

# THE PAYLINE

*A monthly newsletter from FAS Payroll Services*

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## DECEMBER 2008

December will again be a busy month with adjusted payroll reporting schedules and payroll processing dates. Also again this year, it will be necessary to process both the weekly (pay period, 12/21 – 12/27/08) and biweekly (pay period, 12/14 – 12/27/08) payrolls on **Monday, December 29<sup>th</sup>**, during the Winter Recess. Unfortunately it is impossible to process either payroll prior to the break and have all potential hours worked by employees during the pay period included in the January 2<sup>nd</sup> paycheck. The entire December 2008 payroll calendar is available in Eureka (<http://eureka.harvard.edu>) and ABLE (<http://able.harvard.edu/>).

Remember, you can report and approve time prior to the break for employees that will not be working. The optional deadlines for reporting are December 22<sup>nd</sup> at 5:00 p.m. and approval on December 23<sup>rd</sup> at 5:00 p.m. In addition, 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 payroll is open. Please note that VPN Client software must be installed on the remote computer to view 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 29<sup>th</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. It is the responsibility of the department to ensure the proper payment to employees and that all required reports have been run and reviewed.

This issue also contains several calendar year end reminders and important information on the new process that will terminate LHT employees that have been inactive for more than six months.

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

- [Holiday Time Reporting During the Winter Recess](#)
- [Net Amount Paybacks/ Payroll Issued Checks for Redeposit](#)
- [LHT Employees to Term After 180 days of Inactivity](#)
- [Temporary Social Security Numbers \(SSN\)](#)
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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 or during the winter recess, the time should be reported as HOL with their regularly scheduled hours. The attached document (When and How to Report and Approve Time During the Winter Recess December 2008) provided by University Financial Services, contains a chart listing all time and labor reporting and approval deadlines for December 2008, additional detailed information on how to report time during the break and several holiday/winter recess scenarios for hours worked to assist you and your employees with time reporting and approval.

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 University Financial Services)

Date	If you do not work	If you work	What you are entitled to if you work
12/24 (1/2 day) & 12/25/08 & 1/1/09	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 – 12/31/08 & 1/02/09	HOL	REG	A floating holiday to be taken later

**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.

### **Net Amount Paybacks/ Payroll Issued Check for Redeposit**

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 received by Central Payroll no later than Friday, December 12, 2008 in order to be subtracted from the employee's 2008 W-2 wages.

Currently, the net payback amount is based on the gross overpayment amount less all taxes. After December 12, 2008, 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 send any net payback checks and/or payroll issued checks that need to be re-deposited to your Payroll Services Coordinator (PSC) in order for us to get them to Central before the December 12<sup>th</sup> deadline.

### **LHT Employees to Term After 180 days of Inactivity**

Beginning this month, LHT employees in Job Codes 710010, 710020 and 710030 will now be included in the monthly process to identify employees who have had no reported or paid time in the past 180 days and no future end date in their job record. The PeopleSoft system will then populate the Appointment End Date field 30 days in the future.

Once the appointment end date has been populated, these employees will be included in the CREW report, HRTRMDP039 Departmental-Job Level Termination Administration.

This process is being implemented University wide in response to the potential liability caused by inactive employees remaining as active in the PeopleSoft system. Please contact your PSC if you have any specific questions or concerns regarding this new process.

### **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 a number of 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.

To ensure that employees receive a proper W-2, we need a copy of their Social Security card no later than Monday, December 15th. Please hand deliver a copy or fax (via our secure line at: 617/496-5838) to your PSC and we'll arrange to have Central Payroll update their PeopleSoft record.

**Please Note: This 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 be changed to 'Terminated'. The effective date of the termination will be the first day of the month following the month the employee was moved to the unpaid 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](#)

### **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 Friday, January 30, 2009.

### **Payroll Key Internal Controls**

The FAS Office of Finance is putting the final touches on a document on the FAS Key Internal Controls for Payroll. This should be available on the FAS Office of Finance website, [www.finance.fas.harvard.edu](http://www.finance.fas.harvard.edu), shortly after the New Year. In the meantime, included is a matrix of payroll reports.

### **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 use our services.

### **Happy Holidays**

The entire FAS Payroll Services Team would like to wish you all a Happy Holiday Season and New Year!

Required / Recommended	When to Run	Report Name	PeopleSoft Location	Purpose	Key Parameters	Payroll(s)	Retention
Required	Monday, or day before payroll opens	HU Payable Status Report	Main Menu > Time and Labor > HU Payable Status Report	Displays the payable status, time type, hours per day for each employee in the group(s) for a selected week	Week Begin Date, Group ID(s), Payable Status, Employee Class	Weekly and Biweekly	15 Months*
Required	Tuesdays (weekly and/or biweekly), or day payroll opens - before 10:00 a.m. Re-run after changes or when payroll confirms	Payroll Register	Main Menu > Harvard Reports > Cost Center Register by EE	Verifies that a specific payroll is correct for each department	Pay Run ID, Set ID (this should always be HRVRD), Department, Company, Pay Group	All payrolls	4 years
Required	As needed when off cycle checks are requested	Off Cycle Check Register	Main Menu > Harvard Reports > Off Cycle Cost Center Register	Displays off cycle requests processed for employees for a selected period	Begin and End Dates, Department Paygroup(s)	All payrolls	4 years
Required	First of the month for prior month's activity	Absences (Historical & Planned) Report	Main Menu > Harvard Reports > Absences (Historical & Planned)	Lists absence events by Type, Group or Status, lists employees that have no absences for a selected range	Start and End Dates, Absence Type, Group ID(s), Absence Status	Biweekly	15 Months
Recommended	Monday (day before payroll) or Tuesday (day of payroll) morning	Personnel Action History Report	Main Menu > Harvard Reports > Personnel Action History (HU)	Displays all changes to the master file for employee	Begin and End Date Action Reason(s) Department Paygroup(s)	Weekly and Biweekly	15 Months
Recommended	Monday (day before payroll) or Tuesday (day of payroll) morning	Possible Overpayment Report	Main Menu > Time and Labor > HU TL Possible Overpayment Rpt	Identifies time reporting employees that have an absence and REG time reported on the same day that total more than their scheduled hours	Begin and End Dates, Group ID(s)	Biweekly	Dept discretion
Recommended	Monday (day before payroll) or Tuesday (day of payroll) morning	Possible Underpayment Report	Main Menu > Time and Labor > HU TL Possible Underpay Report	Identifies employees who are potentially at risk of being underpaid in Time & Labor	Begin and End Dates, Group ID(s)	Biweekly	Dept discretion

\* If the Time Keeper system is used, retain backup of approved time sheets for each employee for 4 years (6 yrs for College Work-Study students)