

Notice to Temporary and Less Than Half- Time Employees at Harvard

If you are employed by Harvard University in a temporary or less than half-time job, there are limits on how long and how much you can work. These limits and other useful information are summarized in this brochure.



Labor and Employee
Relations

Office of Human Resources
Harvard University
Holyoke Center 754
(617) 495-2786

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Temporary (Temp) Employees

Temp assignments are limited to 90 days in duration (180 days if you are covering for an employee on leave). You may have several Temp assignments (each limited to 90 days in duration) at the same time, provided that they are not in the same school. If you return to the same school as a temporary employee, you must have a 60-day break in employment at that school. A school may hire you back within 60 days, but only as a less than half-time (LHT) employee.

Less Than Half-Time (LHT) Employees

A LHT employee can work under 17½ hours per week for an unlimited period. **However, if you hold a LHT position, you may not be employed in any other paid position at the University.**

Please note: If you are working as a Temp in more than one school and are considering continuing in a LHT job in one of those schools, all of your other positions must be terminated before you can begin your LHT job.

Paychecks

Overtime-eligible Temp and LHT employees are paid each Friday for all hours worked in the previous week (Sunday to Saturday). They are also entitled to overtime pay, at 1½ times the regular hourly rate, for hours over 40 worked in a single week. (Non-overtime-

eligible Temps and LHTs are paid every other Friday.)

Harvard Retirees

Harvard retirees should contact the Benefits Services Group at 617-496-4001 before taking a Temp or LHT job, since re-employment, in some circumstances, may affect pension and retiree health and welfare benefits.

Viewing Paychecks and Changing Personal Information: Employee Self-Service

You can view your paychecks and compensation history and view or change your address, direct deposit info, W-4, and emergency contacts on the web, using PeopleSoft Employee Self-Service (ESS). To do so, you first need your Harvard ID number (ask your supervisor), which you use to get a Harvard PIN (go to <http://www.pin.harvard.edu>). Then follow these steps:

1. Visit <http://harvie.harvard.edu>.
2. Enter your Harvard ID number and PIN when requested.
3. Click the “PeopleSoft Access” button at the upper right.
4. Navigate to Home > Self Service > Employee, and then to the page you wish to view.

For help with ESS, see <http://able.harvard.edu/hr-ess>