

# THE PAYLINE

The FAS Payroll Newsletter

June 2025

## This Month's Topics:

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### Important July 1st Reappointment Information

Due to the [Academic transition from Monthly to Biweekly](#); **ALL 7/1/25 Reappointments must be completed and approved in Aurora by Wednesday, June 18<sup>th</sup> to ensure that they are uploaded/direct submitted to PeopleSoft prior to the auto-term occurs.**

Our HUIT and Central Partners will be running the PeopleSoft Auto-Term 7-10 business day prior to the end of the month, terminating all appointments with a June 30, 2025, end date. Any reappointments received and processed after the auto-term runs will fail because we cannot reappoint a terminated position. **Reappointments not completed timely could result in an underpayment on the July 11<sup>th</sup> paycheck.** 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.

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.

**New 7/1/25 appointments** with active I-9s should be entered into and approved in Aurora by June 30<sup>th</sup>, to ensure that they receive payment for the July 11<sup>th</sup> paycheck. This will also avoid system and/or building access delays.

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### Form I-9 Updates

Please review employee's work authorization expiration dates and complete reverifications if needed. 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.

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](mailto: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.

Please note that the Electronic I-9 Collection (FAS) training is 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.

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### 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](#)

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### 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 to 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	<a href="http://my.harvard">my.harvard</a> <a href="#">Buy-to-Pay (B2P)</a> – if received B2P payments (e.g., reimbursements, travel grants, prizes)
Harvard Student – International Payee	<a href="http://my.harvard">my.harvard</a> <a href="#">Buy-to-Pay (B2P)</a> – if received B2P payments (e.g., reimbursements, travel grants, prizes) <a href="#">Sprintax Calculus</a>
Harvard Employee (nonstudent) – US Citizen/Permanent Resident	<a href="#">PeopleSoft</a>
Harvard Employee (nonstudent) – International Payee	<a href="#">PeopleSoft</a> <a href="#">Sprintax Calculus</a>
Harvard Nonemployee Fellow / Stipendee (Nonstudent) Paid through PeopleSoft	<a href="#">PeopleSoft</a> <a href="#">Sprintax Calculus</a>
Harvard Nonemployee Fellow / Stipendee (Nonstudent) Paid through Buy-to-Pay (B2P)	<a href="#">Buy-to-Pay (B2P)</a> – if received B2P payments (e.g., reimbursements, travel grants, prizes) <a href="#">Sprintax Calculus</a>

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### FY Year End Payroll Posting Dates and Paycheck Details

The weekly and biweekly paychecks paid to employees on Friday, June 27<sup>th</sup> and biweekly TFs on July 3<sup>rd</sup> for work performed entirely in FY25 and will be posted to the General Ledger as a FY25 entry.

Pay Run ID	Pay Frequency	Check Date	Pay Beginning-Pay End
WKLY062825	Weekly	07/03/25	06/22/25 – 06/28/25
WKLY070525	Weekly	07/11/25	06/29/25 – 07/05/25
BW062125	Bi-Weekly	06/27/25	06/08/25– 06/21/25
BW070525	Bi-Weekly**	07/11/25**	06/22/25– 07/05/25**
TF062825	Bi-Weekly (TF)	07/03/25	06/15/25 – 06/28/25
TF071225	Bi-Weekly (TF)***	07/18/25***	06/29/25– 07/12/25***

\*\*The Bi-Weekly Staff paycheck on 7/11/25 will have six days worked in June and will be accrued to FY25. The accrual amounts will be processed as follows: **The six days for the Bi-Weekly Staff accrual will be based on Week Ending 6/21/25; Check dated 6/27/25.**

\*\*The Bi-Weekly Academic paycheck on 7/11/25 will have nine days worked in June and will be accrued to FY25. The accrual amounts will be processed as follows: **The nine days for the Bi-Weekly Academic accrual will be based on Week Ending 6/21/25; Check dated 6/27/25.**

\*\*\* The Bi-Weekly Teaching Fellow paycheck on 7/18/25 will have two days worked in June and will be accrued to FY25. The accrual amounts will be processed as follows: **The two days for the Bi-Weekly TF accrual will be based on Week Ending 6/28/25; Check dated 7/03/25.**

The Bi-Weekly accruals will run on 06/27/2025 and post to HART on 6/30/2025.

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### Absence Management Year-End Reminders

All Absence time reported time for FY25 (July 1, 2024, through June 30, 2025) must be reported by **5:00 pm on Wednesday, June 18<sup>th</sup>** and approved in Absence Management by **3:00 pm on Friday, June 20<sup>th</sup>**.

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 appropriate action.

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### FY25 Floating Holiday Balances to Expire on 06/30/25

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.

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**Harvard Student Summer Object Code Change**

On Sunday, June 1<sup>st</sup>, 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.

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**FY26 Costing Updates**

For FY26 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 **Wednesday, June 25<sup>th</sup>**. This will copy current Costing budget data from FY25 into FY26, for all Appointments and Positions.

- **IMPORTANT:** For costing changes made after 06/25/25, for actions w/costing Effective Dated **before** 07/01/25, FY26 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 25 <sup>th</sup>	June 30 <sup>th</sup> and <u>Before</u>	FY25 will be added from Aurora Action; Copy Costing Job will add FY26 row
Before June 25 <sup>th</sup>	July 1 <sup>st</sup> and <u>After</u>	Copy Costing Job will add FY26 row
After June 25 <sup>th</sup>	<u>Before</u> July 1 <sup>st</sup>	<u>Only FY25 will be added from Aurora Action; Dept. will need to complete Costing Change to add in the FY26 Costing</u>
After June 25 <sup>th</sup>	<u>After</u> July 1 <sup>st</sup>	FY26 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>

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### HUCTW Increase, Shift Differential and Meal Allowance Updates

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

**Structure:** All employees in the bargaining unit on the active payroll at the University as of July 1, 2025, shall receive a salary increase of 2.0%.

**Progression:** Employees in the bargaining unit on the active payroll at the University on 07/01/2025:

- \$1,100 for those who have completed at least twelve months of benefits eligible service at the University as of July 1, 2025.
- \$550 for those who have completed at least six months but less than twelve months of benefits eligible services as of July 1, 2025.
- Amounts are pro-rated for weekly hours other than 35.

First Check with Increase present and Bonus in Lieu: *See 07/01/25 ASIP-Salary Increase Schedule below:*

**Shift Differential:**

- July 1, 2025, \$2.10/hr.

**Meal Allowance:**

- No Change from last update: 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](mailto:labor_and_employee_relations@harvard.edu).

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### 7/01/2025 ASIP-Salary Increase Schedule

**HUCTW Employees** receiving a 07/01/2025 increase can expect the following:

<b>First Check After Increase (FY26 Rate):</b>	<b>07/11/25</b> (Pay period 06/22/25 – 07/05/25)
<b>Increase Days in First Check:</b>	<b>4 days</b> (assumes M-F workweek for Hourly Support Staff)
<b>Bonus-in-lieu:</b>	<b>07/11/25</b>
<b>First Full Check (FY26 Rate):</b>	<b>07/25/25</b> (Pay period 07/06/25– 7/19/25)

There will be no 07/01/2025 ASIP increases for Exempt Employees and Faculty.

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### 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 FY25 by June 18<sup>th</sup>.**

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**[FAS Admin Ops Training](#)**

As many of you know, our talented [FAS Administrative Operations](#) help with training on the 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.

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**[Spring 2025 Monthly-to-Biweekly Payroll Transition](#)**

On April 1, 2025, the University transitioned from a monthly pay cycle to a biweekly pay cycle for faculty, postdoctoral fellows, and other academic employees.

FAS Payroll created a [Spring 2025 Monthly-to-Biweekly Payroll Transition FAS FAQs](#) document, which includes inquiries you may get from impacted employees regarding the Biweekly Academic Payroll transition, along with commonly asked questions regarding FAS processes, and additional Central specific resources.

As a reminder, there are also several resources available on the [Central Payroll website](#), including:

- [FAQs - General](#)
- [FAQs - Administrative](#)
- [Updated Payroll Calendar - 2025 Overview](#)
- [Updated Payroll Calendar - 2025 Details](#)
- [Reconciliation Guide for the May 16, 2025, Check](#)
- [Slides for the Overview of the Transition from Monthly Faculty, Postdoctoral Fellow, and Academic Employee Payroll for HR/Payroll Coordinators](#)
- [Slides for the PeopleSoft Self-Service Refresher for Affected Faculty, Postdoctoral Fellows and Academic Employees](#)

Finally, there is also updated Central provided guidance for processing Additional Pay:

- [PeopleSoft: Quick Reference Guide for Required Timing of Additional Pay](#)
- [PeopleSoft: Earning Codes](#)

Please share this information with your colleagues who have payroll responsibilities.

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**[Aurora Action Screenshots to Employees](#)**

Our FAS Payroll Team has noticed an increase in employees who are receiving retroactive monies, being provided with Aurora screenshots of the Estimated Retro Pay section.

Example:

Retro Pay	
Estimated <span>?</span>	
Paycheck	Amount
06/13/2025	\$543.96
06/27/2025	\$1,813.19

Please do not provide these screenshots for employees, as it causes confusion, as they are under the impression that they will be receiving both estimated amounts.

Please contact your Payroll Services Coordinator for confirmation of the amount due to your employees, which can then be forwarded to them.

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### Outlook-FAS Payroll Calendar

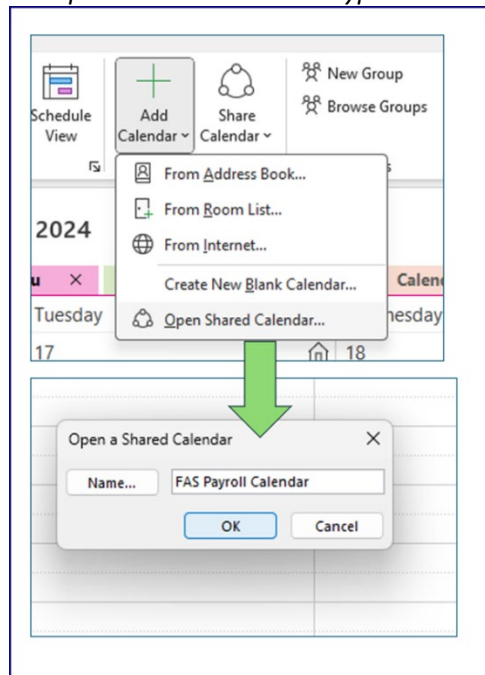
As mentioned previously, we have a public facing FAS Payroll Calendar that Time & Absence Approvers/Adjusters, along with Payroll Administrators, can subscribe to.

This 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 2025.

### **To Add FAS Payroll Shared Calendar:**

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



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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 have.

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### ***Did you know?***

**If you want to visit the state with the most coastline;  
Would you travel to Maine or California?**



**Answer: Maine, which has nearly 3,400 miles of coastline!**

**Speaking of travel, if you plan on hanging around the New England area and want to see some local sites/adventures, check out these options:**

**[Accessible Travel in New England: 10 Inclusive Adventures for a Barrier-Free Summer](#)**

**[Stunning Scenery: 12 Beautiful Places to Visit in New England](#)**