

THE PAYLINE

A monthly newsletter from FAS Payroll Services

JANUARY/FEBRUARY 2008

We would like to thank everyone for their cooperation during the past several weeks with the adjusted payroll deadlines and schedules surrounding the Holidays. As you know, for the first time it was necessary to process both a weekly and biweekly payroll on December 31st, during the winter recess. Your attention to entry and approval deadlines was appreciated and made the process much easier to complete.

Please note that this issue of *The Payline* contains **important calendar year end tax information** that you may want to share with your entire staff.

This Month's Topics:

- [Teaching Fellow Schedule/Deadlines for Spring 2008](#)
- [2007 W-2 Form and Tax Information](#)
- [Absence Management Reports](#)
- [New I-9 Form](#)
- [Claiming Exempt on Federal Tax Form](#)

Teaching Fellow Schedule/Deadlines for Spring 2008

The 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, particularly after changes are made at the close of the study card period. In addition to the first two regular, on-cycle payrolls (check dates February 15th and March 14th), there will be two special, off-cycle payrolls (check dates February 29th and April 4th).

The deadlines and schedule for Teaching Fellows are:

FAS/GSAS Deadline	Check Date	Payroll Type
1/22/08	2/15/08	Regular
2/11/08	2/29/08	Special Off-cycle
2/19/08	3/14/08	Regular
3/18/08	4/4/08	Special Off-cycle

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 and FAS Payroll

will determine which teaching fellows to include based on the dates that appointments are entered into Asperin and paperwork is finalized. Any required documentation (I-9's and FNIF's) must also be received by GSAS in order for appointments to be approved.

[2007 W-2 Form and Tax Information](#)

2007 W-2 forms were mailed to employees' home addresses by the end of January. Please keep in mind that W-2's are printed and mailed through an outside vendor. It is not possible to pick up an individual W-2 prior to mailing. The vendor guarantees W-2's were postmarked by the IRS deadline of January 31.

Beginning February 15, 2008, employees that have not received their 2007 W-2 can request a duplicate by sending an email to W2@camail.harvard.edu or by completing an online form through the following webpage:
http://vpfweb.harvard.edu/ofs/payroll/emp_W-2_order.shtml

Employees should be prepared to provide their Harvard ID number, an address to where the W-2 form should be sent, and a telephone number in case there are any questions. Central Payroll will reprint and mail the duplicate W-2 request within 3 business days. The following is a **"Tax Reporting Contact List"** provided by University Financial Services to assist departments and employees with inquiries regarding W-2, 1099, 1042-S and 1098-T tax documents issued by the University. Feel free to share this contact list with others in your department.

Contacts for questions regarding tax-reporting documents issued to individuals and certain entities by Harvard University

Form	Date form is required to be mailed	*Issuing Department	Contact Number (HU Extension)	Web Site
W-2	1/31/08	Central Payroll	5-3001	http://vpf-web.harvard.edu/ofs/payroll/emp_w2_order.shtml
1099-M	1/31/08	Accounts Payable	5-9644	http://vpf-web.harvard.edu/ofs/ap/acc_con.shtml
1042-S	3/15/08	NRA Tax Compliance Group	6-9919	http://vpf-web.harvard.edu/ofs/tax_services/emp_pay_rep.shtml
1042-S	3/15/08	SRO (Student Receivables Office)	5-2739	https://sfportal.harvard.edu/admin/sro/tax_foreign.shtml
1098-E	1/31/08	SLO (Student Loan Office)	5-3782	https://www.ecsi.net/cgi-bin/bcqi.exe
1098-T	1/31/08	SRO (Student Receivables Office)	** ECSI (24 hrs.) 866-428-1098	www.ecsi.net/harvard1098t
1098-T	1/31/08	DCE (Extension and Summer School only)	***TCRS (24 hrs.) 877-467-3821	www.1098t.com

*Issuing department is indicated on the return address of the tax-reporting document.

**The service provider for SRO's 1098-T Forms is Educational Computer Systems Inc. (ECSI). ECSI responds to all student inquiries about the 1098-T Forms. Students may visit the ECSI web site at www.ecsi.net/harvard1098t or contact ECSI's 24-hour Call Center at 1(866) 428-1098.

***The service provider for DCE's 1098-T Forms is ACS' Tax Credit Reporting Service (TCRS). TCRS responds to all DCE student inquiries about the 1098-T Forms. DCE students may visit the TCRS web site www.1098T.com or contact the TCRS 24 hour Call Center at 1(877) 467.3821.

Source: University Financial Services December 2007

Absence Management Reports

As announced in the December issue of *The Payline* and at the December Department Administrator's meetings, the Possible Overpayment Report is now available in PeopleSoft with departmental access. The report can be run at any time, however, at a minimum it should be run the day prior (usually Monday) to the opening of the bi-weekly payroll. This report had previously been run at Central Payroll and forwarded to you from FAS Payroll Services. **It is now 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.**

The Possible Overpayment Report is designed to identify bi-weekly time reporting employees that appear to be in danger of receiving an overpayment due to incorrect time and absence reporting and approval. In most cases, employees appear on this report because they have an absence and REG time reported on the same day that total more than their regular scheduled hours for that day.

The report parameters can be set for any time frame. It is suggested that you go back to the beginning of the fiscal year through the last day of the pay period about to open. For example: **Start Date: 7/1/07 End Date: 1/27/08**. This will ensure any late adjustments or reported time that may have been made in Time and Labor or Absence Management that may cause an issue will be captured. This report can be located in PeopleSoft by following the path: [Main Menu>Time and Labor>Reports>HU Overpayment Report](#). It is entirely possible that you will not have any employees in your department with any issues and the report will return no results with the message "**No data found for criteria**". Some examples of common mistakes:

Example 1. Employee (scheduled 7 hours) reports scheduled REG hours in Time & Labor and reports the same day off in Absence Management

Adjust Time

Harvard, Jane

Empl ID: 123456789, Job Title: Staff Assistant

Empl Rcd Nbr: 0

View By: Time Period Date: 01/08/2008

Reported Hours: **42.00** Scheduled Hours: 35.00

Reported time on or before 01/12/2008 is for a prior period

From Sunday 01/06/2008 to Saturday 01/12/2008

Timesheet								Total	Time Reporting Code	Tub	Org	Obj
Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12						
	7.00	7.00	7.00	7.00	7.00		35.00	REG-Regul				
		7.00					7.00	Vacation				

In a Pay week, remove the 7 hrs REG on 1/8

Overtime Premium Hrs

[Reported Hours Summary - click to hide](#)

Category	Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Total
Total Reported Hours		7.00	14.00	7.00	7.00	7.00		42.00

Absence Requests from Sunday 01/06/2008 to Saturday 01/12/2008							Customize	Find	View All	First	1 of 1	Last
Absence Name	Status	Start Date	End Date	Duration	Unit Type	Requested By						
Vacation	Approved	01/08/2008	01/08/2008	7.00 Hours		Employee						

Solution: In either a pay or non-pay week, since the employee took a vacation day, the Regular hours should not have been entered and/or approved so they must be removed by the department to avoid an overpayment.

Example 2. Employee (scheduled 7 hours) reports 3.5 hours Absence Time and reports 5.5 hours REG for a total of 9.00 hrs. and time is approved in both systems.

Adjust Time

Harvard Jane Empl ID: 123456789
 Job Title: Staff Assistant Empl Rcd Nbr: 0

View By: Time Period Date: 01/06/2008
 Reported Hrs: 37.00 Scheduled Hrs: 35.00

Reported time on or before 01/12/2008 is for a prior period

From Sunday 01/06/2008 to Saturday 01/12/2008

Timesheet										
Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Total	Time Reporting Code	Tlb	Og
	7.00	5.5	7.00	7.00	7.00		33.50	REG-Regular		
		3.50	In a pay week, adjust the 5.5 hrs on 1/8 to 3.5 hrs				3.50	Vacation		

Overtime/Premium Hrs

[Reported Hrs Summary - click to hide](#)

Category	Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Total
Total Reported Hrs			7.00	9.00	7.00	7.00	7.00	37.00

Absence Requests from Sunday 01/06/2008 to Saturday 01/12/2008							Customize	Find	View All	First	1 of 1	Last
Absence Name	Status	Start Date	End Date	Duration	Unit Type	Requested By						
Vacation	Approved	01/08/2008	01/08/2008	3.50 Hrs		Employee						

Solution: Since an employee should not have both a partial day Absence and REG time add up to more than their regular scheduled hours for that day, an adjustment must be made.

In a non-pay week, contact your PSC if the Absence Time requires correction. The department should make any adjustments to the REG hours.

In a pay week, you will only have access to adjust the REG hours to avoid an overpayment. The 5.5 hrs. should be adjusted to 3.5 hr. If necessary the Absence Time will have to be corrected with the assistance of your PSC after the payroll closes. Any necessary adjustments to the REG time must also be made by the home department. Regular time and Absence adjustments will flow through to Time & Labor during the next 'take cycle' and the necessary adjustments will be made to the employee's balances.

Each situation may be different and must be reviewed to determine if the approved hours are correct or if an adjustment(s) is necessary. We have received several questions from departments regarding this report and how to make corrections. Your Payroll Services Coordinator will be happy to assist you with any issues you may be having.

The Possible Underpay Report is designed to identify employees who are potentially at risk of being underpaid in Time & Labor. This is commonly caused by absences not being reported or approved prior to the Friday 4pm Take Cycle. Keep in mind that this report is meant to identify employees that may be underpaid due to their reported and approved hours in Time & Labor and Absence Management. Each individual situation may require review to determine if the scheduled payment is correct. This report can be located in PeopleSoft by following the path: [Main Menu>Time and Labor>Reports>HU TL Possible Underpay Report](#).

Please note that the 'Start Date' of the report must be a Sunday and the 'End Date' will default to the following Saturday. It will be necessary to run the report for both weeks of a biweekly pay period to ensure that you capture all potential issues.

Again, all corrections must be made prior to the biweekly payroll opening.

Please share these reports with all the appropriate staff in your area or send us the e-mail address of anyone you would like added to the distribution list.

Detailed instruction on running PeopleSoft reports is available in Eureka: <http://www.eureka.harvard.edu> or contact your Payroll Services Coordinator with any questions or concerns.

New I-9 Form

As a reminder, on November 7, 2007(?), The U.S. Citizenship and Immigration Services (USCIS) released a new I-9 form. This is the only form that will be accepted for new employees or updates. Be sure to use the new form available in ABLE (<http://able.harvard.edu/documents/search.do>) to avoid appointment delays.

Please notify all hiring supervisors in your department of this change.

Claiming Exempt on Federal Tax Form

IRS rules require individuals to complete a new W-4 tax form each calendar year if they wish to claim "exempt" from Federal taxes. Employees claiming exempt in 2007 have until February 15, 2008 to update their exemption status either through Employee Self Service in PeopleSoft ([Main Menu > Self Service > W-4 Tax Information](#)) or by submitting a new W-4 form for calendar year 2008. If there is no update by the employee in PeopleSoft or new W-4 form completed and received, IRS regulations require Central Payroll to change their withholding status from "exempt" to "single and zero allowances."

Central Payroll sent a notice in January to all current employees that claimed exempt in 2007, informing them that it was necessary to complete a new W-4 by February 15, 2008.

Please note that it is not necessary for employees to update the Massachusetts tax withholding information.

Tax forms are available on ABLE at: <http://able.harvard.edu/documents/search.do> and instructions for claiming "exempt" also appear on the W-4 form.

Paper form updates should be sent to:
FAS Payroll Services
Data Entry
1414 Massachusetts Avenue
4th Floor
Cambridge, MA 02138

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

As usual, please forward or communicate information appearing in the *The Payline* to anyone on your staff who uses our services or contact your Payroll Services Coordinator (PSC) to add someone to our distribution list.