

1. GENERAL GUIDELINES

- You must report your payroll hours accurately. Keep a careful record of your hours each week, as they will likely vary slightly from week to week.
- The payroll hours you will record in a given week will be from Thursday to Wednesday and submitted each Thursday by 5pm.
For example, the first week you submit hours for will be for the week of Thursday, Sept. 1st to Wednesday, Sept. 7th, and you will submit it on Thursday, Sept. 8th by 5pm.
- *In the event that the hours are not submitted on time, you will no longer have access to submit your hours online and your pay will be delayed.* Please contact Diana Lu Chen <dlchen@math.harvard.edu> in SC 325a as quickly as possible. (You have up to two weeks to submit late pay – otherwise you may not be able to receive the pay.)

2. ENTERING PAYROLL HOURS ONLINE

- To be officially appointed, turn in your completed and signed payroll forms to Diana. (Bring your passport or driver's license and social security card – must be originals, not copies – if this is your first appointment at Harvard or you have not had an appointment in the last 6 months.) Shortly afterwards you will have access on PeopleSoft to submit your hours.
- To log your hours, go to: <http://harvie.harvard.edu/> and chose the link at the top of the page: PeopleSoft Log in.
- In the section: **Time and Absences** choose the link: Timesheet.
- Enter in hours under each column representing a day of the week.

You will need to choose a descriptor in the drop down menu in the far right column for your row of hours. For this choose: **REG-Regular**.

- Once your hours are entered, hit the button. You are done! Don't forget to to this each week (by Thursday at 5pm).