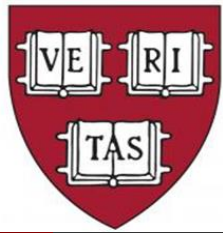


Salaried Student Worker Payroll Conversion

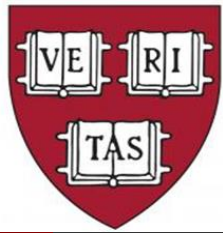
1. What is the change?
2. Which appointments will be changed?
3. Why are we making this change?
4. What support can we expect?



Which appointments will be changed?

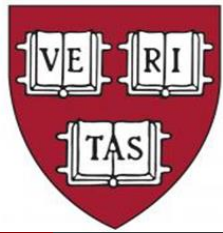
The MTF payroll will shift to a bi-weekly payroll on July 1st.

Paygroup	MTF (Monthly Teaching Fellows)			
Union/Non Union	BOTH, Union and Non-Union			
Current Pay Frequency	Monthly			
Current Pay Date	15 th the month for the current month			
Job Codes	000902	019023	061700	069572
	GSU001	GSU002	GSU003	GSU004
	GSU005	GSU006	GSU007	
Object Code	6140			



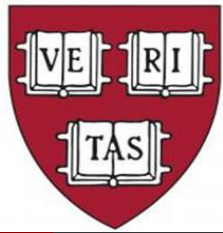
Why are we making this change?

- Create consistency with industry standards
- Align student worker pay schedule with other staff employees
- Increase frequency of pay
- Reduce Off-Cycle payrolls
- Increased ability to address changes/problems



What support can we expect?

- University-wide coordination:
 - Office of Labor and Employee Relations, Central Payroll, HUIT, GSAS, supported by Central Admin Project Management
- Admin collaboration sessions:
 - Department appointment experts (both for TFs and RAs), department sponsored research admins, school payroll offices, HUIT, GSAS
- Collaboration with the HGSU-UAW



Forthcoming resources

- Communications:
 - To students
 - To administrators (including templates for administrators to use)
- Payroll calendar
- Common sample scenarios

The collaboration groups continue to offer ideas for resources to support this change.

- Questions and concerns can be e-mailed to mel_saunders@harvard.edu. They will then be collected in a concerns tracker.