

HARVARD COLLEGE OBSERVATORY

INITIAL SET-UP & PAYROLL INSTRUCTIONS FOR STUDENT, TEMPORARY, & LESS THAN HALF-TIME EMPLOYEES

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

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

Reporting Weekly Hours

- **Send your hours via email** to your supervisor with cc: to hco-temp-payroll@cfa.harvard.edu
 - Work week runs Sunday through Saturday (estimate your hours for the end of the weekend adjust the following week if necessary)
 - Your email must include the number of hours worked each day – for example:

<i>Monday, 01/06/2020</i>	<i>6 hours</i>
<i>Tuesday, 01/07/2020</i>	<i>6 hours</i>
TOTAL NUMBER OF HOURS	12 hours

- You will not be paid for more than 40 hours in one week without the prior written approval of your supervisor
- **Your approver will simply need to hit "Reply All" to that email with a note stating their approval (i.e. "I approve of these hours")**

- This email serves as your official timesheet and is therefore very important!
- **Then enter/submit those hours for the current week directly into PeopleSoft.**
 - A **Job Aid on How to Enter Hours** is attached

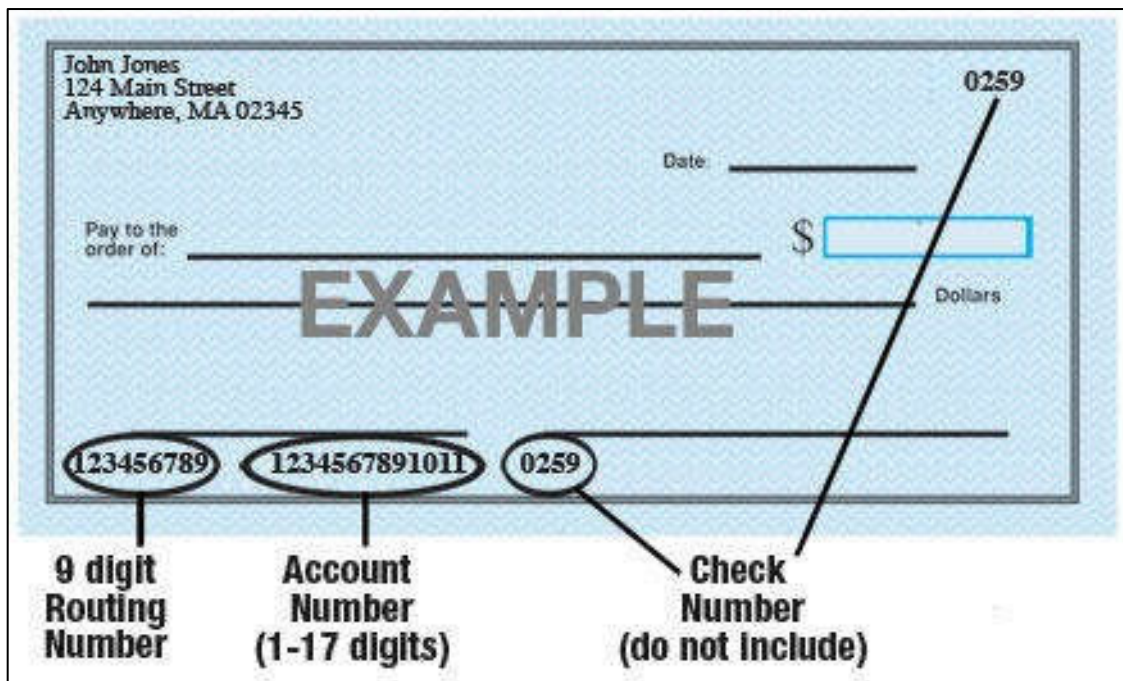
Hours must be submitted in PeopleSoft and emailed to supervisor BEFORE 3PM on Thursday *

** PeopleSoft will inform you of earlier submission dates during Holiday periods.*

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

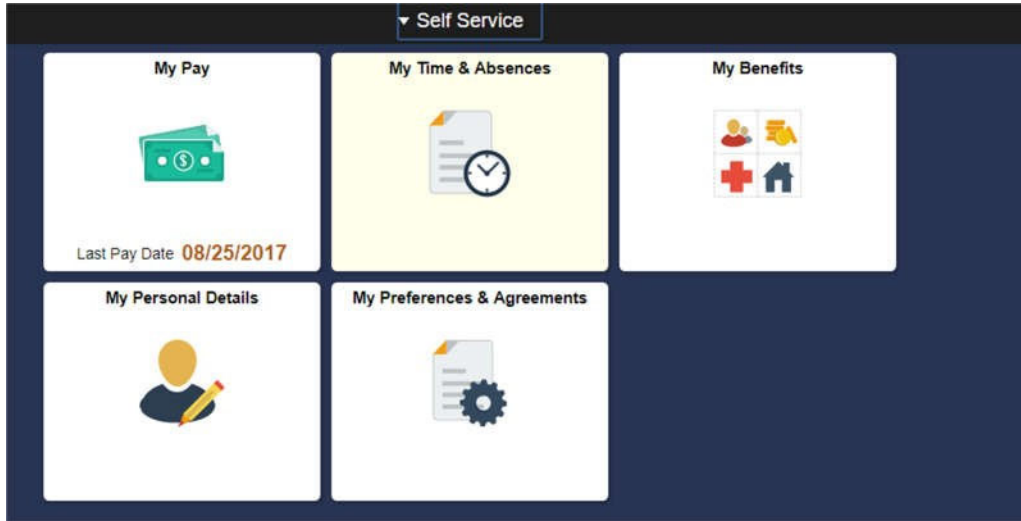


Note that Harvard will **never** ask you to change your direct deposit information. If you receive an email asking you to make such a change please report it to ithelp@harvard.edu.

Job Aid on How to Enter Hours

Step 1: Log into PeopleSoft: <https://peoplesoft.harvard.edu/>

Step 2: Go to “My Time and Absences”



Step 2a: If you have multiple on-campus jobs, select your HCO^ job.

Step 3: Enter your hours for each day rounded to the nearest quarter hour (0.25).

- **Make sure this time matches what is reported in your email.**
- Use time reporting code “REG”

A screenshot of the 'Timesheet' entry form in PeopleSoft. The form is titled 'Timesheet' and shows the user's name 'Harvard, John' and employee ID. It includes a 'Report Time and Absences' sidebar with options for 'Timesheet', 'Absence Request', and 'View Time and Absences'. The main area shows a calendar for the week of 08/27/2017 to 09/02/2017. The 'Scheduled Hours' are 40.00 and 'Reported Hours' are 5.00. A table shows the reported time for Sunday 8/27/2017 as 5.00 hours with a reporting code of 'REG - Regular'. A 'Submit' button is visible at the bottom left of the form area.

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
08/27/2017	Needs Approval	5.00	REG	Regular	5.00	

Step 4: Click "Submit." You may update your reported time as needed throughout the week.