HARVARD COLLEGE OBSERVATORY

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.

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

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 Valerie O’Kane (valerie.okane@cfa.harvard.edu):
  - Work week runs Sunday through Saturday (estimate your hours for the end of the week and adjust the following week if necessary)
  - Your email must include the number of hours worked each day – for example:
    - Monday, 01/06/2020            6 hours
    - Tuesday, 01/07/2020           6 hours
    - 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 and submit those hours for the current week directly into PeopleSoft.
  - An 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 into 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”

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