

Paychecks & Direct Deposit

On-campus student employees are paid once per week on Friday. You can view your paystubs in Peoplesoft. PeopleSoft will send you an email indicating when your paystub is available to view.

- Go to <https://peoplesoft.harvard.edu/>
- Click "Log in to PeopleSoft" and log in using the student's credentials
- Navigate the following path: Self Service > My Pay

If there is a problem with the student's pay, the supervisor may contact the local payroll coordinator. If the coordinator cannot resolve the issue, you may contact the Payroll Hotline at 617-495-8500, option 4.

Direct Deposit

Harvard and the Student Employment Office strongly encourage all student workers to sign up for direct deposit. Instead of receiving a weekly paper check, earnings are deposited into the student's bank account every Friday morning. This avoids common issues such as losing the paper check, doing one's laundry with the check in a shirt pocket, and having to continually update your home address. Signing up for direct deposit is easy! All you need are two sets of numbers which can be found either on a personal check or at your bank's online interface.

- Go to <https://peoplesoft.harvard.edu/>
- Click "Log in to PeopleSoft" and log in using the student's credentials
- Navigate the following path: Self Service > My Pay > Direct Deposit.
- Click 'Add Account'
- The Transit Number/Bank ID is the same as the routing number.
- The first payment will be a paper check but subsequent payments will be deposited directly into your bank account.

Note that Harvard will never ask you to change your direct deposit information. If you receive an email asking you to make such a change please report it to ithelp@harvard.edu.

