any time.

For detailed instructions on how to update Costing, including user guides, please visit the Aurora Knowledge Center <https://about.aurora.fas.harvard.edu>

HUCTW Increase, Shift Differential and Meal Allowance Updates

The following [HUCTW contract](#) Increases/Updates are as follows:

Structure: Employees in the bargaining unit on the active payroll at the University on 7/1/2024 shall receive a structure increase of 2.2%.

Progression: Employees in the bargaining unit on the active payroll at the University on 7/1/2024 who have completed at least:

- Twelve months or more of benefits eligible service as of 7/1/2024 shall receive a progression increase of \$1,100 (prorated for weekly hours other than 35).
- At least six but fewer than twelve months of eligible service as of 7/1/2024 shall receive a progression increase of \$550 (prorated for weekly hours other than 35)

First Check with Increase present and Bonus in Lieu: *See 7/01/24 ASIP-Salary Increase Schedule below:*

Shift Differential:

- July 1, 2024, \$2.05/hr.

Meal Allowance:

- July 1, 2024, \$16.00
- October 1, 2024, \$17.00

If you have any questions regarding eligibility or the contract, please contact Labor and Employee at labor_and_employee_relations@harvard.edu.

7/01/24 ASIP-Salary Increase Schedule

Non-Exempt and Exempt employees receiving a 7/1/24 increase can expect the following:

| | |
|--|---|
| First Check After Increase (FY25 Rate): | 7/12/24 (Pay period 6/23/24 – 7/06/24) |
| Increase Days in First Check: | 5 days (assumes M-F workweek) |
| Bonus-in-lieu: | 7/12/24 |
| First Full Check (FY25 Rate): | 7/26/24 (Pay period 7/07/24– 7/20/24) |

Monthly employees receiving a 7/1/24 increase will see the full amount reflected in their 7/31/24 paycheck.

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 details of individual employee payments that must be corrected by journal entry.

HART Job Aids:

[Dashboard-in-a-Dash: GL Account Monitoring](#)

[Dashboard-in-a-Dash: Transaction Listing](#)

If there are amounts in your Department GL Account Monitoring and Transaction Listing Reports, **please ensure that all journals are completed for FY24 by June 15th.**

FAS Admin Ops Training

As many of you know, our talented [FAS Administrative Operations](#) help with training on Chart of Accounts, Journal Transfers with TLX, OBI/HART, Concur, and more!

If you are looking for an instructor led class for a [Peoplesoft Overview](#), among many other business and system related processes such as [Electronic I-9 Collection \(FAS\)](#), please visit the [Admin Ops Course Catalog](#) for dates and registration details.

Bonus Day Off-July 5th

As mentioned previously by Dean Hoekstra, Friday July 5th is an additional day off, granted by the University. Specific Time Reporting codes have been created for individual employee work requirements.

Please review the Bonus Day for Calendar Year 2024 Reporting below for further information.



Bonus Day for
Calendar Year 2024

IMPORTANT:

Please refer to the Central [Payroll Calendar](#), as some Time & Absence Deadlines have shifted as a result of the Bonus Days Off.

Outlook-FAS Payroll Calendar

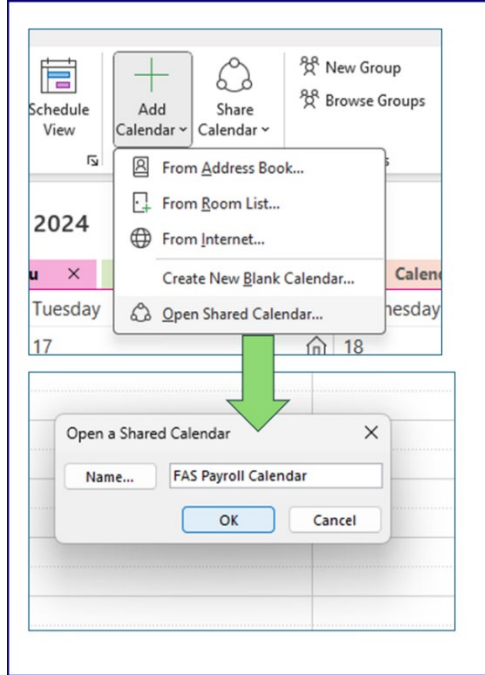
As mentioned previously, we have created a public facing FAS Payroll Calendar that Time & Absence Approvers/Adjusters, along with Payroll Administrators will be able to subscribe to.

This new Outlook calendar has Time & Absence approval deadlines, along with recommended reports to run, and Payroll processing dates listed.

This FAS Payroll Calendar mirrors the dates provided by Central on their Central Payroll Calendar. The FAS Payroll Calendar in Outlook will be updated as Central updates their calendar. Currently, the payroll dates are established through December 2024. January 2025 and onward will be updated on this new Outlook calendar once Central releases their calendar.

To Add FAS Payroll Shared Calendar:

Open Add Calendar>Select Open Shared Calendar>Type in FAS Payroll Calendar>Click OK



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 have.

Did you know?

The [world record](#) for the largest ice cream cone ever made was achieved in 2015 in Norway with a cone over 10 feet high!

Check out [The Best Ice Cream in Every New England State](#) to get your ice cream or sherbet fix this summer!

