# Add Position and Supporting Documentation for Processing Weekly Payroll Actions

The following table indicates the documentation required when submitting personnel actions to HR and OFS-Payroll.

<table>
<thead>
<tr>
<th>If you’re creating the following Action/Form in Wasabi</th>
<th>HR Needs</th>
<th>OFS Needs</th>
<th>Handled through PeopleSoft Self Service (Setup and Changes)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Add Position for Weekly Paid Interns (For requesting a paid intern position. Intern positions are not posted in Harvard Careers. No position number needed for unpaid intern position.)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>
| 2 Temps, Student Temps, LHTs and Intern New Hires     | • Completed **I-9 Employment verification Form** through the **Electronic I-9 Wasabi submission** with proper documentation attached in Wasabi.  
• Completed **Request Form for Hiring Harvard Temps, LHTs, and Agency Temps on School Funds**.  
• Signed **Massachusetts Paid Family and Medical Leave (PFML) Form** for Temps and LHTs and Interns (No Students).  
• **Interns**: Provide co-op program documentation to the **Hire** action | • Quick Hire Form (found in Wasabi) required for Harvard Student Temps **new hires** only.  
• Work study documentation for FWS Temp Harvard Students | • Direct Deposit  
• Federal and State Taxes  
• Home and Office Address  
• Voluntary Deductions  
• Emergency Contacts  
• Ethnicity  
• Acknowledge Confidentiality Agreement  
**Note**: Personal data can only be changed through the Student Information System for Temporary Harvard Students (examples SSN#, home address, etc.) |
| 3 Rehires for Temps, Student Temps, LHTs, and Interns | • Completed **I-9 Employment verification Form** through the **Electronic I-9 Wasabi submission** with proper documentation attached in Wasabi if less than 1 year.  
• Completed **Request Form for Hiring Harvard Temps, LHTs, and Agency Temps on School Funds**.  
• Signed **Massachusetts Paid Family and Medical Leave (PFML) Form** for Temps and LHTs (No Students). | • Work study documentation for FWS Temp Harvard Students |
| 4 | Add Concurrent Job for Temps, Student Temps, LHTs, and Interns | • Interns: Provide co-op program documentation to the Hire action  

- Completed [I-9 Employment verification Form](#) through the [Electronic I-9 Wasabi submission](#) with proper documentation attached in Wasabi if the I-9 is not on file.  
- Completed [Request Form for Hiring Harvard Temps, LHTs, and Agency Temps on School Funds](#). | • Work study documentation for FWS Temp Harvard Students |
|---|---|---|---|
| 4 | Personal Data Change (Marital status change only, office address change, name corrections) | • New social security card must be attached to the Wasabi action. | • Direct Deposit Changes  
• Federal and State Tax Changes  
• Home and Office Address Changes  
• Voluntary Deductions  
• Emergency Contacts  
• Ethnicity  
**Note:** Personal data can only be changed through the Student Information System for Temporary Harvard Students (examples SSN#, home address, etc.) |
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<tr>
<td>5 Job Data Change</td>
<td>▪ Letter and/or Email Justification for rate changes/salary increases uploaded as attachment in Wasabi.</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>6 Transfer</td>
<td>▪ If new department/position within SPH, completed Request Form for Hiring Harvard Temps, LHTs, and Agency Temps on School Funds.</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>7 Additional Pay-One time</td>
<td>▪ Consult your HR Partner for guidance.</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>
| 8 Termination                                          | ▪ Termination, Layoff or Resignation Letter NOT required, but can be attached to Wasabi action.  
▪ Harvard Chan School Employee Departure Form on-line. | n/a | n/a |

**PLEASE NOTE:** If you need to request a temporary social security number, contact Stacey Haymon or Ann Howe in the OFS-Payroll Office to have one assigned. To change a temporary social security number to a “real” one, it is not necessary to transmit a Wasabi hire action. To do so, complete a new Wasabi I-9 submission with proper documentation attached in Wasabi. Please also write “update” at the top of the I-9 with the employee’s pay group and HUID.

*All employees are encouraged to use PeopleSoft Employee Self Service once the Harvard Key is established.*