

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).

Update State Tax Distribution

Save

For each job, indicate the percentage of time you are working from each state.

Please note the following:

- The percentage must add up to exactly 100% for each job listed.
- For hourly or over-time eligible jobs, indicate 100% for the state and locality that you most typically work in. This will become the default location when entering time. If you work from another registered state, you must select that state when entering time in order to have tax withholding adjusted.
- To delete a state that is no longer worked from or residing in, distribution must be set to 0% on all jobs listed

For additional questions, please refer to [Central Payroll | Office of the Controller \(harvard.edu\)](#).

Company Harvard University

Job Information (30500, 4)

Department CADM^HUIT^Admin Tech Serv^HR
Business Title Associate Director, HR Systems

Tax Distribution (30500, 6)

State	Massachusetts	Percent of Distribution	100.000
State	New Hampshire	Percent of Distribution	0.000
Distribution Percent Total			100.000

Time Entry – Overtime Eligible Employees (continued)

Enter Time
*Job Title 0: Coordinator II, DIV^Registrar

19 May - 25 May 2019
Weekly
Scheduled 17.50 | Reported 0.00

[View Legend](#)

Request Absence **Apply Schedule** Submit

*Time Reporting Code / Time Details	Sunday 19	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24	Saturday 25
	Scheduled OFF Reported 0	Scheduled 4.5 Reported 0	Scheduled 4.5 Reported 0	Scheduled 4 Reported 0	Scheduled 4.5 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0
Comments							

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 +

Time Reporting Code / Time Details	22-Sunday	23-Monday	24-Tuesday	25-Wednesday	26-Thursday	27-Friday	28-Sat
	Scheduled OFF Reported 0	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled OFF Reported 0
REG - Regular		7.00		7.00	7.00	7.00	
REG - Regular			7.00				


Time Entry – Overtime Eligible Employees (continued..)

Time Reporting Code / Time Details

	22-Sunday	23-Monday	24-Tuesday	25-Wednesday	26-Thursday	27-Friday	28-Sat
Scheduled OFF Reported 0	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled 7 Reported 7	Scheduled OFF Reported 0
REG - Regular		7.00		7.00		7.00	
REG - Regular			7.00				

Cancel Done

Country USA United States State NH New Hampshire Locality

- 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).