

THE PAYLINE

A monthly newsletter from FAS Payroll Services

SEPTEMBER/OCTOBER 2009

We are happy to announce a restructuring of the FAS Payroll Services team to better serve the needs of the FAS. Patty Karle will be transitioning from her role as Payroll Services Coordinator to a newly created position of Internal Payroll Coordinator. In her new position, Patty will be responsible for several internal payroll functions that previously were shared among the four PSC's. She will also perform control processes and direct appointment entry to PeopleSoft as necessary.

The goal of the new structure is to allow us to continue to provide quality service to all departments while maintaining our current data entry guarantees. The new plan has required that we reassign Patty's department assignments to the other FAS Payroll Services Coordinators; Rita Cutroni, Connie Holt and Joanne Sperazzo. This has been accomplished without changing any of Rita, Connie or Joanne's current assignments. An updated Direct Contact list is posted on our web site.
<http://www.fas.harvard.edu/~finance/>.

Thank you for your patience as we transition to our new structure.

This Month's Topics:

- **Federal Work-Study Program Policy & Payroll Procedures for On-Campus Work-Study Employers & Payroll Personnel**
- **PeopleSoft Release 24.0**
- **Teaching Fellow Schedule/Deadlines for Fall 2009**
- **Expiring Visa for Foreign Nationals**
- **Temporary Social Security Numbers (SSN)**

Federal Work-Study Program Policy & Payroll Procedures for On-Campus Work-Study Employers & Payroll Personnel

Information can also be found in the On-Campus 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. Both of these systems now have a newly created Time & Labor Workgroup for on-campus work study:

- Peoplesoft: **WSON-CAMP** – On Campus Work Study
- Asperin: HU Student – On Camp Workstudy (Job Code: 704030)

Previously, all work-study eligible students were grouped together with other student temps and temporary employees in the TEMPOTELG T&L Workgroup, allowing non work-study students to report work-study earnings. The newly created *On-Campus Work-Study T&L Group* will restrict the Work Study Time Reporting Code (WST) to FWSP eligible students only.

Students eligible for FWSP will need to be enrolled in the T&L Work Study On-Campus Work Study Workgroup *by the Student Employment Office* in order to be able to report WST in Time & Labor. FWSP eligible students are only enrolled in the On-campus Work Study T&L Group once an **online referral form** is submitted to, and approved by, the Student Employment Office.

Oftentimes administrators and students overlook the online referral form requirement for the Federal Work-Study Program (FWSP). 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, undergraduates and graduate students alike, hired and paid with work-study earnings. **Please make sure you have submitted a referral form and received the confirmation e-mail 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.

Employers should complete the online on-campus referral form with the student they intend on hiring under the Federal Work-Study Program. Upon submission of the 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.

Please note: Graduate students are now required to complete an online referral form instead of the paper referral form, which was used during the 08-09 academic year.

2009-2010 FWSP Dates, Wages & Forms

Dates: Monday, August 31, 2009 – Saturday, May 22, 2010

Wages:

Undergraduates:	\$9.50 - \$12.50
Graduates:	\$9.50 - \$18.15

Forms:

[Undergraduate On-Campus Referral Form](#)
[Graduate On-Campus Referral Form](#)

Hiring Procedures:

Once you have received the e-mail confirmation that the employee is eligible for FWSP, you can process the hire form in PeopleSoft or Asperin (if FAS).

PeopleSoft Student Quick Hire process:

The Quick Hire form now has an additional Workgroup code for the 700030 Temporary Harv Student OT Elig job code. So in addition to checking the Work Study Student? checkbox and adding the WST row of costing, you must change the default Workgroup from TEMPOTELG to: WSON-CAMP. When hiring a student that is not eligible for FWSP, leave the Workgroup set to the default value of TEMPOTELG.

Asperin New Appointment Process:

To hire a student, follow the normal path in Asperin for new appointments:
Actions-->Appointment-->New Appointment.

When hiring a Federal Work-Study student, select the HU Student – On Camp Workstudy group from the drop down menu.

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 codes are:

0139 for Term-Time

0147 for Summer (includes wages + fringe)

In Asperin, the object code will default to 6110 when hiring the student. If the student is eligible for the Federal Work-Study Program, the work-study time type (WST) should be selected when adjusting time in Peoplesoft.

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 (term-time) 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 can 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.

Department administrators should run the weekly Cost Center Register by EE in Peoplesoft to ensure that hours were charged to correct time type and 33-digit code. The weekly payroll register is available on Wednesdays and also provides administrators with the ability to track student's earnings to ensure they don't earn above the Federal Work-Study earnings ceiling.

If any discrepancies are found on the report, corrections should be made the department to correct the incorrect charge. Adjustments can be made directly in the Adjust Time screen in Peoplesoft, by correcting the time-type or overriding the costing if the change is made within 30 days. If making an adjustment past 30 days, a journal can be processed to charge the wages to the correct coding.

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

PeopleSoft Release 24.0

The HR Release 24.0, PeopleSoft upgrade has been completed. Highlights of the enhancements are below. Please see the September 2009 edition of the *e-News*, <http://vpf-web.harvard.edu/training/enews/html/current.html>, for detailed information:

Absence Management

Forecasting Now Available in Employee Self Service:

Employees now have the option to forecast their balance on the Absence Request page to assist them in determining whether they will have a sufficient balance at the time of a future-dated absence request. All users should refer to the work instructions available on Eureka at: http://eureka.harvard.edu/eureka/course_content/peoplesoft/direct_linkage/ess_forecasting.pdf prior to using the forecasting tool.

Compensatory Time Balance is Now Displayed in Absence Management

Employees can now view their Comp Plan balances on the Self Service Absence Balance page. This enhancement makes it convenient for employees to view all of their time off balances within a single page.

Enhancements to Absence Management Reports


The **Vacation Accrued vs. Taken Report** has been modified to account for future accruals and takes. This change to the report will allow managers to view a more accurate estimate of an employee's balances.

Time and Labor

Work Study Controls:

A new process will be put in place to move students in/out of work study based on information provided by the Harvard Student Employment Office (SEO). Please see *Payline* topic: [Federal Work-Study Program Policy & Payroll Procedures for On-Campus Work-Study Employers & Payroll Personnel](#) for more information

Just hit Enter (you no longer need to click Get Employees)

The following Time and Labor pages in Manager Self Service will be modified to execute a search upon hitting the Enter key instead of requiring the user to select 

- Adjust Time
- Compensatory Time
- Monthly Time Calendar
- Payable Time
- Payable Time Detail
- Payable Time Summary
- Timesheet

New Page for Employees:

Starting on September 14, employees can update their ethnicity and race by navigating to: Self Service>Personal Information>Ethnicity/Race.

[Teaching Fellow Schedule/Deadlines for Fall 2009](#)

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. 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.

Expiring Visas for Foreign Nationals

We have recently received an updated report from University Financial Systems (UFS) 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.

Updated information along with a new I-9 form must be obtained from these individuals as soon as possible to avoid paycheck interruption. When submitting updated I-9s; be sure to write **"UPDATE/ PayGroup and the HUID #"** on the top of the I-9 Form to assist UFS in processing the update request. UFS processing time for these updates is approximately 6 – 7 business days.

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

Temporary Social Security Numbers (SSN)

We will also be distributing a list of employees currently in PeopleSoft that have been assigned temporary Social Security Numbers (SSN). We ask that you follow up with the employee and in obtaining their permanent SSN.

In order to update PeopleSoft, a copy of their permanent Social Security card is required. Please hand deliver a copy or fax (via our secure line at: 617/496-5838) to your PSC and we'll arrange to have University Financial Systems update their PeopleSoft record.