PeopleSoft Actions – Overtime Eligible Employees

- Follow local school processes regarding Flexwork policies and approval processes

- Employees* approved to work **20% or more** of their time in a Harvard registered payroll state that is not Massachusetts:
  - Update residence, state distribution(s) and tax form(s) at **My Self Service > My Pay > Tax Withholding**
    - Make updates as your approved schedule changes
    - See [Entering in and Editing Residence, State Distribution(s) and Tax Form(s) in PeopleSoft](#)
  - When entering time, enter hours and state worked by row for correct tax withholding
    - See following slides for screen shots on how to enter time by state worked. PeopleSoft training materials will be updated in the Training Portal in the next few weeks.

*Foreign Nationals* (Nonresident Aliens – NRA) will continue to complete and submit the tax forms generated through [GLACIER](#) as well as schedule a 1:1 virtual appointment with NRA Tax Compliance to complete the process.
PeopleSoft Time Entry – Overtime Eligible Employees

Hourly or overtime-eligible employees, approved to work in multiple Harvard registered payroll states and working 20% or more time in one of those states, must enter time by row for each state worked. Follow local school time entry deadlines for PeopleSoft (normally the Thursday of each week).

If you apply schedule and do not make any adjustments to work location, tax withholding will be based on the default percentage distribution entered in PeopleSoft State Tax Distribution screen (Navigation: Home page > My Self Service > My Pay > Tax Withholding > Update State Tax Distribution).
1. Confirm the job title is correct from the drop-down menu.
2. Select *Apply Schedule* and use that row to show the hours worked in your default percentage of distribution state as shown at Home page > My Self Service > My Pay > Tax Withholding
3. To add additional registered states worked in that week, add a new row +
Enter **REG** and the hours worked in a specific state to that row
- Select the pull-down image
- Enter USA as country, the additional Harvard registered state worked, and locality (if applicable) for states that are not your default percentage of distribution state
- Select done

Taxes will be withheld based on the total percentage of hours worked in each state rather than the default percentage distribution entered in PeopleSoft (28 hours for default state of Massachusetts and 7 hours for New Hampshire).