FAS Administrators' Town Hall

September 22, 2021
Zoom

Agenda

Welcome	Scott Jordan
Financial Update	Jay Herlihy
Return to Campus General Update	Mary Ann Bradley

- **POI Update** — Katherine Gates
- **Student Isolation** — Zak Gingo
- **Start of classes** — Joya Sengupta
- **Vaccination Reporting Compliance** — Kathy Santoro

Out of State Employees/Payroll Policy Update	Andrea Sexton, Karen Kittredge
Administrative Operations	Stephanie Nasson
Closing / Q & A Session	Scott Jordan

Welcome

Scott Jordan

Dean of Administration and Finance
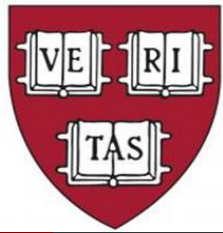
Financial Update

Jay Herlihy

Associate Dean for Finance

Return to Campus

Mary Ann Bradley

*Associate Dean for
Administrative Operations*

Recent Updates: Harvard University Guidance for On-Campus Activity

Harvard University's - Guidance for On-Campus Activity – revisions to on-campus requirements are listed below:

- **Indoor Events & Gatherings-** Masks may only be removed when attendees are actively eating and drinking. This applies to ALL events on campus. There are no exceptions to this policy.

- **Performances and Rehearsals-** Face coverings continue to be required for all rehearsals. Exceptions to this policy will not be granted at this time.

- **Eating and Drinking-** Added a requirement for Harvard's *licensed food establishment* (e.g. dining halls, retail cafes) to ensure that there are "distanced dining" seats available in designated indoor dining spaces OR there is a close, alternate location available for distanced dining. Provided new guidance on de-densifying indoor dining.

- **Classrooms, Instruction, Lecture and Designated Study Spaces**- Reinforced requirements for face coverings in this setting.

- **Face Coverings-** Added guidance that fully vaccinated persons should consider wearing a mask in crowded outdoor settings to protect others who may not be fully vaccinated.

- **Positive COVID-19 Diagnosis Response-** This document provides interim guidance for supervisors/managers who are responding to a positive COVID-19 diagnosis in their workplace.
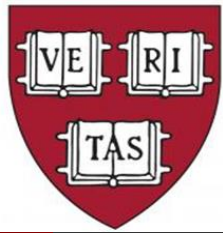
Fall Testing Groups / Cadences

As of September 2, the University issued new testing cadences:

Population	Vaccination Status	Testing Cadence	Color Notifications	Considered Non-Compliant
Living in undergraduate housing (UH)*	Unvaccinated	Three times/week	Every 3 Days	After 3 days
	Vaccinated	Three times/week	Every 3 Days	After 3 days
Living in graduate housing (GH)* & All other students, employees and POIs with an on-campus presence (OC)	Unvaccinated	Twice/week	Every 4 Days	After 5 days
	Vaccinated	Once/week	Every 7 Days	After 9 days
Infrequent on-campus presence (IF)	All	Monthly	Every 30 Days	After 35 days

- For Fall 2021 we have four testing groups:
  - UH - Lives in Undergraduate Housing
  - GH - Lives in On-Campus Graduate Housing (not HUH)
  - OC - All Others with an On-Campus Presence
 - IF – Infrequent Campus Presence (once a month or less)
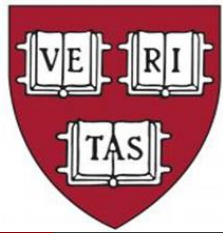
Testing Program Changes

All FAS individuals with an on-campus presence must be added to the testing program which allows them to create an account in Color and receive their test results.

Contacts for testing program set up – Faculty & Staff

Unit	Contact / Email
Administration & Finance	adminops@fas.harvard.edu
Arts & Humanities Division	adminops@fas.harvard.edu
Athletics	Jennifer Callahan, jcallahan@fas.harvard.edu
College undergraduates	testingquestions@fas.harvard.edu
College Residential staff	Lauren Brandt, lbrandt@fas.harvard.edu
DCE Staff & Instructors	John Langridge, john_langridge@harvard.edu
DCE Students	Enrollment Requirements team at DCE: immunizations@extension.harvard.edu
GSAS Staff & Graduate Students	GSASTestingCompliance@fas.harvard.edu
Museums	DAs, please contact your Divisional Lead
Science Division	Taylor Chang, taylorchang@fas.harvard.edu Science Division Testing Program form
Social Science Division	Jennifer Shephard, jmsheph@fas.harvard.edu Social Science Division Testing Program form

Local contacts at other schools
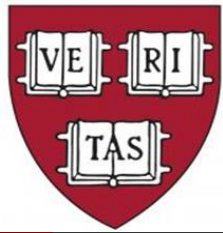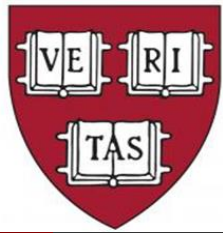
New: Department Test Kit Delivery

We heard your feedback – Covid-19 test kits will now be delivered directly to departments starting October 6!

DAs can now order test kits through OPRP's [FAS Covid-19 Test Kit Order Form](#)

- Order on Wednesday by 5:00 p.m. for delivery by Harvard University Mail Services for the following Wednesday
- Order in quantities of 50
- Adjust weekly orders accordingly if you have remaining supply
- Do not order more than enough supply for one week
- Kits delivered to one location per Department
- The Library, Athletics, Science division departments and labs, and College Residential orders will continue to order through their established channels

First orders placed by Wed. Sept. 29 for delivery Wed. Oct. 6

Please note: DAs will only be ordering kits based on the number of employees in their department who are on campus each week. They will not know how often employees are required to test.

Test Kit Pick Up Details

FAS Centralized Test Kit Pick Up Locations

FAS centralized test kit pick up sites will remain available for those who find these locations convenient:

- Science Center – Drop off and pick up
- Northwest Labs – Drop off and pick up
- Barker and CGIS Knafel – Pick up ONLY
- **NEW:** Lamont Library – Drop off and pick up starting Sept 27th
- Find a test kit drop off location

Between your departmental supply and FAS centralized pick up locations, there is **no need for a department to stockpile test kits**

Both long swab (Broad) and short swab (HUCL) kits are in circulation – instructions for each kit type are included in the specific kit's packaging. Either test kit can be dropped in any University drop box.

POI* Updates

## POI Set Up for COVID-19 Testing

- POIs must comply with all health requirements to be on campus including reporting their vaccination status, testing, masking etc.

- To add POIs to the testing eligibility file, the DA should email the POI testing template spreadsheet to IAM at iam_help@harvard.edu.

- POI email address in Color is assigned based on the following data in MIDAS:

  - Recovery email* – if that isn't there then
  - Official email – if that isn't there then
  - Onboarding email

  *A user can add or change their Recovery email by logging into Harvard Key

POI Portal Updates

- The POI Portal can be accessed from public networks – VPN no longer required
- Status of POI training is now fed from HTP to the POI Portal

*POI roles are established to enable non-employee, non-student individuals to become temporal members of the Harvard community for administrative or scholarly purposes
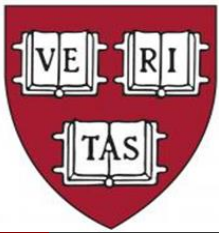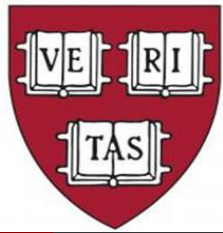
Key Return to Campus Resources

[FAS Return to Campus Planning](#)

[Resources for Faculty & Researchers](#)

[FAS Reporter](#) - weekly newsletter

[Guidance for on Campus Activity](#) - *website coming soon*

[Keep Harvard Healthy](#)

Return to Campus Terminology

To enable campus re-opening, FAS, HUIT and HUHS rely on many connected systems and processes:

- **Broad Lab**: The Broad is an off-campus testing lab for processing COVID-19 tests in light of increased testing volume

- **Color.com:** Online test administration tool. Activate a test kit online and get your results. Sends reminders and notifications to individuals in our testing program

- **Crimson Clear:** Testing cadence look up and symptoms attestation tool for everyone on campus (daily attestation no longer needed as of May 29, 2021)

- **Eligibility file:** List of all individuals with an on-campus presence who will be added to our fall testing population.

- **Harvard University Clinical Lab (HUCL):** HUCL is an on-campus testing lab for processing COVID-19 tests, located in Northwest Labs, that dramatically reduces the per-test turnaround time

- **HUHS Patient Portal:** Open to all students and employees, upload your vaccination details or register for vaccination appointment

- **Testing Groups**: Four testing groups for fall, based on campus presence. Your testing group + your vaccination status (only known to HUHS) determines your testing cadence.

Student Isolation Update

Zak Gingo

Associate Dean for Physical Resources

Start of Classes

**Joya Sengupta**
Executive Director, ESS

ESS Preparations for Fall

- 263 FAS learning spaces inspected, inventoried and tested (170 RO, 93 dept)

- 17 legacy projectors replaced with laser units (Bow St, Barker Center, Boylston, Emerson, Littauer, Science Center, Sever, William James)

- Wireless microphones transmitters/receivers refreshed (RF band changes)

- 64 learning spaces outfitted with wired microphones/amplifiers to assist with masked teaching

- 85 faculty orientations conducted in FAS classrooms

- Lecture capture - 120 class sessions recorded per week; 42 staffed; significant bump from pre-COVID

- DIY lecture capture @ 6 ESS capture kits distributed

- Collaboration with HUIT End User Support and RO to manage transition from classroom desktops to instructor laptops for teaching

- Collaboration with HUIT to mitigate wireless network outage issues during the first week of classes

Factors that contributed to smooth Fall startup

- Clear policies for on-campus teaching from Dean Gay

- Communications from RO's office to schedule classroom orientations

- Direct communications with TFs and faculty via Faculty Town Halls

- FAQs with detailed guidance on instructional continuity, remote guest participants, etc.

- Biweekly Return to Campus standup meetings

- Weekly FAS Reporter from Dean Gay

Contact us at ess@fas.harvard.edu for teaching and learning support in classrooms, AV upgrades requests and event support
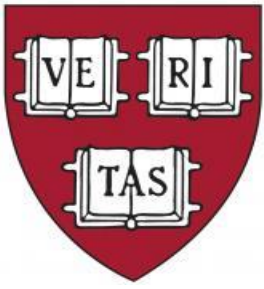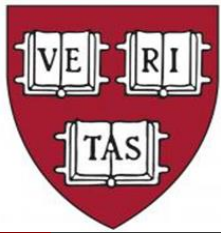
Vaccination Reporting Compliance Update

Kathy Santoro
Interim Associate Dean for Human Resources

Gary Cormier
*Interim Associate Dean for Human Resources*

Vaccination Status Reporting

There has been a University-wide effort to monitor and enforce the requirement that all faculty and staff on the Harvard payroll report their vaccination status.

❏ In addition to multiple communications from HUHS and President Bacow, staff who were noncompliant with the requirement received a personalized email from FAS HR on August 25 asking them to update their vaccination status **by the August 31 deadline**.

❏ On September 8, the DAs of departments with noncompliant staff were asked to contact these staff members and reiterate the consequences for failing to comply. These consequences included taking steps to restrict building and network access, as well as the possibility of being put on an unpaid leave of absence and placing a warning in their personnel file.

❏ For the health and safety of our community, we will continue to monitor compliance with this requirement.

Going forward:

❏ Please terminate inactive appointments immediately as they will continue to be included on these noncompliant lists.

❏ Remind new hires to report their vaccination status as soon as they claim their Harvard key.

❏ New language will be added to offer letters and job postings about this requirement.
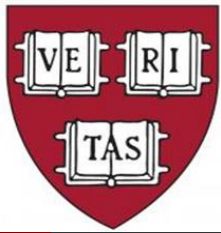
Vaccination Status Reporting Data

	August 25 *Letter to Staff*	**September 8** *DAs Notified*	**September 13** *Personal Outreach*
All Noncompliant Staff Listed	160	108	76
Regular Staff	48 (30%)	26 (24%)	9 (12%)
Temporary Staff	112 (70%)	82 (76%)	67 (88%)
New To The List	N/A	*36	*16
Resolved	88	25	48
In Process of being Resolved	N/A	23	22
Remain Noncompliant	72	60	6

Individuals new to the lists may be due to being recently hired or having a change in testing group.
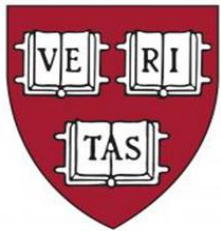
Vaccination Status Reporting FAQs

Q: How do I know if my employee has complied?

A: Ask the employee to look in Crimson Clear and confirm that it displays their vaccination status.

Q: Where does my employee go to claim an exemption or report that they are unvaccinated?

A: They go to *Crimson Clear* to report that they are unvaccinated or to claim a medical or religious exemption.

Q: My employee has been trying to comply but has been unsuccessful in uploading their vaccination card. Where do they go?

A: Email mrecords@harvard.huhs.edu

Q: My employee said they uploaded their vaccination card, but it doesn't show that they have complied on Crimson Clear. Why?

A: It may take time for it to reflect on Crimson Clear. Keep checking. As long as HR has been notified that they have uploaded their vaccination status, their access will not be de-activated.

Q: My employee does not intend to be on campus. Do they still need to report their status?

A: **Yes**, and they should be in the "NA – Not Applicable" testing group.

Out of State Employees / Payroll Policy Update

Andrea Sexton

Director of Financial Policy and Compliance

Karen Kittredge

Manager of Policy and Business Process

Overview of the Interim Payroll Policy (effective 9/1/21)

- Harvard has expanded its footprint of registered payroll states, which now include:

    o New England states (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, and Vermont)

    o California*

    o New York

    o Maryland

- Employees must work from a registered payroll state and have taxes (where applicable) withheld for that state

- Informal, incidental work outside registered payroll states is permitted, but if work outside registered payroll states extends beyond an informal, incidental basis, coordinate with local HR or other personnel office to develop an alternative, compliant work arrangement

- Withholdings will be applied for checks dated on or after 10/1/21

- Individuals working outside the United States must be hired in a manner that complies with local laws. Contact <u>Global Support Services</u> for guidance

**Due to local requirements, <u>only exempt employees</u> may be put on the California payroll (with the limited exception of nonexempt employees who already have established payroll arrangements in California prior to 9/1/2021).

Employee Responsibilities

- Follow local school or unit processes for flexwork

- Employees **working 20% or more** of their time in a state that is not Massachusetts:

  - **Complete required state tax forms** in PeopleSoft* by September 24 to have taxes withheld starting October 1. Harvard will not adjust taxes retroactively

  - **Enter local state time allocation**

    - Exempt/salaried employees enter their state time allocation in PeopleSoft Self-Service. Once entered, the allocation will apply to future paychecks unless changed. Employees can update the allocation as needed

    - Hourly employees will enter a "default" state time allocation in PeopleSoft Self-Service. Employees can update the allocation as needed

    - Hourly employees must indicate which registered payroll state they worked in when entering their weekly time. Time entry deadlines follow your school or unit's payroll schedule

*Foreign nationals will continue to complete and submit tax forms using Harvard's online tax compliance system (GLACIER) as well as schedule a 1:1 virtual appointment with a member of the NRA Tax Team to complete their updates. Details can be found at NRA Tax Site – Working in States Outside of Massachusetts.

Employee Responsibilities – Other Info

- Update PeopleSoft time allocation/tax forms as needed, generally, at least 5 business days before being paid for changes to be applied for that paycheck

- Employees do not need to change their state time allocation for informal, incidental work

- Employees working more than 80% of their time inside Massachusetts do not need to take any action (even if they live in another state)

- Changes to these pages are applied for tax withholding purposes only. Benefits eligibility is based on the home address listed in PeopleSoft as well as paygroup and hours.

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Reference Materials

- Interim Payroll Policy Website

  – Includes Payroll Policy FAQs

  – Instructions for entering and editing residence, state, distribution(s) and tax form(s) in PeopleSoft

- Foreign National / Nonresident Alien Website

  – Instructions regarding GLACIER and setting up virtual 1:1 appointment

- Payroll Processes for Summer and Fall 2021

- Guidance Regarding Individuals Working Outside the United States

  – General requirements for individuals working outside the United States as well as additional guidance for individuals on both sponsored funding

Administrative Systems Update

Stephanie Nasson

*Senior Director of Administrative Operations*
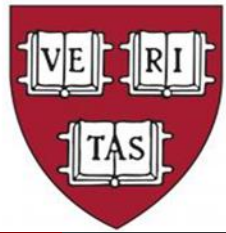
Training Opportunities

- Remaining dates for Finance Fundamentals:

  - Maximizing Funds – October 6th
  - Mastering Procurement – October 21st

- All sessions will be held from 10:00 a.m. – Noon

- Check the Admin Ops website for October trainings:
  - https://adminops.fas.harvard.edu/asap-training

- Please enroll via the Harvard Training Portal
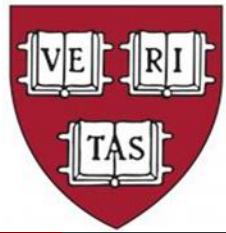
October Security Signoff

- FAS Annual Security review and Signoffs will be happening in early October

- FAS Finance and AppSec will be sending out an email with additional information

- DA will review roles and permissions for departmental users and sign off

- Process remains the same – now using FINREPORT

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Reports

140
Users

2000+
Report Runs
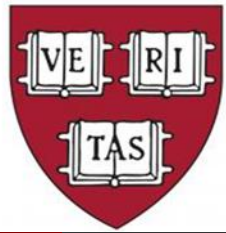
Back to School Financial Policy Refresher

- Hosted by the University Financial Policy Office, this refresher will focus on helping individuals who make purchases or process payments on behalf of Harvard gear up for the new academic and fiscal year.

- A high-level review of roles and responsibilities and documentation requirements when making purchases and processing payments to vendors and individuals as well as pertinent policies will be reviewed.

- The Zoom session will be held on **Thursday, September 23 from 11:00-12:00**

[Register for the Back to School Policy Refresher](#)