

# HARVARD COLLEGE OBSERVATORY

## INITIAL SET-UP & PAYROLL INSTRUCTIONS FOR RESEARCH SCHOLARS

After you've been notified by your Division Administrator that your on-boarding paperwork has been processed, please complete the following actions:

First step is to **claim your Harvard Key** [<https://key.harvard.edu/>] which will be your login credentials for accessing Harvard's systems.

If you need assistance with claiming your Harvard Key, please reach out to [HUIT](#) at 617-495-7777.

After you've claimed your Key, log into **PeopleSoft** [<https://peoplesoft.harvard.edu/>], which is Harvard's Payroll system.

Within PeopleSoft you must complete:

### **Tax Withholding:**

- Navigate to: My Pay > W-4 Tax Information
- Complete the W-4 Withholding Certificate

**Please note** Harvard as an institution *does not advise on any personal income tax requirements or issues*. You are encouraged to seek professional tax advice for personal income tax questions and assistance. If you should have any general questions, please contact [Harvard University's Office of the Controller: Tax Services](#):

Tax Services  
1033 Massachusetts Ave  
3rd Floor  
Cambridge, MA 02138  
T: (617) 495-8500  
[tax\\_reporting@harvard.edu](mailto:tax_reporting@harvard.edu)

### **Direct Deposit:**

- Navigate to: My Pay > Direct Deposit
- Complete Direct Deposit Information
  - If further guidance is needed, please see our **Direct Deposit Job Aid** attached

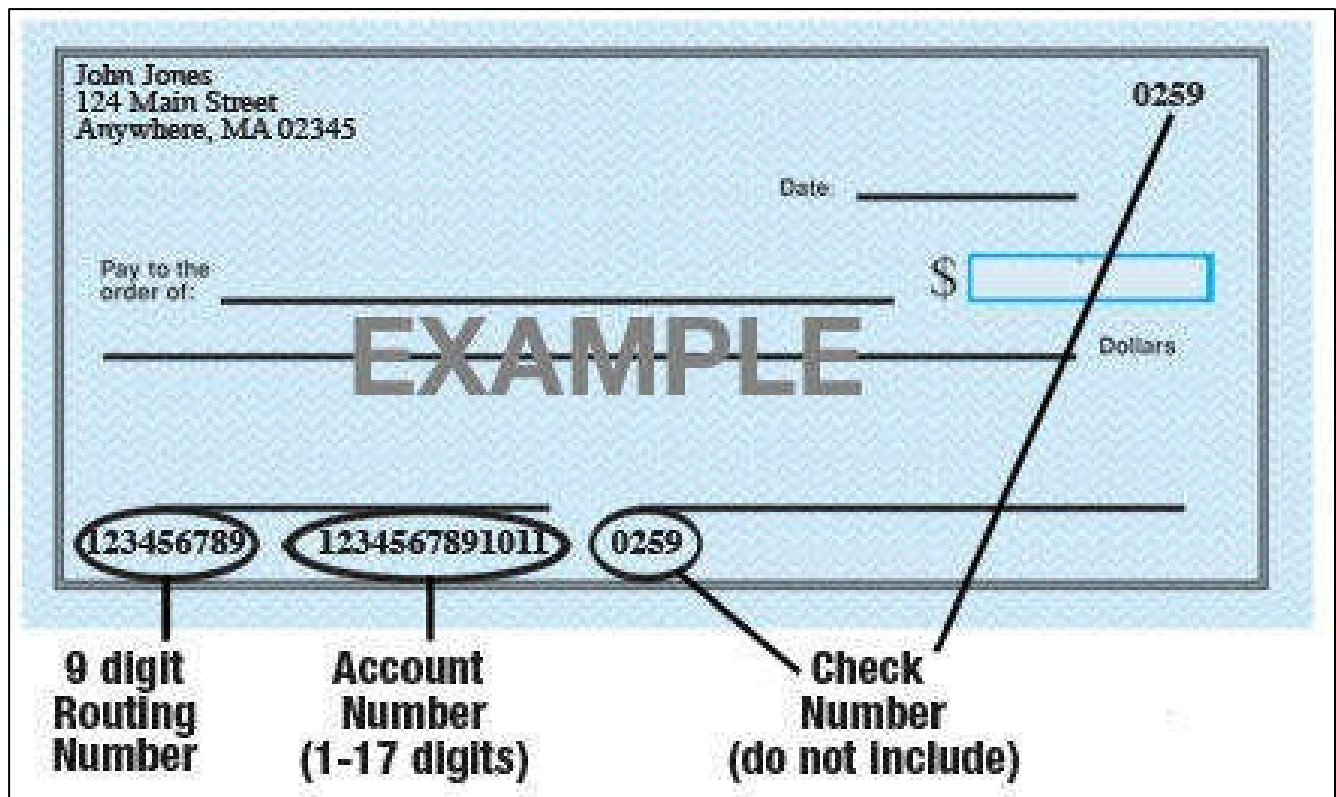
**Payroll is processed monthly and is typically dated the last business day of the month**

## Direct Deposit Job Aid

Harvard encourages all workers to sign up for direct deposit. Instead of receiving a weekly paper check, earnings are deposited in to the employee's bank account every Friday morning. This avoids common issues such as losing the paper check or doing one's laundry with the check in a shirt pocket.

Signing up is easy. All you need is two sets of numbers which can be found either on a personal check or at your bank's online interface.

- Go to <https://peoplesoft.harvard.edu/>
- Click "Log in to PeopleSoft" and log in using the student's credentials
- Navigate the following path: Self Service > My Pay > Direct Deposit.
- Click 'Add Account'
- The Transit Number/Bank ID is the same as the *routing number*.
- The first payment will be a paper check but subsequent payments



Note that Harvard will **never** ask you to change your direct deposit information. If you receive an email asking you to make such a change please report it to [ithelp@harvard.edu](mailto:ithelp@harvard.edu).