



SEAS Temporary Payroll Appointment Form (FY 17)

Please return completed form to: SEAS Human Resources Office
20 University Rd, 6th floor
(617) 384-7828

EMPLOYEE	First Name:				Last Name:			
	Harvard ID#:	_____		Birth Date:	___ / ___ / ___		Cell #:	
	Email Address:					Office location:		
	Local Address:							
	Have you worked at Harvard University in the last year?					Yes	No	
	Do you currently work for another Harvard University department?					Yes	No	Hours/week: _____
	Are you receiving federal work study (FWS)?					Yes	No	
	Are you receiving faculty aide support?					Yes	No	
	Will you be working in a lab? (If yes, Safety Training is required)					Yes	No	

SUPERVISOR	Employee Role:				Professor/Staff Supervisor:				
	Start Date:	___ / ___ / ___		End Date:	___ / ___ / ___		LHT	Harvard Student	Temp
	Hourly Rate:	\$	<i>Please note pay ranges for 7 \$ to students*:</i> <i>Undergraduate: \$11 - \$16 / Graduate: \$13.50 - \$20</i>				Hours/Week**:		
	Costing:	_____ - XXXX - _____ _____ - XXXX - _____							

			Name (print)	Signature	Date
SIGNATURES	1	Employee:			
	2	Faculty/Staff Supervisor:			
	3	Budget/Research Admin:			

Documentation

The following documents must be on file for each employee:

- I-9 Employment Verification Form
- Foreign National Information Form (International students only)
- Federal W-4 Tax Form
- Work Permit (under age 18 only)
- MA State M-4 Tax Form

All forms are available in the SEAS HR office and must be submitted to the HR office **prior to the employee's start date**.

Additional documentation is necessary for students on the Federal Work Study program and Faculty Aid funds.

** For more information on Federal Work Study rates, see <http://seo.harvard.edu/wage-ranges>*

*** Please note that only Harvard students and LHTs can work for longer than 90 days.*

Time Sheets and Payment

Signed time sheets are due each Friday by 12:00 pm at the Pierce 226 drop box. Blank time sheets are available to the right of the drop box. Checks are available on Fridays after 3:00 pm.

Direct deposit is strongly encouraged. Employees can register via *PeopleSoft Self-Service* after employment paperwork is processed.

Students may work up to 40 total hours/week during the summer and 20 total hours/week during the semester.

Temporary Employee FAQ

What forms do I have to fill out to hire someone as a temp?

The Temporary Payroll Appointment Form is the form used to hire both student and non-student temporary employees at SEAS. The temp may also have to complete employment eligibility documents.

How long can a temp appointment be?

Temporary appointments can run up to 90 days but cannot exceed 90 days. This does not apply to the appointment of students; student appointments can run for as long as the student is enrolled with at least a half-time course load at Harvard.

Who can sign the I-9 form?

The top section of the form must be completed by and signed by the temporary employee. The bottom section that verifies the work authorization documents must only be completed by Human Resources. The employee must come to the Human Resources office with the original documents **prior to beginning work**.

What tax deductions should I put on my tax forms?

Human Resources, faculty assistants, faculty and managers cannot provide tax advice. Temps with questions can be directed to the www.irs.gov website, to parents, and to professional tax advisors. Tax forms can be resubmitted at any time if changes are necessary.

When do the forms need to be completed?

To allow for document processing at Central Payroll and authorization of the hire, Human Resources must receive the Temporary Payroll Appointment Form at least one week prior to the intended start date. The temp must also come in person to the Human Resources office with original employment eligibility documents at least one week prior to the intended start date.

Where do I submit the forms?

Completed Temporary Payroll Appointment Forms (including all necessary information and signatures) must be returned to the Human Resources office. Tax forms and I-9 forms must also be submitted to the Human Resources office.

How do I sign up for direct deposit?

Once the temporary employee is active in PeopleSoft, direct deposit information can be entered under Self Service. Detailed directions are available on [Eureka](#). Alternatively, a paper form can be submitted to Human Resources and forwarded to Central Payroll.

Where is my check?

Direct deposit is strongly encouraged. Please contact the Payroll office at 6-5598 to pick up or track checks.

Where can I find blank time sheets?

Blank time sheets can be found on the table outside Pierce 226, on the SEAS Human Resources website, and in the Human Resources office.

Where and when do I submit my time sheets?

In the wooden box on the wall outside Pierce 226. They are due every Friday by noon.

When do I get paid?

Temp employees are paid weekly on the Friday following the week worked if all forms and time sheets have been submitted on time.

What happens if I submit my time sheets late?

Time submitted on a late time sheet will be entered into the next pay cycle. You will be contacted if this is an ongoing problem as it is not in compliance with state and federal pay regulations and creates a burden on the Payroll and Human Resources offices.

Please consult the SEAS Human Resources website or Human Resource office with additional questions.

<http://www.seas.harvard.edu/human-resources> (617) 384-7828