

# THE PAYLINE

***A monthly newsletter from FAS Payroll Services***

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## ***DECEMBER 2007***

December is a busy month with adjusted payroll schedules for time and absence reporting and approval along with various other calendar year-end deadlines. Also this month, the PeopleSoft HRMS Release 19 upgrade will be implemented. Hopefully we'll provide you with the latest information you need to make a smooth transition to 2008. Please contact your Payroll Services Coordinator with any questions or concerns you may have.

Finally, all of us at FAS Payroll Services would like to thank Carolyn MacLeod for the excellent leadership she has provided to us the past several years. We will truly miss her guidance and support; however, we wish her nothing but the best in her well deserved retirement.

### **This Month's Topics:**

- [Holiday Time Reporting During the Winter Recess](#)
- [PeopleSoft HRMS Release 19.0](#)
- [W-2 Address Updates](#)
- [Temporary Social Security Numbers \(SSN\)](#)
- [Expiring Visas for Foreign Nationals](#)
- [New I-9 Form](#)
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### **Holiday Time Reporting During the Winter Recess**

Below is a chart that outlines how to correctly report time for HUCTW and non-union, OT eligible clerical and technical employees that work during the upcoming holidays and Winter Recess. As usual, if an employee does not work on a holiday, the time should be reported as HOL with their regularly scheduled hours.

In addition, please keep the following in mind when reporting time for employees that work on a holiday:

- HWK – Holiday Worked**
  - Paid at 1.5 x Hourly Rate.
  - Adds to Overtime Hours
- HOL – Holiday**
  - Paid at Hourly Rate
  - Adds to Overtime Hours
- FHP – Floating Holiday Payout**
  - Paid at Hourly Rate
  - Does not add to Overtime Hours
- FHE – Floating Holiday Earned (Optional)**
  - Does not pay out, for tracking purposes only.
  - Does not add to Overtime Hours
- FHT – Floating Holiday Taken**
  - Paid at Hourly Rate
  - Adds to Overtime Hours

(Developed in conjunction with Central Payroll)

Date	If you do not work	If you work	What you are entitled to if you work
12/24 & 25	HOL	HWK	Time-and-a-half for those hours. You have a choice of being paid for the holiday at your regular rate in addition to the time-and-a-half for hours worked, or you can take this time at a later date. If you choose to be paid for it now, report your hours worked as HWK and also report the time as FHP.
12/26 - 28	HOL	REG	A floating holiday to be taken later
12/31	HOL	REG	A floating holiday to be taken later
1/01	HOL	HWK	Time-and-a-half for those hours. You have a choice of being paid for the holiday at your regular rate in addition to the time-and-a-half for hours worked, or you can take this time at a later date. If you choose to be paid for it now, report your hours worked as HWK and also report the time as FHP.

- "A day's pay" means one-fifth of the employee's pay for the week.

**Reminder:** Extra hours for a holiday worked are not paid automatically. If an employee works a holiday, they should report HWK to be paid at a rate of 1.5 times their normal pay for the holiday hours worked. The employee is also entitled to their regular pay for the holiday, or they may take time off at a later date.

If the employee wishes to receive pay for the time, they should report HOL for all hours not worked as well as FHP and HWK for all hours worked. If they wish to take the owed time at a later date, they should report HWK to receive pay for the hours worked. At a later date, when the time is taken, they should report FHT with a comment that it is time owed for working on the holiday.

The attached document (When and How to Report and Approve Time During the Winter Recess December 2007) contains several holiday/winter recess scenarios for hours worked to assist you and your employees with time reporting and approval. Also included in the attachment is a chart listing all time and labor reporting and approval deadlines for December 2007.

**\*\*\*IMPORTANT\*\*\***

Remember that in December it will be necessary to process both the weekly (pay period, 12/23 – 12/29/07) and biweekly (pay period, 12/16 – 12/29/07) payrolls on **Monday, December 31<sup>st</sup>**, during the Winter Recess. Every option was explored to avoid this situation; however, it is impossible to process either payroll prior to the break and have all potential hours worked during the pay period included. Opening and closing the Payroll on Wednesday, January 2<sup>nd</sup> does not leave enough time to complete the processing by the Friday, January 4<sup>th</sup> pay date.

It is possible to access PeopleSoft remotely to report and approve both time worked and absences for individuals and groups and to run payroll reports (VPN Client software must be installed on the remote computer to run reports). The software is available from FAS Computer Services on their website: <http://www.fas.harvard.edu/computing/>, under 'Software Downloads'. You should contact your local IT coordinator if you need more information on remote access and reporting.

FAS Payroll Services will have a limited staff available on December 31<sup>st</sup> to assist departments or employees with any payroll issues. We will monitor both open payrolls at a high level; however, we will not be able to review individual employee or department detail. We will provide more information as it becomes available.

**[PeopleSoft HRMS Release 19.0](#)  
(From the Administrative e-News)**

Due to HR Release 19.0, PeopleSoft and HIREs transmissions to PeopleSoft will be unavailable starting on **Friday, December 7th at 5:00pm until Monday, December 10th at 8:00am.**

**Release 19.0 Highlights for Payroll, T&L and Absence Management**

Users can expect the following enhancements:

- Absence Management: Maximum Balance column (for Vacation and Sick) added to View Absence Balances page
- TL/PTO Possible Overpayment Report released \*(see additional information below)
- Time & Labor Compensatory Time Balances Report released
- Process Status and Voided Indicator added to Absence Request History page

**\*Possible Overpayment Report**

Since Absence Management go-live, this report has been run by Central Payroll for all FAS tubs and departments and sent to FASPS on Monday mornings. The report is then sorted and emailed to all departments with potential employee overpayment issues in the upcoming pay period. An employee(s) usually appears on this report because of reporting and approval of duplicate/additional hours at the department level in both Time & Labor and Absence Management.

Enhancements have been made to the system that will now give departments the necessary access to run this report themselves. This report should typically be run on Mondays or the day after the 'Absence Take Cycle'. Any necessary corrections should be made as soon as possible using 'adjust time' in Time and Labor. Having direct

access to the overpayment report will allow users to re-run the report after adjustments have been made to ensure issues have been corrected.

**It is the responsibility of departments to run the report, make the necessary corrections and to verify that the payment to the employee is correct when the payroll opens.**

This report will be available beginning December 10<sup>th</sup> and departments can begin running the report immediately. However, FASPS will run and distribute the report throughout the month of December and send potential issue to departments. We will forward any additional documentation on the report's location in PeopleSoft and instructions on how to run the report as soon as it's available. Beginning in January departments will be expected to run the report and make any necessary adjustments.

### **W-2 Address Updates**

As we approach W-2 time, please have your entire staff review their home addresses and make any necessary updates. If an address needs to be updated, employees should log into PeopleSoft and follow the path:

[Home > Self Service > Personal Information > Home & University Mail Address](#)

The W-2 mailing address file will be created in early January from the current information in PeopleSoft. W-2's will be mailed to employee's home addresses by U.S. Mail no later than January 31, 2008.

### **Temporary Social Security Numbers (SSN)**

Over the last couple of weeks, we've requested your assistance in obtaining copies of Social Security cards for those employees in your department that have a temporary Social Security Number (SSN) listed in PeopleSoft. We need your help tracking these individuals and obtaining a copy of their SS card. We've received a number of updates already but need to ensure that we get as many as possible before W-2's are issued. 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.

To ensure that employees receive a proper W-2, we need a copy of their SS card no later than Monday, December 18th. Please send a copy to your Payroll Services Coordinator and we'll arrange to have Central Payroll update their PeopleSoft record.

**The information must also be updated by the department in Asperin** by using the Biographical Change Form. The path is as follows: Actions>Person>Edit

### **Expiring Visas for Foreign Nationals**

This month you may be receiving a list of employees in your department who have recently expired or soon-to-expire visas. Updated information along with a new I-9 form must be obtained from these individuals as soon as possible to avoid paycheck interruption.

If updated documentation is not received for employees whose visas have expired, they will be changed to 'Non-Paid' status one week after their visa expiration date. Employees with expired visas that have been in a 'Non-Paid' status for one month will have their status changed to 'Terminated' by Central Payroll. The effective date of the termination will be the first day of the month following the month the employee was moved to the unpaid Hires paygroup.

Please note that if you have the Payroll Reports User role in PeopleSoft you can access this information anytime by running the Visa Expiration report, located at [Home > Harvard Reports > Payroll Related > Visa Expiration Report](#)

### **New I-9 Form**

On November 7th, The U.S. Citizenship and Immigration Services (USCIS) released a new I-9 form (now available on ABLE: <http://able.harvard.edu/documents/search.do>). The most notable changes in the new form are the removal of five documents from List A that are no longer acceptable as verification of identity and employment eligibility:

- Certificate of U.S. Citizenship (Form N-560 or N-570)
- Certificate of Naturalization (Form N-550 or N-570)
- Alien Registration Receipt Card (Form I-151)
- Unexpired Reentry Permit (Form I-327)
- Unexpired Refugee Travel Document (Form I-571)

The forms were removed because they lack sufficient features to help deter counterfeiting, tampering, and fraud.

The new form should be used immediately to avoid possible delays. Please notify all hiring supervisors in your department of this change. The attached press release contains detailed information regarding the change.

### **Minimum Wage Reminder**

The Massachusetts minimum wage will increase from \$7.50 per hour to \$8.00 per hour, effective 01/01/08. Please review all of your current employees, (especially temporary employees) to be sure they are at the new minimum as of 1/1/08.

### **Contact your Payroll Services Coordinator**

Contact your Coordinator with any questions or concerns about the information provided in *The Payline* or with any other payroll-related question you may have. Send suggestions for topics you would like covered in future months to Bob Daley at (5-7441 or [daley@fas.harvard.edu](mailto:daley@fas.harvard.edu))

Please forward *The Payline* and communicate all payroll related information to anyone on your staff that uses our services.

Happy Holidays!