



## SEAS Temporary Payroll Appointment Form

Please email completed form to SEAS Human Resources **prior to employee's start date.**

<b>EMPLOYEE</b>	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					

<b>SUPERVISOR</b>	Employee Role:				Professor/Staff Supervisor:			
	Start Date:	__ / __ / __	End Date:	__ / __ / __	LHT	Harvard Student	Temp	
	Hourly Rate:	\$	<i>See <a href="https://seo.harvard.edu/wage-ranges">https://seo.harvard.edu/wage-ranges</a> for current FWS rates</i>			Hours/Week*:		
	Costing:	_____ - XXXX - _____ _____ - XXXX - _____						Percent

			<i>Signature</i>	<i>Date</i>
<b>SIGNATURES</b>	1	Employee:		
	2	Faculty/Staff Supervisor:		
	3	Budget/Research Admin:		

### **\*Appointment Type:**

**LHT:** May work up to 14 total hours/week for as long as needed.

**Harvard student:** May work up to 40 total hours/week (in summer) and 20 total hours/week (during academic year) for as long as they are enrolled at least half-time.

**Temp:** May work up to 40 total hours/week for up to 90 days. Must then convert to LHT, or terminate and wait 8 months for rehire as temp.

### **Time Sheets and Payment**

**Signed time sheets are due each Friday by 12:00 pm** and should be emailed to Payroll's Evelyn Han (ehan@seas.harvard.edu). Checks are available on Fridays after 3:00 pm.

### **Documentation**

The following documents must be on file for each employee:

- I-9 Employment Verification Form
- Federal W-4 Tax Form
- MA State M-4 Tax Form
- I-20 (International students only)
- I-94 (International students only)
- Work Permit (under age 18 only)

## **Temporary Employee FAQ**

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

The Temporary Payroll Appointment Form is 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?**

**A regular temp** can work up to 40 hours/week for up to 90 days. **A LHT** can work up to 14 hours/week for as long as is needed. **Harvard students** can work up to 20 hours/week during the school year (up to 40 in the summer), 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. Questions can be directed to the [www.irs.gov](http://www.irs.gov) website, to parents, and to professional tax advisors. Tax forms can be resubmitted via PeopleSoft 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. 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 the Harvard Training Portal.

### **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 online at <https://www.seas.harvard.edu/media/75011/download>.

### **Where and when do I submit my time sheets?**

Email signed timesheets to the Payroll office ([payrollhelp@seas.harvard.edu](mailto:payrollhelp@seas.harvard.edu)). They are due every Thursday by 5:00 pm.

### **When do I get paid?**

Temporary 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/office-human-resources> (617) 384-7828