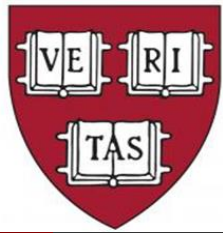


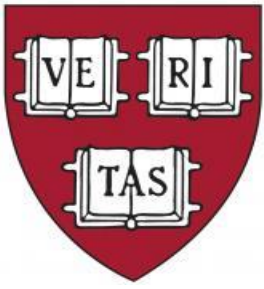
**Administrators' Town Hall will
be starting soon...**



Rules of the Road for today's meeting:

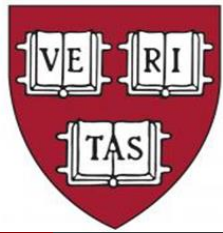
- **Attendees** are asked to **stay on mute** with **video off** to preserve meeting bandwidth
- Presenters will be off mute and on video during their presentations.
- If you have a **general question** that you think others would benefit from, please use the **chat** to send a message to “Everyone”.
- Q&A is **not** a forum for **specific questions**. If you have a specific question, please follow up with one of the subject matter experts we will be providing to you at the close of the meeting.

Please note: The chat from this meeting will be saved to help update future FAQs. We will not be distributing the chat transcript.



FAS Administrators' Town Hall

December 10, 2020
Zoom



Agenda

Welcome

Leslie Kirwan

Financial Update

Leslie Kirwan, Jay Herlihy

Human Resources

Chris Ciotti

HUIT

Bill DeSimone

Administrative Operations

Mary Ann Bradley, Sean McQuarrie

Closing / Q & A Session

Leslie Kirwan



Welcome

Leslie Kirwan

Dean for Administration and Finance



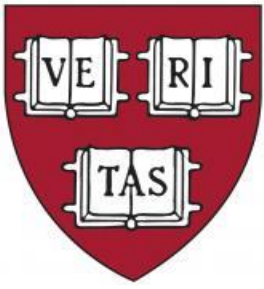
Financial Update

Leslie Kirwan

Dean for Administration and Finance

Jay Herlihy

Associate Dean for Finance



Human Resources Update

Chris Ciotti

Associate Dean for Human Resources



FAS HUMAN RESOURCES

Year End Update VERIP Offboarding Next Steps



Chris Ciotti, FAS HR
Administrators' Town Hall
December 10, 2020

Year End Update



- **Massachusetts Paid Family and Medical Leave** benefits will become available for all eligible Harvard employees starting on **January 1, 2021**. More information will be forthcoming from the Benefits Office. Further details can be found here: <https://hr.harvard.edu/ma-pfml>
- **Massachusetts Minimum Wage** increases to \$13.50 on **January 1, 2021**. Please contact your HR Consultant if you have questions about this change.
- FAS staff should update their mailing addresses in PeopleSoft as needed so this information is accurate for **W-2 forms**.

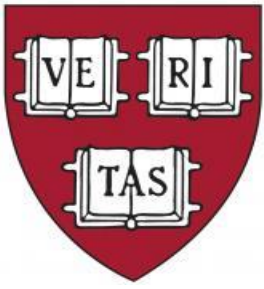


VERIP Offboarding Next Steps

- Salary reduction agreement forms (SRA) must be received by your department's FAS HR Coordinator before **Friday, December 11** to defer all or part of your vacation payout to a tax deferred account (TDA).
- If you haven't already done so, make sure all your vacation requests are updated in PeopleSoft **ASAP**.
- Put an out-of-office message on your voicemail and email **two weeks** prior to your departure date that instructs others who to contact after your departure.
 - Email addresses for VERIP retirees will be disabled upon the last day of employment as per Harvard-wide policy.
 - There is an exception process to this policy that allows for an additional 30 days of email access if there is a demonstrated critical business need; approval from the FAS Dean of HR is also required.
 - Exceptions to this policy will be considered on a case-by-case basis.

**Review VERIP offboarding checklists on the FAS HR website:
<https://hr.fas.harvard.edu/verip-departures>**





HUIT Update

Bill DeSimone

Director of Support Services, HUIT



HARVARD UNIVERSITY
Information Technology

FAS Remote Learning & VERIP Processes

|

Remote Learning Challenges – Fall Semester 2020

- Across the University, we all worked to enable Staff, Faculty, and Students to continue the teaching mission from any version of “classroom” or “Office”
- In many cases, this required the distribution of hardware
- Covid-19 had yet to become our “new normal” so we had little time to plan and prepare.
- The HUIT Service Desk, OUE, and the EUS Projects team manually vetted over 2000 equipment requests all submitted by various methods including email and phone call
- The Field Support Team subsequently purchased and deployed over 2000 devices to Faculty and Students in close to 50 states. It would be safe to say that the Fall was a scramble!

28 Travis St



Smith Campus Center

Private Homes





Fall Semester by the Numbers



- Equipment Deployed
 - 78 Hotspots
 - 23 Headsets
 - 25 Monitors
 - 1766 iPads
 - 99 Computers
 - 16 A/V Stations
- End of Semester Communications
 - 1700 Emails Sent
 - 1008 Responses
 - 881 Extensions
 - 150 Returns
 - 900 Auto-Responses



iPad Task Timeline

10/30 -Finalize with faculty classes that need iPads
10/30 -Finalize International process

FAS Tasks

11/6- Finalize communication to students and process with links to Snow forms for returning (return by After finals) and requesting iPads
11/18 -Communication to students goes out for returns

12/7 - Communication to faculty goes out how students request iPad

October

November

December

January

11/12 (will be available prior in test)
-Finalize Snow return form

11/30 - Finalize Snow request form
11/30 - Create FAQ for team

12/3 -begin collecting returned iPads
Begin reviewing tickets & shipping

12/9 – Receive Shipment of 200 iPads at 28 Travis St

1/4/21 - Order 400 new iPads
Plan WiFi Communication

HUIT Tasks

Spring Semester Improvements


Loaner Equipment Request

For students and teaching staff who are borrowing equipment

FAS students and teaching staff will use the form below to request loaned equipment for academic needs.

If requesting an iPad, please review the **list of approved courses** for Spring 2021. Note that this list is being updated regularly as course information becomes available. Your enrollment or teaching appointment will be verified at the beginning of the semester. Should your plans change so that you no longer need the loaned equipment, please return all items as soon as possible.


Once the form has been submitted, please allow 2-3 business days for additional details regarding an in-person pickup appointment or shipment of loaned equipment

* Requested for 


Bill DeSimone

HUID 

11235506

* Email Address 

bill_desimone@harvard.edu

* Contact Number 

617-831-9133

* Affiliation

- Undergrad Student
- Grad Student
- Teaching Fellow
- Course Assistant
- Other Teaching Staff

* Please provide the Course code and name that requires equipment

Statistics

* Equipment

- Laptop
- iPad (with case)
- Apple Pencil

* Are you on or off Campus?

- On Campus
- Off Campus

* Are you able to pick up the equipment at 28 Travis St. in Allston?

- Yes
- No

* Full Shipping Address (Cannot be PO box)

40 Kent Farm Road

Your Contact Information

Bill DeSimone
bill_desimone@harvard.edu
6179985171
784 Memorial Dr.

[Edit your information](#)

- Intake will be done via request form that will force the requestor to provide all pertinent data.
- This will eliminate the large amount of back-and-forth communication we saw in the fall
- This request form will appear on the Syllabus for eligible classes

Spring Semester Improvements

- Additional established staffing and locations
- Streamlined Shipping Process
- Inventory Planning
 - Computers
 - 101 Available
 - Monitors
 - 4 available
 - Headsets
 - Loaned Devices are not being returned (value/safety)
 - 19 Available
 - Hotspots
 - Loaned Devices are not being returned (hardware has little value)
 - 85 Available

Spring Semester Improvements

- Webcams
 - 1 Available
- iPads
 - 65 New Units left from last Fall order
 - 150 return requests
 - 200 New Units Arriving 12/9
 - 400 Units to be ordered on 1/4/2021
 - Approximately 815 bundles for first time requestors



HARVARD UNIVERSITY
Information Technology

HUIT Assistance with VERIP Activity

|

VERIP Services Provided by HUIT

- HUIT will assist with the offboarding and equipment collection for VERIP participants on HUIT-Managed Devices. Details can be found on the [IT Offboarding Checklist Page](#). This page teaches the retiree about managing email and digital records along with transitioning work to colleagues and returning equipment
 - CADM - 255 Retirees
 - FAS - 148 Retirees
- VIP Staff can request a 1-1 Session with a HUIT technician via Service Desk
 - Set up OOO message & Call Forwarding
 - Transfer Ownership of SharePoint/Teams Sites
 - Move/Transfer files to departmental sites
 - Transfer mobile number

VERIP Services Provided by HUIT

- HUIT Equipment Return Form


- Intake form will capture all pertinent information necessary to facilitate action from HUIT staff
- Most Returns will happen via drop-off at 28 Travis St
- Filling out the form will result in a Microsoft Bookings Calendar offering where the retiree will be able to select a convenient date/time for drop-off
- For those who cannot come to campus, we have partnered with HUMS to ship all necessary packing materials and labels to the home of the retiree

VERIP Services Provided by HUIT

- Per FAS Guidance, HUIT will not facilitate the retention of computers
 - Financial Complexities (Lease Vs. Purchase), Software Licensing, Proprietary Data
 - Consistency/Equity for all retirees
- Equipment Outcomes – Somewhat dictated at the department level
 - Quarantine/Wipe - Store
 - Quarantine/Wipe - Redeploy
 - Quarantine/Wipe - Return to department

VERIP Equipment Return Form

For retiring faculty and staff who are returning Harvard-owned equipment

* Requested For 

Bill DeSimone

HUID 

11235506

* Harvard Email Address 

bill_desimone@harvard.edu

* Personal Non-Harvard Email Address 

* Personal Non-Harvard Contact Number 

* Retirement Date



Where do you currently have Harvard owned equipment?


Select all that apply

- At Home
- On-Campus Workspace


At Home Equipment Being Returned

* Select all that apply

- Laptop Computer(s)
- Desktop Computer(s)
- Monitor(s)
- Dock
- Peripherals (Keyboard, Mouse, Adapter)
- Headset
- Webcam
- Mobile Devices (Cell Phone, Tablet, hotspot)
- Other

* Are you able to drop off the equipment on campus? 

- Yes
- No

* Provide full address where we should send shipping label and packing materials 

On-Campus Equipment Being Returned

* Select all that apply

- Laptop Computer(s)
- Desktop Computer(s)
- Monitor(s)
- Dock
- Peripherals (Keyboard, Mouse, Adapter)
- Headset
- Webcam
- Mobile Devices (Cell Phone, Tablet, hotspot)
- Other

* Provide on-campus workspace location 

Your Contact Information

Bill DeSimone
bill_desimone@harvard.edu
6179985171
784 Memorial Dr.

[Edit your information](#)

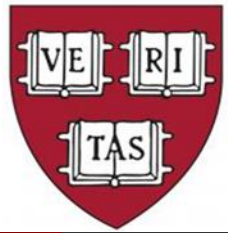
VERIP Intake Form



PPRG Update

Mary Ann Bradley

*Associate Dean for Administrative
Operations*



Pandemic Planning & Response Group (PPRG) Updates

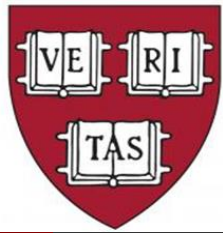
- Work Group Planning - Spring Decision
- Getting Ready for January Move-in & Remote Learning
- Phased Openings Based on Community Health
- Off-Campus Students
- Vaccine in the future...



Buy2Pay Update

Sean McQuarrie

Director of Procurement Operations

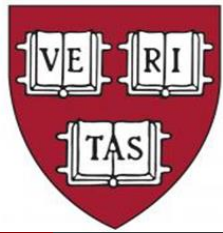


Buy2Pay Deployment Schedule

Calendar Year 2020



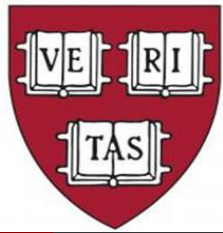
Cohort 0 <i>April 29 2020</i>	Cohort 1 <i>August 12 2020</i>	Cohort 2 <i>October 1 2020</i>	Cohort 3 <i>November 4 2020</i>	Cohort 4 <i>December 2 2020</i>
FAS: <ul style="list-style-type: none"> • Admin Ops • DCE • Psychology • Romance Lang. • SCRIB 	FAS: <ul style="list-style-type: none"> • Social Sci Depts • Sci Depts • RAS • Sci Ops 	FAS: <ul style="list-style-type: none"> • Social Sci Centers • Libraries • Science Depts. 	FAS: <ul style="list-style-type: none"> • A & H • Admissions • Athletics • Hvd College • GSAS • Sci Depts. 	FAS: <ul style="list-style-type: none"> • Administration and Finance
Other Harvard: <ul style="list-style-type: none"> • HUIT • GSE • Some CSPH, FAD, HMS 	Other Harvard: <ul style="list-style-type: none"> • Allieds • CADM • CSPH • HKS • HMS • HSDM 	Other Harvard: <ul style="list-style-type: none"> • CS • HBS • HL • HLS • RIAS • WYSS 	Other Harvard: <ul style="list-style-type: none"> • CS (Housing) • CSPH • DIV • GSD • HBS • HLS • SEAS (w/Physics) • WYSS 	FAS Only



Buy2Pay Transaction Data

Transactions from 4/29/2020 to 12/8/2020

FAS		
Purchase Type	# of PO's	Total \$
PO	12,085	\$32,548,556.77
NR	315	\$88,214.22
PR	4,858	\$20,209,596.39
Totals	17,258	\$52,846,367.38



Buy2Pay Benefits

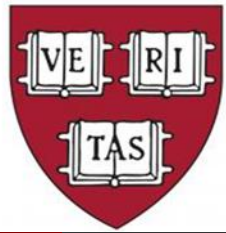
- **Paperless Process** – all paperwork (invoices, attachments etc.) in the procurement process will be electronic
- **Transparency** – workflows and transaction information visible to all users - shoppers, approvers, Central Administration, and suppliers
- **Cost Savings** – system will incorporate negotiated contracts and preferred suppliers to drive increased savings
- **Integration of Procure to Pay Process** – this platform provides multiple modules that are easily leveraged to improve the whole procurement lifecycle including sourcing, contract management, buying and paying
- **Electronic Forms**– special handling, NR, VJF and other forms are now available electronically through Buy2Pay
- **Debarment** – system will automatically verify that suppliers have not been debarred – no more Debarment Forms for most transactions



Administrative Systems Update & Support

Mary Ann Bradley

*Associate Dean for Administrative
Operations*



B2P Training & Support

Role	University	Admin Ops	Totals
Shopper (optional)	1,021	149	1,170
Requestor	440	1,064	1,504
Approver (includes Sr.)	<u>135</u>	<u>336</u>	<u>471</u>
Total (as of 12/08/20) :	1,596	1,544	3,145

- Reminders:
 - University Office Hours offered 2x daily through Teams
 - Admin Ops B2P Cohort Channels available in Teams through January 2021 for daily support for department LIMs & end users
 - As of February 1, revert back to Admin Ops/ASAP email for support
 - B2P access is removed 30 days after go-live date if online or Instructor led training has not been completed for Requestor and Approver roles



Additional Training Resources/Information

- Admin Ops/ASAP will continue to hold a specialized B2P class covering:
 - Advanced Tips & Tricks
 - Document Search
- Next offering - Friday, December 11th from 11:00 a.m. – 1:00 p.m.
 - No registration required
 - <https://harvard.zoom.us/j/91880070340?pwd=QytVZ2dpeXhsblBJZjFuemoycXJOZz09&from=addon>
- The next round of Finance Fundamentals will kickoff on January 26, 2021 - dates to be posted shortly on adminops@fas.harvard.edu



Year End Deadlines - AP

- **PO-related Invoices:**

- Due to AP by **5PM on Friday, 12/11/20** to pay by **Friday, 12/18/20**
- Invoices received after 12/11/20 will be paid in January
 - *B2P PO-related invoices, send to AP via: AP_Invoices@harvard.edu*
 - *HCOM PO-related invoices, send to AP via: AP_CustomerService@harvard.edu*

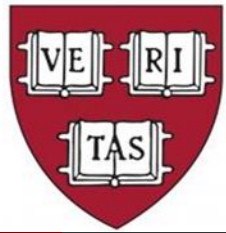
- **PR-related Invoices:**

- PR-related invoices must be **approved in B2P by 12/16/20** to pay by **12/18/20**
 - *Reminder: Do not send PR-related B2P invoices to AP - they are systematically generated*

- **Non-standard Check Processing:** (Special Handling, Department of Homeland Security, etc.)

- **Must reach AP by 5PM on Friday, 12/11/20** to accommodate paper check distribution by **Wednesday, 12/16/20**.
- After 12/16, Special Handling of paper checks will resume 1/4/21

- **HCOM:** During the Winter break, electronic invoices will continue to arrive and be processed, generating system receiving e-mails. Shoppers can also receive goods in the system during the break.



Year End Deadlines – Travel

- Concur reimbursements submitted and approved by 5:00 p.m. on **Monday, 12/14/20** will be processed before winter recess.
 - Concur Reimbursements received after the specified deadline will be posted in January.
- ‘Days to Approve’ will be increased to 30 days on 12/14/20 and will revert back to 10 days on 1/11/21.
 - Please note, this extended approval time will only apply to reports created on or after 12/14/20.
- Object code 6660 (Computer Supplies & Materials) has been added in Concur and is now available for use.

Business Travel

Meeting Room Rentals & Leases of Space (7230)

04. Supplies & Materials

Animal Supplies (6530)

Classroom Supplies (6540)

Computer Supplies & Materials (6660)

Food Supplies (6570)