

# The Payline

The FAS Payroll Newsletter

December 2024

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	12/15/2024 – 12/21/2024	<b>Monday 12/23/2024</b>	12/27/2024
Biweekly	12/08/2024 – 12/21/2024*	<b>Monday 12/23/2024</b>	12/27/2024
Weekly	12/22/2024 – 12/28/2024	<b>Monday 12/30/2024</b>	01/03/2025
Teaching Fellow	12/15/2024 – 12/28/2024	<b>Tuesday 12/31/2024</b>	01/03/2025

## IMPORTANT NOTE:

The biweekly and weekly payrolls will open on **Monday 12/23/2024, during Winter Recess**, for calculation to allow employees to receive payment on Friday, December 27, 2024. **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 a very limited staff verifying time/absence approvals and to assist 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 19th** for the following time periods:

Weekly 12/15/2024-12/21/2024

Biweekly 12/08/2024-12/21/2024

This is a **Central Approval Deadline** and will allow FAS Payroll to research and communicate with Departments on **Friday, December 20th** 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 12/31/2024. 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 12/23 (Weekly & Biweekly), 12/30 (Weekly), and 12/31 (Teaching Fellow) 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. Central Payroll will not be processing Off Cycles 12/22/2024 through 1/1/2025. **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 take a moment to review the entire December 2024 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: [FY25 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**

HWK – Holiday Worked

- Paid at 1.5 x Hourly Rate
- Adds to Overtime Hours
- **Can only be used on Observed Holiday Dates (12/24 Afternoon ONLY, 12/25, and 1/1/2025) 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 (12/24 Afternoon ONLY, 12/25, and 1/1/2025) 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 [Student Financial Services Instructions](#) on how to update their physical address in [my.harvard.edu](#).

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## This Month's Topics:

- [Net Amount Paybacks/Payroll Issued Checks for Redeposit](#)
  - [Temporary Social Security Numbers \(SSN\)](#)
  - [2024 W2 and other Tax Form Address Update](#)
  - [Spring Teaching Fellow Appointment Reminder](#)
  - [November 2024 I-9 Updates](#)
  - [Automated Notification-PeopleSoft Additional Payments](#)
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### 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 11th, 2024**, to be subtracted from the employee's 2024 W-2 wages.

Currently, the net payback amount is based on the gross overpayment amount less all taxes. After December 11<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.

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### 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.

To ensure that employees receive a proper W-2, we need a copy of their Social Security card no later than **Monday, December 16th**. 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. Please see the [November 14th eNews](#) for further information.

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.

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### 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 2024 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, 2024, in preparation for annual tax reporting processes and system maintenance.

Please see the [November 14th eNews](#) for further information.

**Any record changes intended to impact 2024 tax reporting, such as opting in for electronic 1042s form distribution, must be completed prior to December 30, 2024.**

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### Spring Teaching Fellow Appointment Reminders

Spring term Teaching Fellow (TF) appointments have a start date of January 5th. The first regularly scheduled pay date for TFs will be January 17<sup>th</sup>. 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 17th 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.

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### Changes to I-9 Verification Timing in HR Systems - November 2024 Update

As communicated in prior eNews issues, some important updates will be implemented over the next few months, which are designed to make it easier to hire employees in advance, therefore improving the provisioning and pre-boarding process. These changes are possible today because, as of July 2024, the university is using Equifax for the I-9 employment verification form and for E-Verify for ALL new hires in paid appointments. The full adoption of Equifax allows updated HR policies regarding the I-9 verification process.

Please see the [November 14th eNews](#) for further information.

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### PeopleSoft HR Enhancements: Automated Notifications for Additional Payments

Effective November 1st, 2024, automated notifications will be sent to Administrative & Professional and Support Staff to alert them when there is an expected additional payment in an upcoming paycheck. Notifications will be sent for a subset of additional payment types, including bonuses and retro payments. Please note that

notifications will not be sent for recurring payments. These notifications will be sent the same week as the expected payment, and employees can view these notifications on the "View Notifications" tile on the PeopleSoft Home page.

The [Automated HR Notifications Job Aid](#) on the Harvard Training Portal has been updated to include information about additional pay notifications.

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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 may have.

**From All of us at FAS Payroll:**

