General Guidelines

- All students are paid on an hourly basis and must report the hours they work.

- 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.

- Harvard's work week for payroll purposes is Sunday 12:00 AM through Saturday 11:59 PM. Student employees must submit their hours worked by Saturday 11:59 PM

- Holidays alter the time reporting schedule. Generally time must be submitted one day earlier.

- 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> as quickly as possible.

- CAs are paid once per week on Friday. You can view your paystubs in PeopleSoft.

- Course Assistants may work an average of 10 - 12 hours per week, with a cap of 20 hours per week. If you work other Harvard jobs other than Math CA, please cap total hours of all your jobs to 20 hours per week.

Guidelines for self-reporting hours via PeopleSoft

- To log your hours, go to: http://harvie.harvard.edu/ and choose the link at the top of the page: PeopleSoft Log in.

- In the section: Time and Absences choose the link: Timesheet.

- If you are entering hours for more than one job make sure you know your Employee Record Number (ERN) for each job. This is not your Harvard ID but a one digit number most often 0-4. Please contact dlchen@math.harvard.edu so we can supply you with your ERN.

- Enter hours worked to the nearest quarter hour (.00 .25 .50 .75) for each day.

- Use Time Reporting Code: **REG**

- Once your hours are entered, hit the Submit button.

- You are done! Don't forget to do this each week (by Saturday, 11:59pm).