

IMPORTANT INFORMATION CONCERNING TF AND TA APPOINTMENTS FOR THE UPCOMING FALL 2009 SEMESTER

Dear FAS Departments,

Following is important information concerning Teaching Fellow and Teaching Assistant appointments and payrolls for the upcoming semester. We will again process two special Teaching Fellow off-cycle check runs at the beginning of the semester. This is done to ensure that Teaching Fellows are paid as quickly as possible. In addition to the two regular, on-cycle payrolls (September 15th and October 15th), there will be two special, off-cycle payrolls (scheduled for October 2nd and October 30th).

The deadlines and schedule for Teaching Fellows are:

FAS/GSAS Deadline	Check Date	Payroll Type
8/14/09	9/15/09	Regular
9/10/09	10/2/09	Special Off-cycle
9/16/09	10/15/09	Regular
10/9/08	10/30/09	Special Off-cycle

University Financial Systems (UFS) will make every effort to keep to the Special Off Cycle check dates above. However, as with all off cycle check runs, it may become necessary to adjust the dates. In the event of a date change, we will notify you as soon as possible.

Appointments must be in Asperin and all documentation received by Laura Pascale at 350 Holyoke Center, by the FAS/GSAS deadline.

Checks issued in an off-cycle payroll cannot be deposited in the employee's bank account via direct deposit. The paper check will be sent to the employee's local address.

Please note that departments do not need to submit off-cycle requests for their teaching fellows to be included in one of these special off-cycle payrolls. GSAS will determine which teaching fellows to include based on the dates that appointments are entered into Asperin and paperwork is sent to FAS Payroll Services. Any required documentation (I-9's and FNIF's) must also be received by GSAS in order for appointments to be approved.

However, if you would still like to request an off-cycle check for a teaching fellow due to strong extenuating circumstances the request should be made in writing and sent to your FAS Payroll Services Coordinator (PSC).

I-9 and FNIF Information for all TF and TA Appointments

All new employees, including U.S. citizens and Permanent Residents, need to complete an I-9. To avoid delays, be sure to use the latest version of the I-9 form available in the form section of EUREKA: <http://eureka.harvard.edu> or ABLE: <http://able.harvard.edu>. A new employee who is not a U.S. Citizen or Permanent

Resident needs to complete both an I-9 and a Foreign National Information Form (FNIF), also available in the form section of EUREKA: <http://eureka.harvard.edu> or ABLE: <http://able.harvard.edu>. The I-9 is used to verify work eligibility in the U.S. and the FNIF is used to determine tax residency in the U.S. The timely completion and submission of both documents is the responsibility of the hiring department.

If an appointment requires an I-9 and/or FNIF, please send the documentation directly to Laura Pascale in GSAS. Employees can and should set up their direct deposit and tax information directly in PeopleSoft via Employee Self Service using the following paths:

[Home>Self Service>Payroll and Compensation>Direct Deposit](#)
[Home>Self Service>Payroll and Compensation>W-4 Tax Information](#)

Please note that appointments requiring an I-9 and/or FNIF will not be approved in Asperin and final forms will not be submitted to FAS Payroll until Laura has received the I-9 and/or FNIF. Only properly completed I-9s with original signatures will be accepted.

When submitting appointments in Asperin, the last page of the appointment indicates whether an I-9 appears to be necessary, and asks if you will be sending it. Please pay particular attention to answering this field correctly, as it will speed up processing.

If an I-9 is necessary, answer the question "Yes", and send the I-9 to GSAS. By answering "Yes," you are telling GSAS to wait to receive the I-9. If, on the other hand, you will not be sending an I-9 with a particular appointment (usually because it is accompanying a different appointment), answer the question "No". GSAS will wait until the I-9 has been registered in payroll with the other appointment and then submit your appointment to FAS Payroll.

If circumstances change after you have submitted the appointment, or if you believe Asperin isn't accurately assessing the employee's I-9 status, please contact GSAS immediately so that they do not wait for I-9s that are not being sent.

Expiring Visas for Foreign Nationals

As you know, UFS monitors employees whose visas have expired. Periodically FAS Payroll Services will send you a list of individuals in your department whose visas are about to expire and ask that you obtain updated visa information in order for us to continue to pay these individuals.

The current process is as follows:

1. UFS notifies FAS Payroll Services of employees whose visas are expiring that month. The information will be reviewed; and if appropriate, FAS Payroll Services will forward the information to you.

2. At the beginning of the next month, if no updated visa information has been entered in PeopleSoft, UFS moves the employees with expired visas to a non-paid Hires paygroup, which keeps their status as "active" and allows benefits to continue but does not allow a paycheck to be generated.
3. Once FAS Payroll Services receives the updated visa information, the relevant employees will be moved back to paid status and the visa information will be sent to UFS so that they can update the visa information in PeopleSoft.
4. Employees with expired visas that have been in a non-paid status for one month will have their status changed to "terminated" by UFS. The effective date of the termination will be the first day of the month following the month the employee was moved to the non-paid Hires paygroup. For example, if a monthly employee's visa expires October 3 and we do not receive updated visa information, the employee will be moved to the paygroup HRM on November 1. If the updated visa information is not received in November, then the employee will be terminated effective December 1. At that time, the employee will be issued a COBRA packet for continuation of benefits. The employee will have an additional 60 days following the December 1 termination to make COBRA elections.

We urge you to keep on top of those individuals whose visas are about to expire in order to avoid a discrepancy in their pay and/or a potential termination in PeopleSoft. The Visa Expiration report is available in PeopleSoft for you to run at any time: [Home>Harvard Reports>Payroll Related>Visa Expiration Report](#)

Additional Reminders

Below are additional reminders. Because there is an extremely large volume of appointment activity under tight deadlines, it is especially important that regular procedures are followed so as not to add further delays.

1. Please be sure to include information on TF appointments regarding general exams. The "Passed Generals" field is now populated with information from the student progress data base. If this field is not completed, a note should be put in the comments section of the appointment.
2. All Teaching Assistant appointments require a letter and c.v. to be sent to GSAS every year. In accordance with FAS policy, these appointments cannot be approved without this documentation. It's not always possible to call or email departments to remind them about this. In addition, any individual who has been a Teaching Assistant for more than four years must have their appointment approved by Academic Affairs (Heather Lantz for Humanities depts., Stephen Kargere for Natural Science depts., and Elizabeth Lambert for Social Sciences depts.). Matt Wallace will continue to assist Laura Pascale with the processing of Teaching Assistant appointments. Laura will continue to review and approve Teaching Fellow appointments. However, the Asperin workflow process has changed as explained in item 3, immediately below.
3. The Office of Undergraduate Education will now be reviewing all TA and TF appointments. This new process will change the Asperin workflow as

follows: After appointments are submitted in Asperin at the departmental level, they will be routed to the Office of Undergraduate Education. Appointments will then be reviewed to ensure that they comply with the University's policies regarding the use of instructional support funds. Appointments that do not comply with those policies will be rejected. When the Office of Undergraduate Education approves appointments in Asperin, they will be routed to GSAS for final approval, printing, and delivery to FAS Payroll.

Questions regarding this process should be directed to the Office for Undergraduate Education, phone 384-5972 or email:

instruct@fas.harvard.edu.

A few days have been added to the deadline schedule to allow for this additional step in the Asperin workflow. Departments should continue to follow the same procedures that they have in the past:

- a. Make the appointments in Asperin.
 - b. Send the appropriate paperwork to Laura Pascale or Matt Wallace in GSAS (350 Holyoke Center).
 - c. As noted above, when the Office of Undergraduate Education approves appointments in Asperin, they will be routed to GSAS for final approval, printing, and delivery to FAS Payroll.
4. If you need to know if an appointment has been approved, please check the Asperin "In Process" screen. If you are not sure how to do this, please call your FAS Payroll Services Coordinator.
 5. Email messages are the best way to contact Laura Pascale (pascale@fas.harvard.edu) and Matt Wallace (mwallace@fas.harvard.edu).
 6. All questions regarding the use of Asperin should be directed to the Asperin Help Desk: 5-7983
 7. All Payroll-related questions (such as costing, pay amounts, I-9 status, FNIF) should be directed to your FAS Payroll Services Coordinator.
 8. Students must change their address by contacting either the Student Billing office (Phone: 495-2737; Email: student_billing@harvard.edu) or the Registrar's office. Student addresses cannot be changed in Asperin or PeopleSoft, as any changes would be overwritten by the Student Information Services database.
 9. Faxes should not be sent to GSAS unless requested. If you need to fax any paperwork to GSAS, please do not send faxes that are more than 5 pages.
 10. The object code for TA appointments is 6152. If you re-use an old position that has the old object code (6150) please be sure to change the account coding when you create the new appointment.
 11. The complete payroll calendar is available on ABLE, <http://able.harvard.edu/> and Eureka, <http://eureka.harvard.edu/>.

12. Upon their first appointment for the semester, Teaching Fellows receive an email with a link to a website that will show them their appointments that have been approved by GSAS, their salary, and next pay date. You can direct them to the site at <https://asperin.fas.harvard.edu/apptlist/>. Paper copies of their appointments will not be sent to them.

We look forward to working with you this semester.

Regards,

Laura Pascale
Bob Daley