



# Harvard University

## Payroll and NRA Tax Compliance Emergency Operations Changes as of 3/17/2020

Given the rapidly evolving COVID-19 emergency situation in Massachusetts and Central Administration's recent shift to remote work, the Central Payroll and Nonresident Alien Tax Compliance teams have implemented the following operational changes:

### Paper check distribution

- Today, some employees who receive paper checks have their checks mailed to their home addresses, others are sent to their campus address
- **Effective immediately, all paper checks (paid on or after 3/17/20) will be mailed to home addresses, not campus addresses\***
- Employees and stipendees not enrolled in direct deposit should ensure that their home address listed in PeopleSoft Self Service is correct because this is where their check will be sent
- All employees and stipendees can still enroll in direct deposit through PeopleSoft Self Service; see the linked [direct deposit instructions](#) or visit the [Central Payroll](#) website

### Payroll Time Entry/Approval

- As of now, we expect all hourly individuals (including temps and LHTs) to continue to report time and have it approved
  - If you have questions on how to enter your time while working remotely, please refer to the HR Coronavirus Workplace Policies link <https://hr.harvard.edu/news/coronavirus-covid-19-update-and-ga> for additional information.
  - Local payroll offices can help with time entry and approval if someone is out or unable to report or approve time; Central Payroll can also approve time in limited circumstances
  - VPHR and Central Payroll will monitor approvals weekly via system queries and communication with local payroll offices
  - **It is critical that temps and less than half time (LHT) employees enter their time in PeopleSoft in order to be paid**
  - If your unit has problems with reporting or approving time, immediately contact [ufs\\_crt@harvard.edu](mailto:ufs_crt@harvard.edu)
  - Central Payroll will communicate if changes in process later become necessary

### Form I-9 collection

- Forms I-9 will be processed using a modified workflow ([Guidance Regarding I-9 Collection](#))
- Departments should limit Form I-9 processing to those employees who have or will start work before 4/15/2020; this date will be updated as needed

### Nonresident Alien Onboarding - Glacier Tax Compliance Documents

- Effective immediately, Glacier documentation must be sent via fax to 617-496-3196; individuals should **not** send paperwork via mail or drop it off in person
- NRA Tax Compliance is working with HUIT to implement other secure methods to receive paperwork electronically and will provide additional information as soon as possible

\*except for certain Campus Services staff who remain onsite