

## **Spring 2025 Monthly-to-Biweekly Payroll Transition**

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

Below you will find commonly asked questions regarding FAS processes pertaining to the Biweekly Academic Payroll transition, along with questions you may get from [impacted employees](#), and additional [Central specific resources](#).

### **FAS FAQs:**

*(last updated 4/11/2025)*

- **I don't have "Hire Academic" in PeopleSoft. I usually do Academic hires in Aurora. Should I be using PeopleSoft?**
  - Continue processing your Academic actions in Aurora.
- **What is the new deadline for uploading/submitting actions in Aurora for individuals within academic Paygroups?**
  - To prepare for the Monday 9:00 AM Biweekly Academic Payroll opening, please ensure that Aurora Actions have completed all Back Office Final Approvals and have Direct Submitted or are Awaiting PeopleSoft Submission with your FAS Payroll Services Coordinator (PSC) by the Friday at Noon (non-holiday week), before the payroll opens. This follows the same processing deadline for the Admin Professional and Support Staff payroll deadlines.
- **We heard that there was an FTE Salary Calculator within the Hire Academic form in PeopleSoft, will there be a similar calculator in Aurora?**
  - The use of a calculator should only be used for term specific or grant/sponsored specific salary targets.
  - Currently on all Hire Actions, the Aurora calculator currently uses the FTE/Annual Salary entry, based on Appointment timeframe and Comp Rate Code (NAANNL or NAFLAT) to show a Projected Payout amount. You can adjust the FTE/Annual Salary fields to have Aurora update the Projected Payout amount to the desired salary target.
- **Now that Academics are biweekly as of April 1st, can we process a retro change in data even though that was technically still monthly?**



- An Aurora action Effective Date prior to the current pay period is considered out of compliance for the University Hire to Pay audit parameters and retroactive payments may be due.
- Aurora currently provides *Estimated Retro Pay* on Hires/Pay Change actions, if an action is in the past. However, these retroactive payments will need to be calculated manually, as Aurora is unable to calculate one pay period monthly and another pay period biweekly for an employee on the same action. Your FAS Payroll Services Coordinator will assist in these actions.
- **Will there be a separate Cost Center report for the new group or will they be part of the existing Biweekly report?**
  - The Cost Center by Ee Payroll Register report for the Biweekly Academic Payroll will be the same as the Biweekly Staff Payroll (Admin Professional and Support Staff). The *PAY Run ID* for the Academic Biweekly Payroll will be the same, as well.
  - To isolate the Academic transactions, you can enter in the following Paygroups on your Cost Center by Ee Payroll Register Report:
    - MFC (Monthly Faculty)
    - MEP (Monthly External Post Doc)
    - MIP (Monthly Internal Post Doc)
- **Have impacted employees been notified and will they know how to make updates to taxes or deductions?**
  - Yes, see the most recent [email](#) below that was sent out to employees on 3/31/2025.

### **Inquiries you may receive from impacted employees**

- **Why is my check so small?**
  - The first **biweekly** paycheck issued on April **18, 2025**, will be covering the partial pay period **April 1 – 12 (12 days)**. (The March 31 paycheck already included pay for March 30 - 31.)
  - The second **biweekly** paycheck will be issued **May 2, 2025**, covering the pay period **April 13 – 25 (full 14 days)**.
  - This pay schedule will continue with checks dated every other Friday (or earlier if a Friday is a University holiday).
- **How do I calculate my monthly into biweekly pay?**

Two ways:



- 1) Take your current Monthly Gross Regular per pay period amount and multiply it by 12 months. Then take that number and divide it into 26 pay periods to get your biweekly rate.
- 2) Take your Annual Regular Salary and divide it into 26 pay periods to get your biweekly rate.

**Examples:**

<b>Annual Salary</b> <i>(FTE % * FTE Salary)</i>	<b>Monthly Rate</b> <i>(Annual Salary / 12 Months)</i>	<b>Biweekly Rate</b> <i>(Annual Salary / 26 Pay Periods)</i>	<b>Daily Rate</b> <i>(Biweekly Rate / 14 Days)</i>	<b>April 1-12th</b> <i>(Daily Rate * 12 Days)</i>
\$ 54,600.00	\$ 4,550.00	\$ 2,100.00	\$ 150.00	\$ 1,800.00
\$ 70,506.38	\$ 5,875.53	\$ 2,711.78	\$ 193.70	\$ 2,324.39

- **Why did I have too much TDA or Withholding occur?**
  - Faculty, postdoctoral fellows, and other academic employees are encouraged to review current tax withholding setups (especially flat-dollar amounts), direct deposit amounts, TDA flat-dollar amounts, automatic withdrawals from personal bank accounts, and adjust as necessary to account for the change in pay frequency from monthly to biweekly. These updates cannot happen automatically by the system, and must be completed by the employee.
  - Please refer to the following Power Point for steps on how to update any of your personal deductions or withholdings: [PeopleSoft Refresher for Affected Academic Employees-Biweekly Transition](#)
  
- **Where is the rest of the Summer Salary (SMR) or Housing Allowance (HOU)/ Mortgage related loans and subsidies (FMS)?**
  - Since Summer Salary is considered service-related earnings, it will be paid each payroll period. Therefore, you will receive payment for 26 pay periods, compared to the once-a-month payment.
  - Housing Allowance and Mortgage related loans/subsidies are not considered service-related earnings and will be paid once a month, on the second paycheck of the month.

### **Central provided resources:**

*(from the Overview of the Transition from Monthly Faculty, Postdoctoral Fellows and Academic Employees Training distribution email sent on 4/11/2025)*

A payroll reconciliation guide and a link to the [PeopleSoft: Excel Template for Academic Payroll Reconciliation](#) for the check to be issued 4/18/25 can also be found on the site.

There will also be a [drop-in clinic for payroll coordinators reconciling the first biweekly payroll](#) from 9:30-10:30 am on Monday April 14, 2025.

The reconciliation period opens Monday, April 14 and closes Tuesday, April 15.

### **Overview of the Transition from Monthly Faculty, Postdoctoral Fellows and Academic Employees Training Slide Deck:**



Overview of the  
Monthly to Biweekly

*(from Financial Policy and Compliance distribution email sent on 4/4/2025)*

Dear Harvard Colleagues,

With the transition to **biweekly payroll** for faculty, postdocs, and other academic employees underway, we're sharing updated resources for departments processing additional pay.

To support the transition, we have outlined timelines for **additional pay** in the revised list of earnings codes.

We are also offering two Zoom info sessions (registration via Harvard Training Portal required):

- [Tuesday, April 8 at noon](#) (completed)
- [Wednesday, April 16 at noon](#)

If you have specific questions that you would like addressed during the sessions, please send them in advance to [andrea\\_sexton@harvard.edu](mailto:andrea_sexton@harvard.edu). Additional sessions will be added pending interest.

See new and updated resources at:

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

Additional resources, including updated payroll calendars, FAQs, and other training courses and materials, are available on the [Central Payroll website](#)

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*(from HRMS distribution email sent on 3/28/2025)*

**Upcoming trainings for HR and Payroll Coordinators:**

- [Overview of the Transition](#)
  - Monday, March 31, from 2:00 – 3:00 pm (*completed*)
  - Friday, April 11, from 2:00 – 3:00 pm (*completed*)
- [Drop-In Clinic for Reconciling the First Biweekly Payroll](#)
  - Monday, April 14, from 9:30 – 10:30 am

**Upcoming trainings for affected individuals:**

- [PeopleSoft Self-Service Refresher:](#)
  - Tuesday, April 1, from 10:00 – 10:30 am (*completed*)
  - Wednesday, April 2, from 1:00 – 1:30 pm (*completed*)
  - Note: This refresher will provide an overview of the transition and show how to adjust direct deposit and tax withholdings in PeopleSoft

**Additional materials currently in development include:**

- Updated earnings code list, including pay frequency requirements based on earnings code
- Updated PeopleSoft and Employee payroll calendars
- Enhancements to the GL feed
- Tools to streamline PeopleSoft payroll reconciliation

We will inform those affected of any changes to benefits or payroll items in advance.

You can check the [Biweekly Payroll page](#) for **resources** like FAQs, trainings, and tools. Please bookmark the page as we will continue to update it as additional resources are

made available and share this information with your team members and colleagues in your Schools who have payroll responsibilities.

### **Central Payroll Calendar**

Central Payroll Calendar has been updated on the Harvard Training Portal (HTP): [Payroll Calendar](#)

The Central Payroll Calendar now includes the Biweekly Academic Payroll for the following Paygroups:

- MFC (Monthly Faculty)
- MEP (Monthly External Post Doc)
- MIP (Monthly Internal Post Doc)

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### **EMAIL to Affected Individuals about Monthly Pay Cycle Transition**

**Monday, 3/31**

**Sender:** Andrea Sexton

**Subject:** Transition to Biweekly Pay Cycle: Important Dates and Resources Available

Dear University Colleagues,

**This is a reminder that the University is transitioning to a biweekly pay cycle starting April 1, 2025.**

Here's what that means for you:

- The final **monthly** paycheck is issued **March 31, 2025**.
- The first **biweekly** paycheck will be issued **April 18, 2025**, covering the partial pay period **April 1 - 12**. The March 31 paycheck already includes pay for March 30 - 31.
- The second **biweekly** paycheck will be issued **May 2, 2025**, covering the pay period **April 13 - 25**. This pay schedule will continue with checks dated every other Friday (or earlier if a Friday is a University holiday).

**Action Requested:** We encourage you to review your current **direct deposit** and **tax withholding** setups in PeopleSoft Self-Service and adjust as necessary to account for the

change in pay frequency. For tax withholding changes, you may find the [IRS Tax Withholding Estimator](#) helpful. Starting **April 2, 2025**, you can use the **Paycheck Modeler in PeopleSoft** to view your new pay cycle and update your tax withholdings.

We're also offering **training sessions** to walk you through the changes and show you how to update your direct deposit and tax information in PeopleSoft. You can sign up on the **Harvard Training Portal** for the [PeopleSoft Self-Service Refresher](#) sessions, which will be held on the following dates:

- Tuesday, April 1, from 10:00 – 10:30 am
- Wednesday, April 2, from 1:00 – 1:30 pm

Please see the [Biweekly Payroll webpage](#) for more information regarding this transition. If you have any questions, reach out to Central Payroll at [ufs\\_crt@harvard.edu](mailto:ufs_crt@harvard.edu).

Best regards,

Andrea Sexton  
Director of Financial Policy and Compliance