NATIONAL BUREAU OF ECONOMIC RESEARCH
Time Sheet Instructions for Research Assistants

The National Bureau of Economic Research has strict regulations imposed on us by our funding sources regarding payments to hourly research assistants. Please use the following guidelines when completing your time sheets:

1.   NBER's work week begins on Sunday and ends on Saturday. You may work a maximum of 40 hours per week. Research Assistants in California are additionally limited to a maximum of 8 hours per day. It is absolutely essential that you follow NBER's full-time work policy. Overtime must be paid for hours exceeding these limits and would be an inappropriate use of grant dollars.

2.   If you are authorized to work by INS, you must adhere to the terms of your particular visa. In most cases, research assistants on student visas are only authorized to work 20 hours per week.

3.   Time sheets MUST BE submitted to the NBER on a bi-weekly basis. Time sheets are generally due on Fridays except for those weeks which include a holiday. The time sheets must be approved by the project director, supervisor or designee who can assure that the hours worked are reasonable and should be paid. The payroll schedule is available at here. Failure to submit time sheets in a timely manner can cause serious difficulty for grants. If a research assistant does not submit a time sheet for three consecutive pay periods, he/she will be removed from the NBER's payroll.

Thank you in advance for your cooperation. If you have any questions, please stop by the payroll office or call (617) 588-1412.

Using the NBER's V1 PSA Electronic Time Sheet System

On Wednesday, July 1, 2015 the NBER implemented a new accounting system that affects the way you report your hours. Our new system incorporates electronic time sheets, which will greatly improve internal data collection and reporting and also offer greater convenience for both our hourly employees and their supervisors.

What does this mean for you?

You will be able to log into the new NBER time sheet system from virtually anywhere. The system is available at https://psaweb.acct.nber.org/team. The new system, known as V1 PSA, can be accessed using Internet Explorer, Chrome, Firefox or Safari. With the new system, you will no longer have to chase down your supervisor for a signature on a paper time sheet which then needs to be hand delivered, faxed, or emailed to the NBER.

How do I access the system?

The NBER will create a user account for you and your log-in is simply your Firstname_lastname. (There is a character limit of 18 characters so if you have a particularly long name, it may have to be cut short.) You will be provided with a temporary password. Please be sure to change your password when you first log in. The password can be anything you like as long as it begins with a letter and is no longer than ten characters.

Once you have accessed your account, you will need to enter your hours worked every other week and to submit them to your supervisor for approval. We have prepared instructions with screenshots available here:

http://www.nber.org/psatimesheetsoverview/PSAHourlyTimesheetOverview.pdf

and also Adobe captivate videos demonstrating the system. These short videos can be accessed on the NBER web site at:

http://www.nber.org/hourlytimesheets/HourlyTimesheetOverview.html

If you have any difficulty using the system, please do not hesitate to contact the NBER Accounting or Human Resources departments at payroll@nber.org or hr-support@nber.org.

When do I need to do this?

Our time reporting ends at 5pm on the last Friday of each pay period. We have a biweekly payroll. A calendar of payroll dates is available at http://nber.org/forms/payrollschedule2020.pdf. If you have not reported any time by the payroll deadline, you will receive a reminder email. Project directors or supervisors have until noon eastern time on Mondays to approve the time sheets.