

THE PAYLINE

A monthly newsletter from FAS Payroll Services

SEPTEMBER/OCTOBER 2008

The beginning of the academic year is always a busy time for hiring Harvard students into temporary positions. We would like to take a moment to remind everyone that not all students are eligible to participate in the Federal Work Study Program (FWSP). Students who have been awarded FWSP funds have received notification from the Financial Aid Office as part of their financial aid award. This information is also accessible to students through my.harvard.edu. Students should not be hired on work study coding without confirmation of eligibility from the Student Employment Office. Please be careful not to enter or approve student hours in Time and Labor using a work-study Time Reporting Code (such as WST) until you and the student have completed the online referral card accessible on the SEO website (www.seo.harvard.edu). Once this form is completed, you and the student will receive an email from the SEO confirming that the student is eligible to work in a FWSP position and the amount he/she can earn over the course of the academic year. When you hire the student please use the following codes:

- If hiring in PeopleSoft, please use object code 0139 for FWSP students
- If hiring in ASPERIN use 6110 and when you approve time in PeopleSoft use earnings' code WST

The Student Employment Office has provided detailed information below regarding the FWSP. If you still have questions, please contact them directly at 5-2585.

This Month's Topics:

- [Federal Work-Study Program Policy & Payroll Procedures](#)
- [PeopleSoft Updates](#)
- [Teaching Fellow Schedule/Deadlines for Fall 2008](#)
- [Expiring Visa for Foreign Nationals](#)

Federal Work-Study Program Policy & Payroll Procedures

Information can also be found in the Employers section of the Student Employee Office (SEO) website: www.seo.harvard.edu

Confirming Federal Work-Study Eligibility:

Administrators hire students one of two ways: using the "Quick Hire Form" in PeopleSoft or creating an Appointment in Asperin. Neither of these systems verifies student Federal Work Study eligibility and often allows administrators to overlook an important requirement of the Federal Work-Study Program (FWSP): the **referral form**. Many students think they are eligible for work-study when in fact, they are not. As an employer, the referral form is your only confirmation prior to hiring them into the payroll system.

The referral form verifies a student's eligibility, as determined by each student's financial aid office.

The On-Campus Referral Form is a federal requirement and a requirement in the University-wide audit. It is a requirement for every student hired with work-study earnings. **Please make sure you have a referral form for every student** for whom you hire with WST coding. Besides providing important information about the student and their FWSP award, it plays a crucial role in the annual University-wide audit. Undergraduates complete the [on-campus referral form](#) online with their employer. Upon submission of the undergraduate online referral form, the SEO will send an e-mail notification to the employer and employee verifying the eligibility status and earnings ceiling for the academic year. Graduate students retrieve the on-campus paper referral form from their financial aid office. The paper referral form for graduate students will provide the earnings ceiling and signature of the Graduate School's Financial Aid Officer, which serves as confirmation of a student's eligibility.

08-09 FWSP Dates, Wages & Forms

Undergraduate Students:

Dates: September 15, 2008 – May 23, 2009

Pay Rate: \$9.25 - \$12.15

[Undergraduate On-Campus Referral Form](#)

Graduate Students:

Dates: Determined by your Financial Aid Office.

Pay Rate: \$9.25 - \$17.65

On campus paper referral form available at graduate school's financial aid office.

Hiring Procedures:

When you set up a student employee in PeopleSoft or Asperin, you are asked for a job code. For term-time, on-campus work, that code is always 700030 (HU Student – On Campus) for all students, including work-study students. Then you are asked to fill in the rest of the coding.

To ensure that students are properly placed on Work-Study and the employer's share is charged to the correct account, on-campus employers (those having access to the University payroll system) should charge 100% of the student's wages to:

Employer's Tub, Org, Fund, Activity, Sub-Activity, and Root.

The proper FWSP object code is **0139 (Term-Time)** for all undergraduates and all graduate students, **0147 (Summer) (wages + fringe)** for all undergraduates and all graduate students.

Please Note: When hiring in Asperin the object code will default to 6110. Refer to <http://www.seo.harvard.edu/federal/payroll.html> for links to PeopleSoft and Asperin hiring instructions.

Payroll Procedures:

All student employees are paid by the hour and must report the hours they work. Different departments manage time reporting in different ways, and the student's

supervisor is responsible for telling students how they should enter hours for their job(s). The hours should be entered with a time type WST, *rather* than REG. This will flag the hours as part of the FWSP and coding will be adjusted appropriately.

At the end of each month, the payroll system automatically splits the gross wage, charging 30% (plus 8% FICA and workers' compensation during the summer) to your department's fund number and object code 6110 or 6120 (summer). The remaining 70% is charged to the FWSP fund number 100005.

To meet the federal requirement that FWS students make "satisfactory academic progress", the University has limited the time students may work to 20 hours a week while classes are in session and 40 hours a week during vacations. There is no compensation for sick days or legal and religious holidays. Finally, students may not earn more than their [earnings ceiling](#) which is determined by the financial aid office.

(Please note, it is the employer's responsibility to monitor the amount that a student has earned and if he/she earns more than the ceiling, anything earned over the ceiling will be journalled back to the department).

Please note that if there is not a referral form on file, the SEO cannot use federal funds to cover the wages of a student and will be forced to journal any wages back to the departmental budget directly.

The SEO receives a monthly wage report of all students paid on work-study object codes and must determine which students are eligible for work-study. Incorrectly charged wages present many problems for financial aid offices and those responsible for federal reporting.

A wealth of information about the work-study program payroll procedures is available on the [Student Employment Office](#) website. Please do not hesitate to contact us at (617) 495-2585 if you have any questions.

PeopleSoft Updates

PeopleSoft Outage – Due to HR Release 21.0, PeopleSoft will be unavailable from Friday, September 12th at 2:00 p.m. to Monday, September 15 at 8:00 a.m. Time and Absence entry and approval deadlines will be communicated from Central Payroll.

Among the several enhancements being made in this upgrade are the following changes in Absence Management.

- **Half-Day Holiday** – The half-day holiday will now be correctly reflected in the duration calculation. Employees requesting 12/24 off should report this as a full day, however when the Duration is calculated the system will automatically reflect the time as a half day.
- **Employees with multiple jobs** will no longer see terminated jobs show up in the search results on pages in Employee Self Service.
- **Absences cancelled by a different manager** than the one who approved the absence will now be deleted from the system like standard cancelled absences.

Prior to this fix, if the absence was re-entered, the system would generate an error message that an absence already exists for the same start/end date and absence type.

- When searching by Harvard ID, Employee Record and Employee Status have been added to search results on the Manager Self Service pages.

- Retired employees will now be available in Absence Management, similar to terminated employees, allowing balance and absence request history inquiries.

Teaching Fellow Schedule/Deadlines for Fall 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 two regular, on-cycle payrolls (September 15th and October 15th), there will be two special, off-cycle payrolls (October 1st and November 4th).

Note that the original scheduled date for the second off-cycle run was October 31st. However, due to an unforeseen scheduling conflict, Central Payroll has had to change the date to November 4th.

The deadlines and schedule for Teaching Fellows are:

| FAS/GSAS Deadline | Check Date | Payroll Type |
|--------------------------|-------------------|---------------------|
| 8/18/08 | 9/15/08 | Regular |
| 9/11/08 | 10/2/08 | Special Off-cycle |
| 9/16/08 | 10/15/08 | Regular |
| 10/10/08 | 11/4/08* | Special Off-cycle |

- Adjusted from original published date of 10/31/08.

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.

Expiring Visas for Foreign Nationals

We have recently received an updated report from Central Payroll of employees with expired or soon-to-expire visas. We will forward employees on the list to their home department and the appropriate payroll or HR contact. However, we encourage you to regularly run the [Visa Expiration Report](#) located in PeopleSoft under the Harvard Reports menu.

Updated information along with a new I-9 form must be obtained from these individuals as soon as possible to avoid paycheck interruption.

Please contact your PSC if updated visa information has already been provided and the employee is still appearing on the list.

Contact your Payroll Services Coordinator

Please feel free to call your PSC with any questions or concerns about the information provided in *The Payline* or with any other payroll-related questions you may have.