

# **FAS Administrators' Town Hall**

**March 24, 2022**  
**Zoom**



# Agenda

**Welcome**

Scott Jordan

**Financial Update**

Jay Herlihy, Nancy Guisinger

**RMAS Update**

Michael Monaghan

**GSS Overview**

Krister Anderson, Gary Collins

**Preferred Travel Agencies**

Stacey Clifton

**HUIT**

Lisa Lavoie, Kate Brodoff, Kenton Doyle

**HR**

Tiffany Jadotte

**Administrative Operations**

Mary Ann Bradley

**Closing**

Scott Jordan



# Financial Updates

**Jay Herlihy**

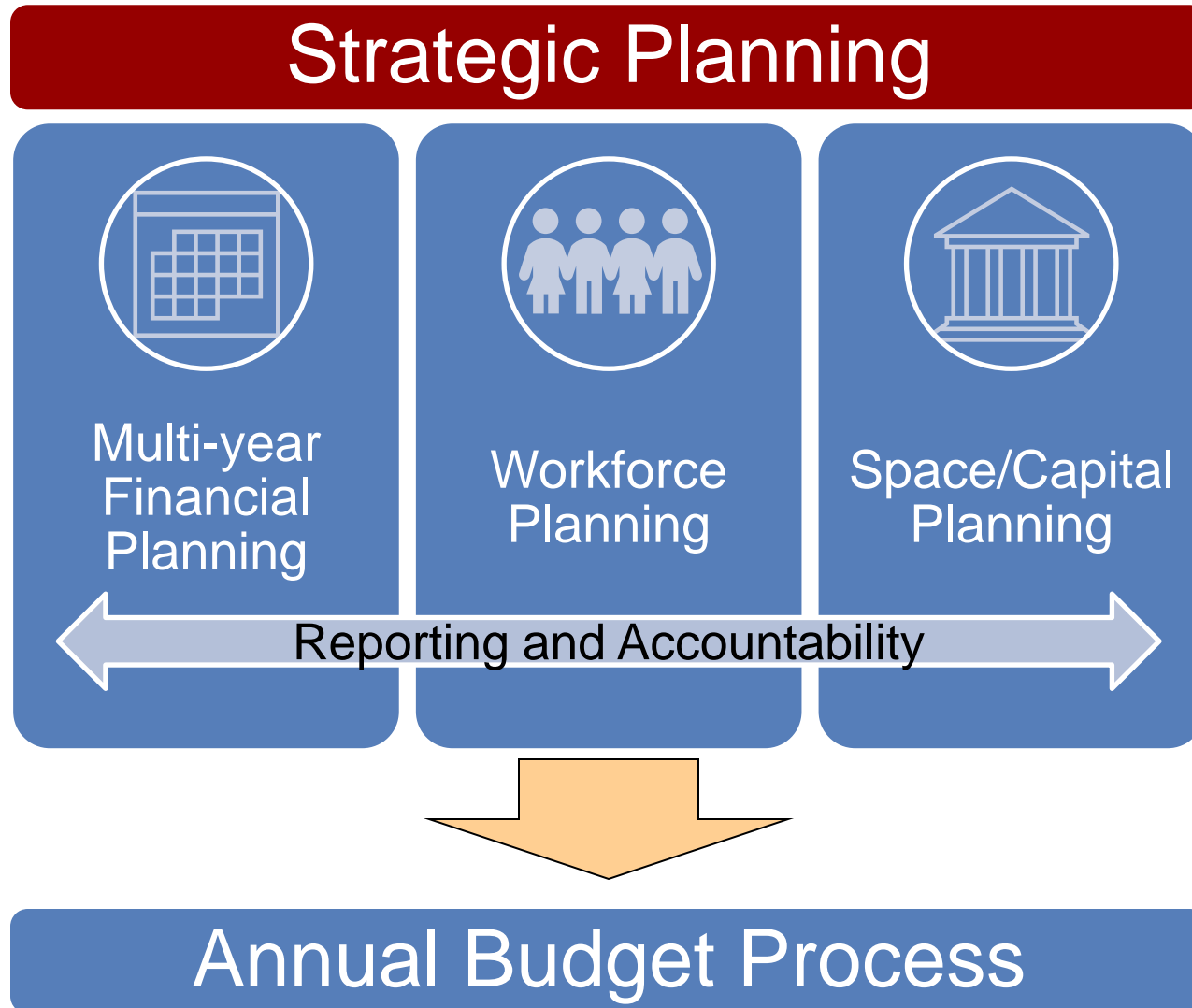
*Associate Dean for  
Finance*

**Nancy Guisinger**

*Assistant Dean for Finance,  
Controller*



# Workgroups



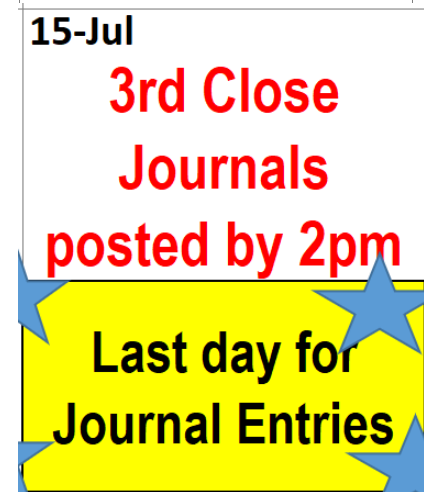
# FY22 Fiscal Year End Close

- Preliminary posting dates for significant expenses

- |                            |                       |
|----------------------------|-----------------------|
| • Monthly Payroll          | June 24 <sup>th</sup> |
| • Biweekly Payroll         | June 29 <sup>th</sup> |
| • Payroll Accrual (4 days) | June 29 <sup>th</sup> |
| • AP Closes                | June 30 <sup>th</sup> |

- Calendar impacts 1<sup>st</sup> Close

- Change for FY22



## Additional Resources for FY22 Year End

Department Checklist

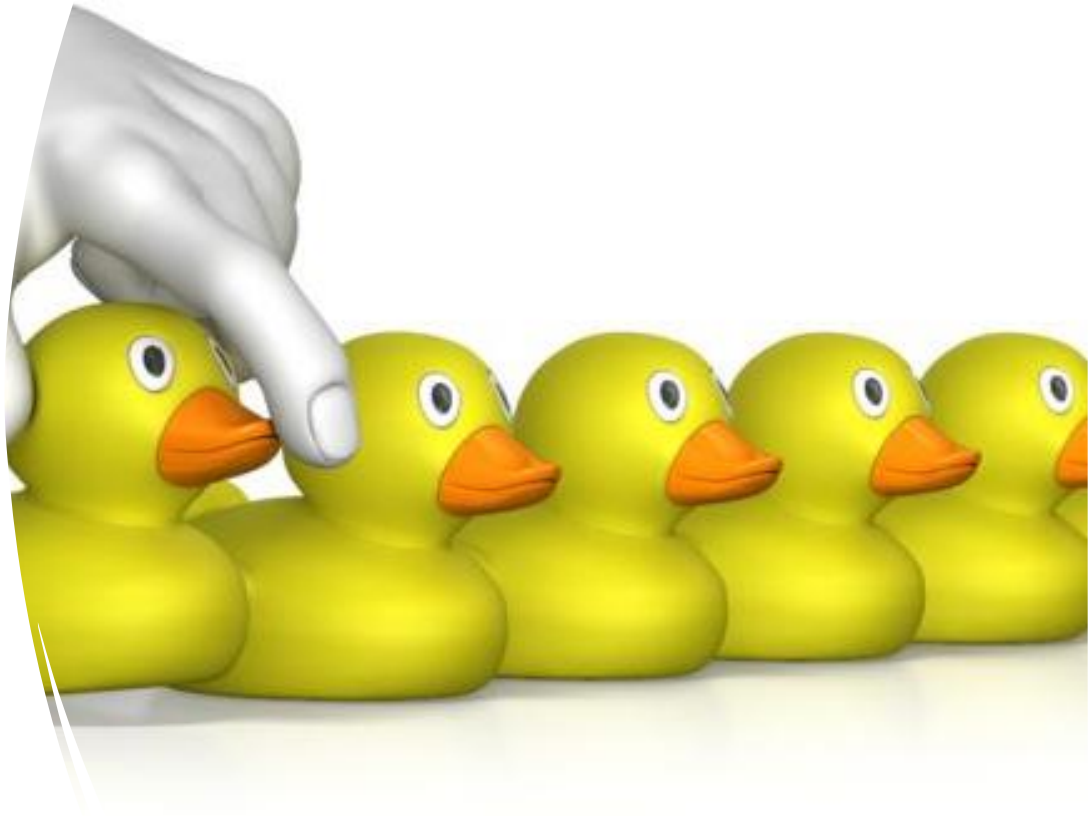
Year End Accounting Training

Have questions now? New email box:

FAS\_Accounting@fas.harvard.edu

# Get your ducks in a row now for Year End

- 
- Clear deficits- Gifts, Endowments and Unrestricted Designated Funds
  - Get receipts into B2P
  - Resolve holds in B2P
  - Process Concur transactions
  - Review Faculty Start Up 016110, nothing in Root 00000
  - Review transactions to verify Revenue and Expense are recorded accurately





# RMAS Update

**Michael Monaghan**

*Director, Risk Management and Audit  
Services*



## Harvard University Risk Management & Audit Services (RMAS)



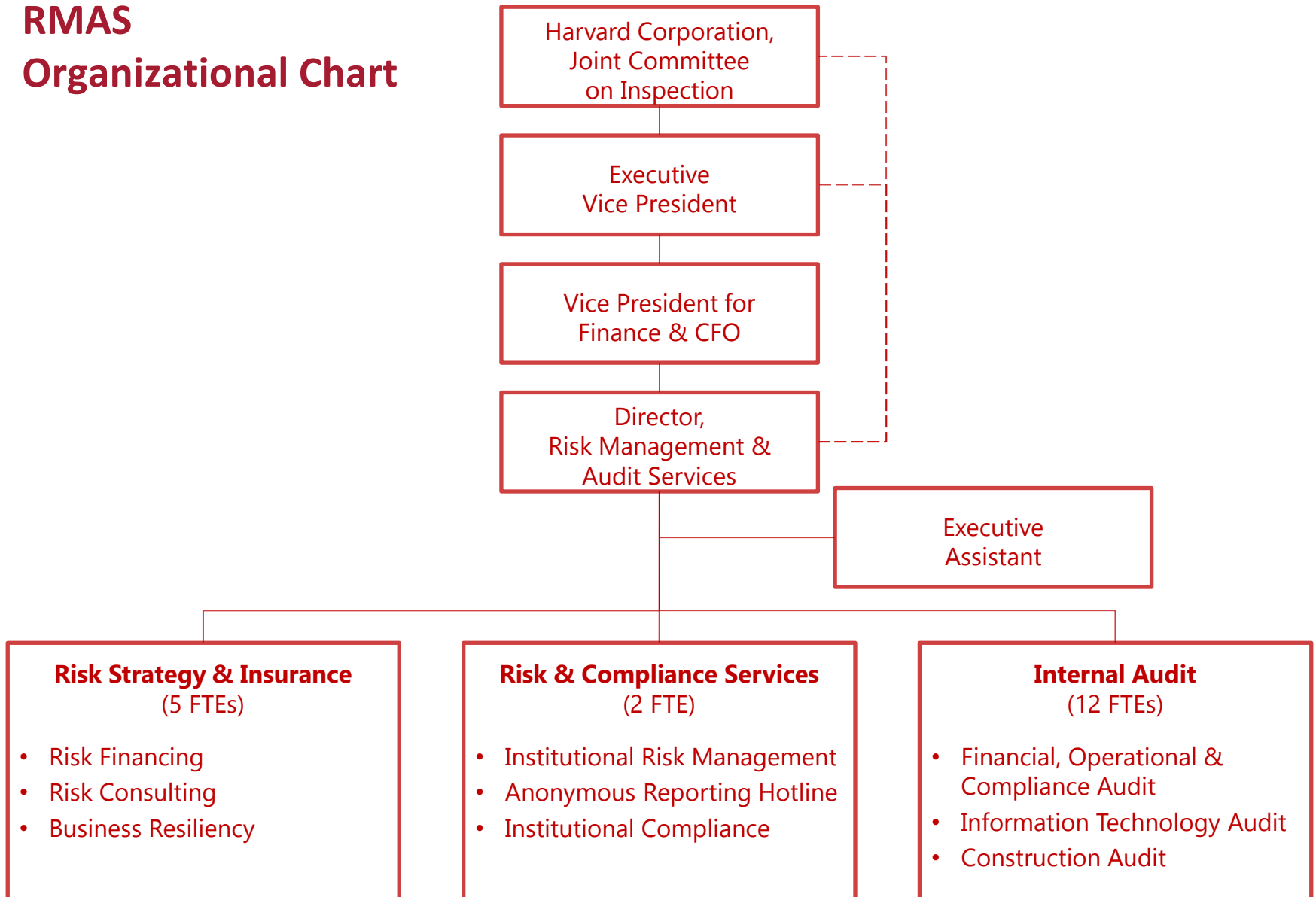
### mission

**“to assist University management and governing boards in identifying, managing and mitigating risk and ensuring risk management processes are integrated into the University’s business practices and academic and research activities.”**



# RMAS

## Organizational Chart



# Joint Committee on Inspection

## Committee Members

Theodore V. Wells Jr, Chair .....	Corporation
Kenneth I. Chenault.....	Corporation
William F. Lee .....	Corporation
Karen Gordon Mills.....	Corporation
Geraldine Acuña-Sunshine.....	Overseer
Helena Buonanno Foulkes.....	Overseer
Tyler Jacks.....	Overseer

## Management

Paul J. Finnegan .....	Treasurer
Alan M. Garber .....	Provost
Katie Lapp .....	Executive Vice President
Tom Hollister .....	Vice President for Finance and Chief Financial Officer
Diane Lopez .....	Vice President and General Counsel
Michael Monaghan.....	Director, Risk Management & Audit Services

## Staff

Marc Goodheart.....	Vice President and Secretary
Jeff Caldwell .....	Director of Administration and Senior Associate Secretary

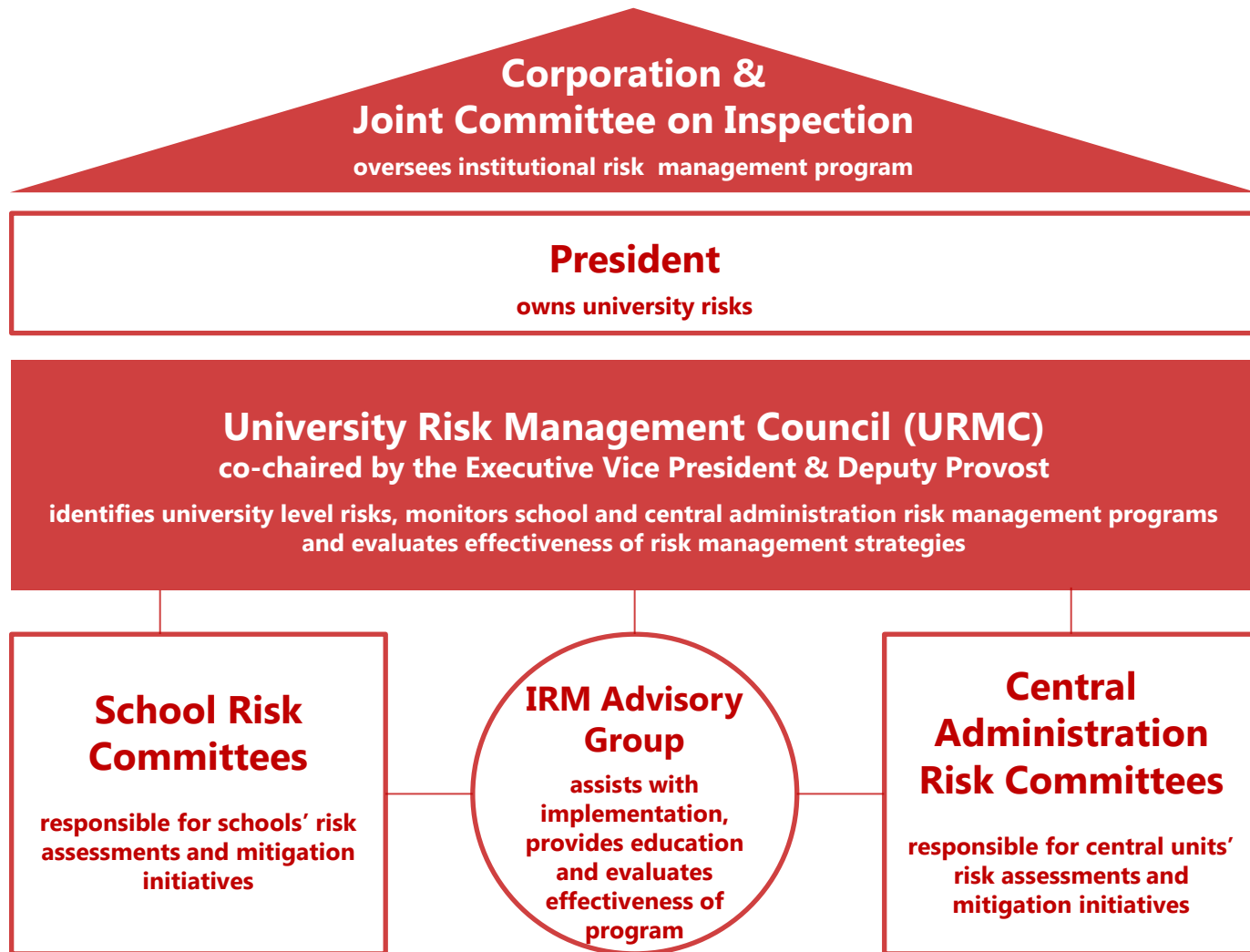


## value proposition



- use a standardized, university-wide framework to improve decision-making and resource allocation.
- help schools & central units prioritize and focus on the right risks and opportunities.
- help the University-level committees focus on the right University-level risks.

# Harvard University Institutional Risk Management (IRM) Structure





# university risk management council

## URMC membership

**Katie Lapp**, Executive Vice President (*Co-chair*)

**Peggy Newell**, Deputy Provost (*Co-chair*)

**Angela Crispi**, Executive Dean for Administration, Harvard Business School

**Manuel Cuevas-Trisán**, Vice President for Human Resources

**Mark Elliott**, Vice Provost for International Affairs; Mark Schwartz Professor of Chinese and Inner Asian History

**Tom Hollister**, Vice President for Finance/Chief Financial Officer

**Katie Hope**, Executive Dean for Administration, Harvard T.H. Chan School of Public Health

**Klara Jelinkova**, Vice President, University Chief Information Officer

**Scott Jordan**, Dean of Administration and Finance, Harvard Faculty of Arts & Sciences

**Diane Lopez**, Vice President and General Counsel

**Michael Monaghan**, Director, Risk Management & Audit Services

**Lisa Muto**, Executive Dean for Administration, Harvard Medical School

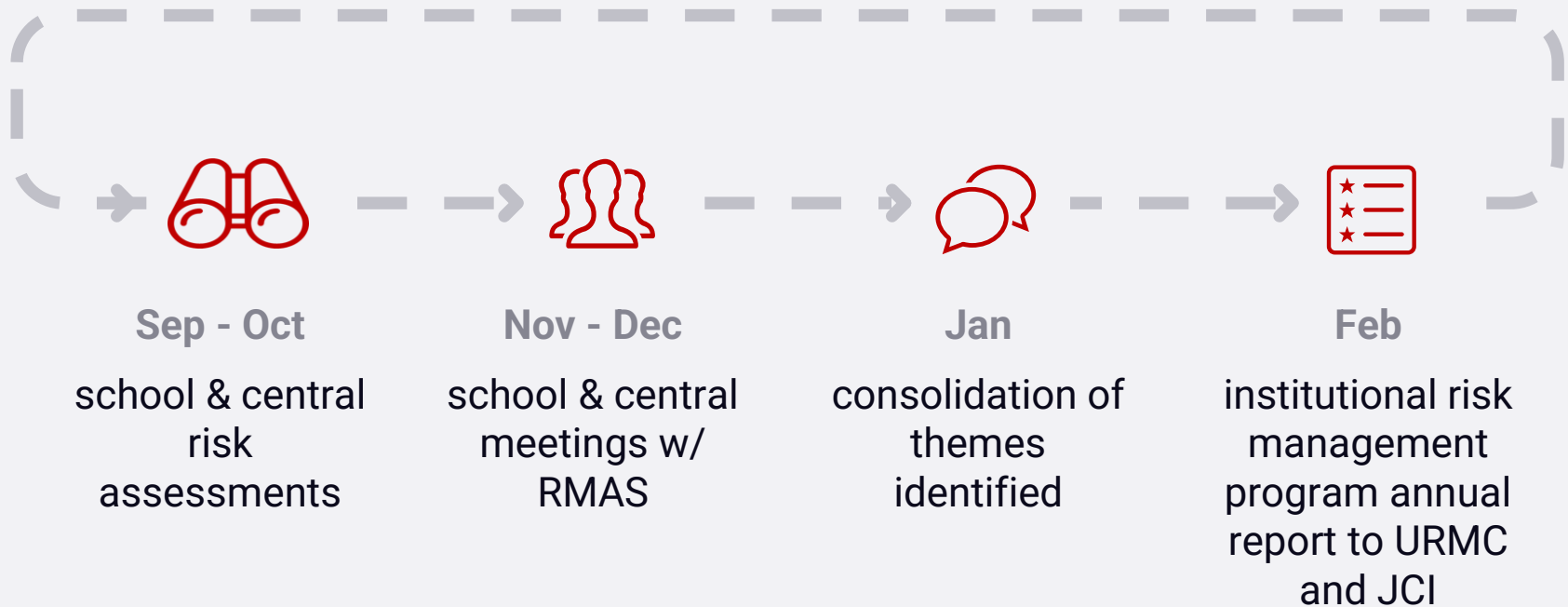
**John Shaw**, Vice Provost for Research

**Ara Tahmassian**, University Chief Research Compliance Officer

**Meredith Weenick**, Vice President for Campus Services

**Janney Wilson**, Harvard Kennedy School

# 2021 assessment process



## **2021 priority risk listing** **(issues identified for heightened attention in 2022)**

- Covid-19 Protocols\*
- Recruitment, Retention, and Succession
- Employee Burnout
- Workplace Design
- Mental Health
- Information Security
- Critical IT Infrastructure
- Financial Resiliency
- Research Compliance

\*There is sustained institutional focus on Covid-19 protocols obviating the need for separate URM C focus.

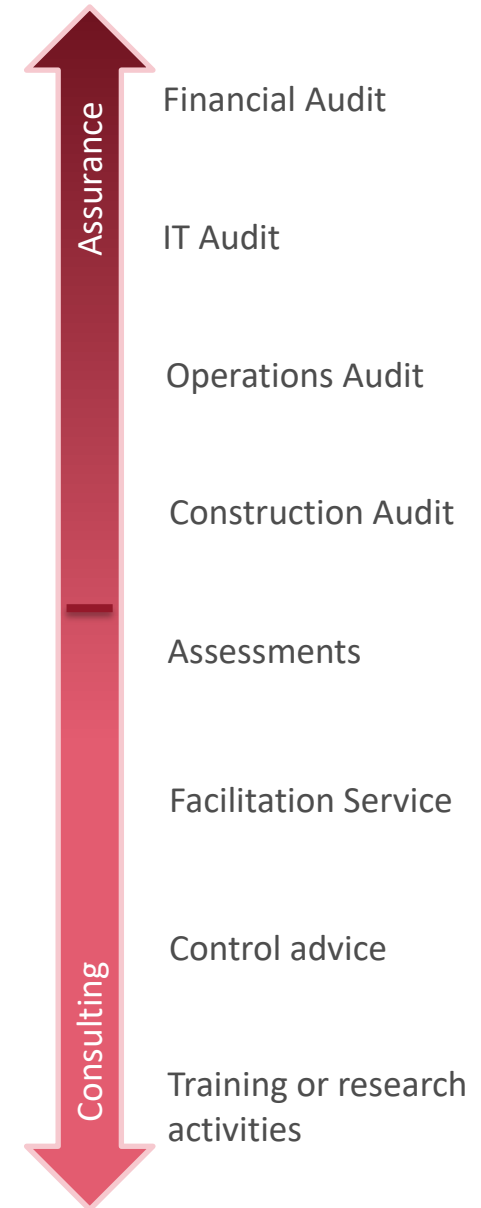
### objectives

- provide assurance that controls are in place to appropriately and reasonable address risk
- provide benefit to our operational colleagues by identifying inefficiencies, control weaknesses and recommending ways to correct them.
- provide objective and professional evaluations following the Institute of Internal Auditors (IIA) professional standards and a code of ethics



# Internal Audit – What We Do

- An **assurance engagement** (audit) is an objective examination of evidence for the purpose of providing an independent assessment on risk management, control, or governance processes for the organization. It typically results in a formal report inclusive of an overall rating and specific areas of improvement (if applicable).
  - Examples of the types of engagements that would be considered assurance engagements include financial, performance, compliance, system security, and due diligence audits.
- **Consulting services** typically result from management requests for advice about the control environment with the nature and scope agreed upon with the client or sponsor. May or may not include a formal report however, there are no ratings, and findings (if applicable) are addressed through less formal observations and recommendations.
  - Examples include activities such as conducting internal control training, providing advice to management about the control concerns in new systems, drafting policies, and participating in working groups or teams addressing emerging needs or regulatory compliance.



# reporting website speak up



# general hotline reporting & case management process



## report initiation

Person submits report to the Anonymous Reporting Hotline either by phone or online. The person submitting the report (“the reporter”) may remain anonymous or provide his/her name and contact info. The Hotline is staffed and managed by a contracted third-party, NAVEX Global, who collects the information, opens a case associated with the report, and assigns the reporter a Report Key and password so he/she can follow up later on the status of his/her report or provide additional information.



## notifications

NAVEX forwards the case/report information to Harvard Risk Management & Audit Services (RMAS), specifically the Director of RMAS, the Institutional Risk and Compliance Officer, and the Interim Hotline Administrator. The Director, Institutional Risk and Compliance Officer, and Interim Hotline Administrator review the report and determine appropriate next steps, which usually include engaging staff from the relevant Harvard tub with a legitimate need to know in order to resolve the issue or develop a response to the reporter. The Executive Vice President, Deputy Provost, and the Ad Dean or Vice President of the relevant tub are always provided a high-level summary of the report.



## case management

RMAS and the other Harvard staff engaged in the case discuss its details, try to determine the validity and accuracy of the reporter’s allegation(s), and decide appropriate next steps which could include requesting additional information from the reporter through the Hotline’s online communication portal (if the reporter remains anonymous) or through email/phone (if the reporter provides his/her contact information).



## case closure

RMAS provides a closing message to the reporter with a high-level summary of the steps taken by Harvard while maintaining an appropriate level of privacy for all parties involved in or related to the case/report. RMAS typically leaves the case open for several weeks after providing the closing message so the reporter can provide additional comments or ask further questions. If no additional comments/questions are received during this time, the case is closed.

## 2021 reports / issues & 5-year trends

178

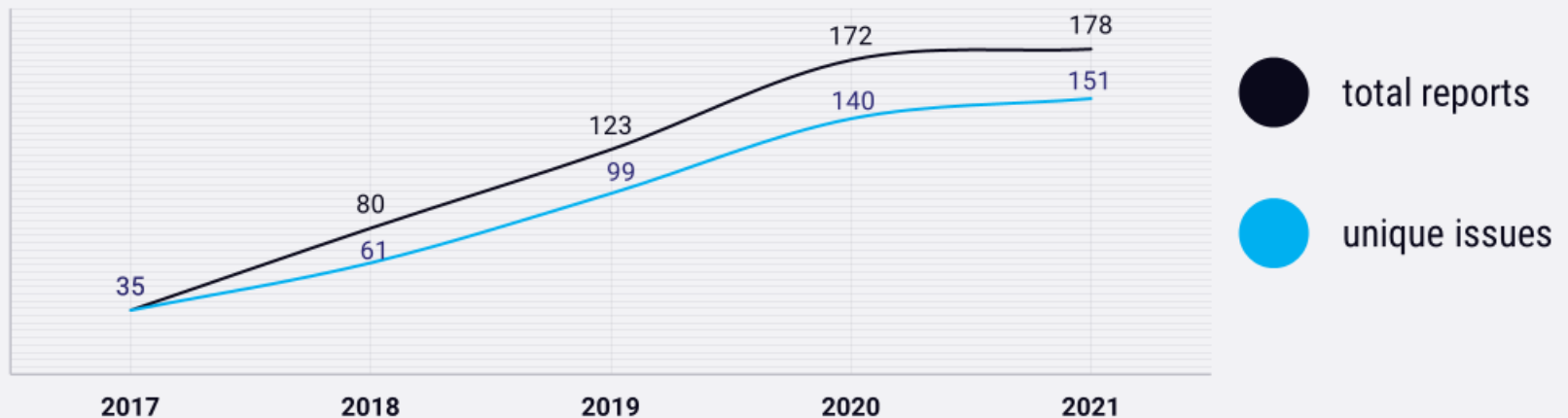
### total reports to hotline in 2021

Reports can be submitted by phone to a third-party call center or through an online form. The person submitting the report can do so anonymously or can give his/her name.

151

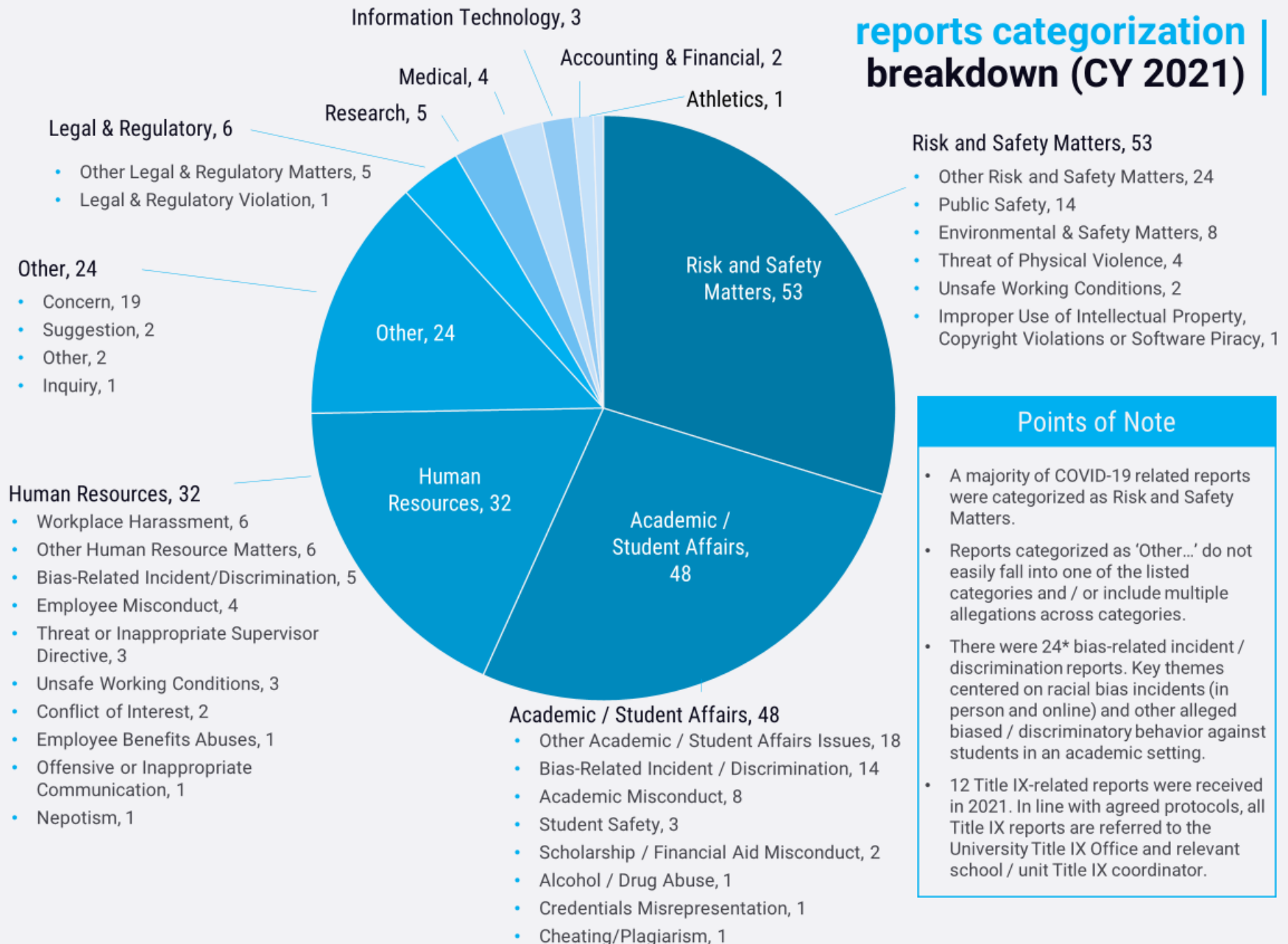
### unique issues reported to hotline in 2021

A unique issue may be a single, stand-alone report to the hotline or multiple, separate reports to the hotline all regarding the same issue. For example, there were 5 separate reports to the hotline in 2021 reporting non-compliance with social distancing in a specific department.



Note: The increase in reports over prior years can be attributed to many factors. Key for 2020, the Hotline has been highlighted as a resource for the community since the beginning of the pandemic. In an effort to enhance awareness of the Hotline in 2018 / 2019, over 800 posters and postcard-sized information cards were distributed university-wide and presentations about the Hotline were given to key stakeholder groups. The Hotline is also provided as an available resource in numerous policies and trainings, including Harvard's Whistleblowing Policy.

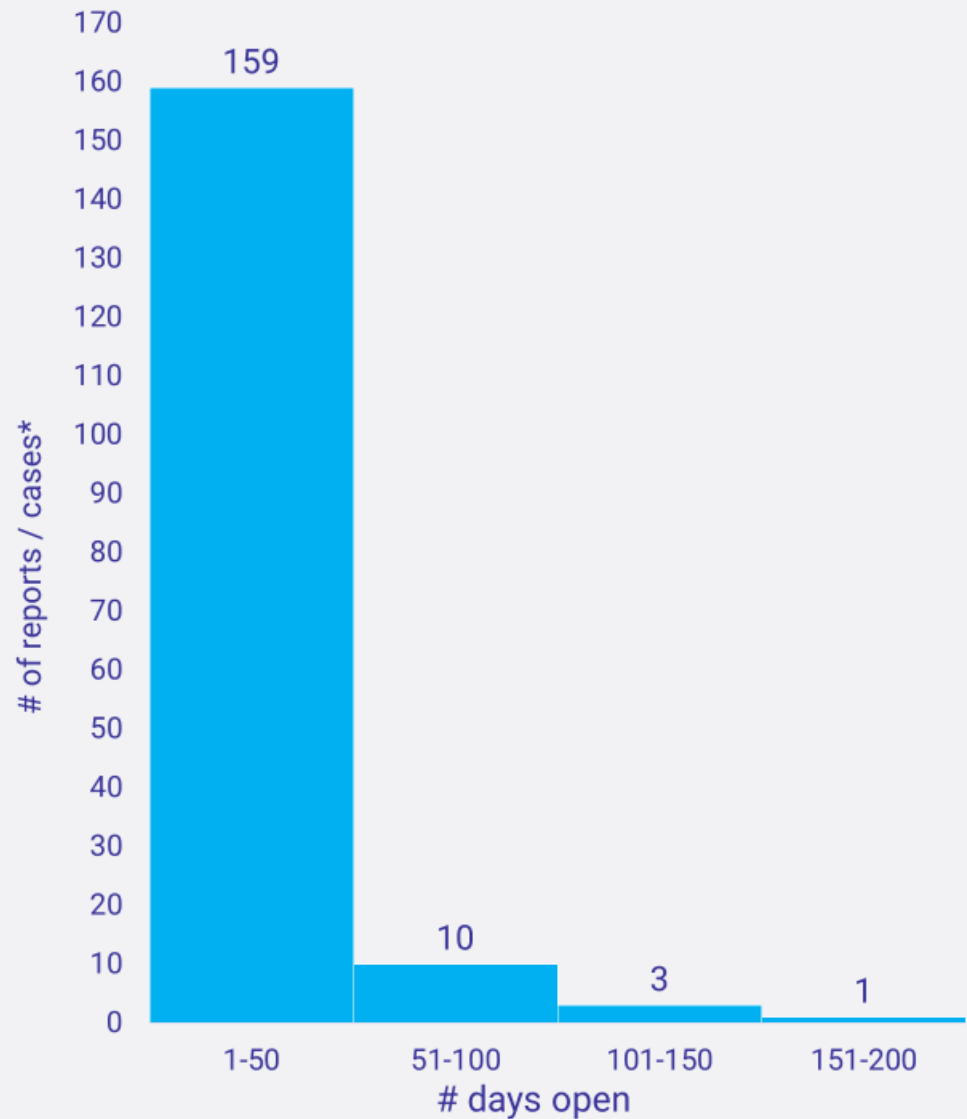
## reports categorization breakdown (CY 2021)



## # days reports/cases remain open

average:  
**39 days**

- 92% of cases were closed within 50 days as compared to prior year at 79%
- Cases remain open while the issues reported are reviewed by the appropriate school and/or CADM unit official(s) as well as to maintain an open line of communication with the person who submitted the report (*the hotline's online platform allows for two-way anonymous communication between RMAS and the reporter*)
- A case is closed when those involved in handling the matter agree that closure is appropriate. RMAS provides a closing message to the reporter with a high-level summary of the steps taken by Harvard while maintaining an appropriate level of privacy for all parties involved in or related to the case/report.



\* 173 of the 178 reports/cases from CY21 are included in this analysis. The other 5 cases were open (i.e., additional actions were needed before the cases could be closed) at the time this report was created.



**questions / comments**



Michael Monaghan  
Director, Risk Management & Audit  
Services

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C: 781-588-2767



# Global Support Services Update

**Krister Anderson**

*Senior International Program  
Consultant, GSS*

**Gary Collins**

*Senior Program Manager,  
Strategic Initiatives*



HARVARD GSS

# PARTNERING FOR INTERNATIONAL SUCCESS

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HARVARD  
Global Support Services



PHOTO: DARRELL HUANG '20, FRANCE

Harvard Global Support Services (GSS) offers international travel, research, and programming support for students, faculty, and staff across Harvard's Schools, departments, and centers.

Since 2011, we have helped the Harvard community minimize risk, manage complexity, and maximize the impact of their international travel and activities.



SAFETY AND  
SECURITY



HEALTH



CULTURE



INTERNATIONAL  
SOS



OUTBOUND  
IMMIGRATION



EMPLOYMENT



FINANCIAL AND  
LEGAL MATTERS



RESEARCH CENTER  
OPERATIONS



Visa guidelines and documentation requirements can vary from country to country. Our resources help enable smoother travel, simplified logistics, and peace of mind.

#### KEY CAPABILITIES AND SERVICES

- Advice and resources for expedited processing of outbound visas and U.S. passports
- Proof of evacuation coverage
- Guidance on transport of technology, equipment, biological samples, and cash across borders

→ Processing delays due to COVID – apply early!



Hiring is a common need for international projects. We can advise you on the right way to hire and connect you with our network of staffing partners or Harvard hiring solutions.

#### KEY CAPABILITIES AND SERVICES

- Advise on hiring options, Harvard policies, and country requirements
- Coordinate with HR and Finance departments
- Manage third-party vendors (PEOs)
- Hire through Harvard Global

→ Big uptick in COVID; returning to new levels of normal with future of work

→ Advocating for processes, policies, and options



Harvard Global, our affiliated nonprofit legal entity, provides a suite of fee-for-service operational capabilities.



#### KEY CAPABILITIES AND SERVICES

- Establishing overseas offices and entities
- Employment and payroll
- Receiving and managing grants to fund research activities in US and abroad
- Mechanisms for tax-efficient giving from donors abroad

→ 10 entities in 7 countries

→ Expanding capabilities to hire and/or receive gifts and grants—particularly in EU, UK, and India





We help our clients stay safe and travel smart, no matter where they're headed.

#### KEY CAPABILITIES AND SERVICES

- 1:1 trip consultations and group orientations
- Global trend monitoring and analysis
- Country guides and risk ratings
- Identity-based risk support
- Well-being checks and traveler accountability
- Incident assessments, advisories, and alerts
- International Emergency Management Team and emergency response program



Pre-travel preparation and awareness are key—even for the well-traveled—and we can help you make informed decisions.

- Research and consider country-specific factors in the context of your identity, in-country activities, and familiarity with the country and its culture



- COVID entry and exit requirements: vaccination, testing, quarantine
- COVID policies of the institutions, locations, and entities you will be visiting

[globalsupport.harvard.edu/news-events/coronavirus-advice-travelers](https://globalsupport.harvard.edu/news-events/coronavirus-advice-travelers)





International SOS is our vetted partner for emergency response. Their medical, mental health, and travel security services are available to eligible students, faculty, staff, and researchers who are traveling or working overseas on behalf of Harvard.



## KEY CAPABILITIES AND SERVICES

- Routine and emergency advice, assistance, and evacuations
  - 24/7 hotline: [+1-617-998-0000](tel:+16179980000)
  - Travel registration: [globalsupport.harvard.edu/mytrips](https://globalsupport.harvard.edu/mytrips)
  - Proactive incident communications
- Member portal: country guides, COVID trip planner, and alerts
  - Mobile app (iOS, Android): trip registration, country guides, alerts, COVID trip planner, and real-time check-in and chat

→ Trip registration required for all Harvard affiliates now

→ Proof of registration required for reimbursement

Find out more about how GSS can help get you where you want to be.

CONTACT US

+1-617-495-1111

globalsupport@harvard.edu

globalsupport.harvard.edu

REGISTER TRAVEL

International SOS MyTrips

globalsupport.harvard.edu/mytrips

EMERGENCIES ABROAD

International SOS

+1-617-998-0000

Mobile app

International SOS Assistance app

Available from the Apple App and Google Play stores



# Preferred Travel Agencies

**Stacey Clifton**

*Senior Manager*

*Travel, Reimbursement and Card Services*

# Agenda

- Harvard Preferred Agencies
- Booking your Travel
- Resources
- Questions?



# Harvard Preferred Agencies

Agency	
<b><u>Egencia</u></b> Ph: 800-373-4979	<ul style="list-style-type: none"> <li>• On-line booking tool (low fee for on-line booking)</li> <li>• Agent assisted bookings available</li> <li>• Use on-line for less complicated itineraries</li> </ul>
<b><u>The Travel Collaborative</u></b> Ph: 617-497-8123	<ul style="list-style-type: none"> <li>• Local full service, boutique agency</li> <li>• <u>High touch</u> service with insider destination and travel knowledge</li> <li>• Group &amp; meeting travel services</li> <li>• Affiliated with Tzell Travel</li> </ul>
<b><u>BCD Travel</u></b> Ph: 617-496-8000	<ul style="list-style-type: none"> <li>• Full service agency</li> <li>• Group &amp; meeting travel</li> </ul>
<b><u>Milne Travel</u></b> Ph: 781-843-8952	<ul style="list-style-type: none"> <li>• Full service agency</li> <li>• High touch service</li> <li>• Group &amp; meeting travel</li> </ul>

Use of these agencies automatically registers International travel with  
[International SOS/ Mytrips](#)



**HARVARD**  
Financial Administration

# Benefits of Using Preferred Agencies

- **Traveler profile\*** – agencies can create a traveler profile with all the traveler's pertinent information (i.e. loyalty, payment info, etc.) etc.
- **One stop shopping** – air, hotel and car reservations
- Agents are **familiar with Harvard Travel Policies and restrictions including the Fly America and Open Skies Act** - required for Federal and cost-share funds
- **Travelers are identified** as “**Harvard travelers**” – eligible for applicable discounts, benefits and added value features including preferred seating, priority boarding and priority re-accommodation from our airline partners
- **Negotiated pricing** –Access to Harvard's discounted pricing on many carriers including fully refundable “flat fares” on certain frequently traveled city-pairs with AA and JetBlue (some Jet Blue fares include a free bag)

\* profile forms are available on the Preferred Agency Tab of the Travel Website



# Additional Benefits

- **Added value services** – Agents work with the vendors on our behalf (penalty waivers, no show charges, seat & waitlist clearance, assistance with refunding/voiding tickets etc.)
- **Additional level of support** - Agents can provide an additional support in the event there are issues while you are traveling
- **Duty of care** –
  - Automated feeds to International SOS, the University's vendor that provides 24-hour worldwide medical, mental health and security assistance and evacuation services to eligible Harvard students and employees while on Harvard related travel abroad and is now a requirement for all International Travel.
  - Itinerary changes are fed in as well, saving time and effort as users don't need to log in to update their registration
- **Provide 24/7 assistance**



# Additional Benefits continued

- **Fare matching** – Agents can work with airlines to try and match a lower fare on a competitor airline
- **Track and report CO2 emissions** for Harvard's Office for Sustainability



# Harvard Preferred Vendors & Benefits

Visit: <https://travel.harvard.edu> for the full list

<p><b><u>Airlines:</u></b> American*, Delta, Jet Blue, Porter Airlines, United, Emirates, Cathay Pacific, &amp; more</p> <p><b>*Includes AA JV One World Partners – British Air, Japan Airlines, Iberia, etc.</b></p>	<p>Discounted pricing, name changes, preferred seating (at no additional cost), priority boarding, priority re-accommodation, priority upgrades</p>
<p><b><u>Hotels:</u></b> Chainwide Agreements with Marriott, Club Quarters, Choice Hotels in addition to discounts at Cambridge and Boston Hotels</p>	<p>Harvard employees who join Marriott Bonvoy frequent stay program are upgraded to Silver Elite Status (must be a new membership using Harvard e-mail address)</p>
<p><b><u>Car Rentals :</u></b>  Enterprise/National and Hertz</p>	<p>Discounted pricing, free program memberships and University required insurances* included in the rates</p> <p><b>* Insurance applies to Harvard Business rentals in the US only</b></p>



# General Travel Tips

- Use a Harvard issued Card to purchase your airline tickets to provide better visibility and protections.
- Use any unused tickets (Harvard Purchased) you might have when booking your trip
- Book non-stops when possible, to avoid additional connection points and increased exposure
- Book early, however, be prepared for airline schedule changes
- Book car rentals as early as possible using our preferred partners – Enterprise, National or Hertz.
  - Take advantage of free loyalty program memberships.
- Consider purchase of refundable tickets for situations where the itinerary might change as long as budget and local school/sponsored award policy allows (contact your school finance office for additional information)

# International Travel Tips

- Register your trip with [International SOS/My Trips](#)
  - Note: If tickets are purchased using a Preferred agency: **Travel Collaborative, BCD Travel, Milne Travel or Egencia**, travelers will automatically be registered for the [International SOS Program](#)
- Connect in the U.S. instead of through European cities to avoid additional exposure, changing entry regulations/restrictions and to prevent risk of being quarantined mid-trip.
- Continue to monitor entry/exit requirements throughout your trip as rules are changing on a regular basis.
- Use US carriers, not codeshares (not even BA, LH, AF/KLM) as international carriers have been slow to issue refunds on canceled flights, if they refund at all.

# Egencia Booking Tips

- Tickets are issued in the name exactly as it appears in the “Traveler Name” field; must match your government issued ID
  - **Name or Username Changes** - Name changes or adjustments (due to marriage, divorce, etc. or to add a middle name, initial) must be requested with [fad\\_travelmgr@harvard.edu](mailto:fad_travelmgr@harvard.edu)
- All other profile information can be changed by the user or their travel arranger
- Review your traveler profile to ensure all the information is properly updated
- Keep credit card information updated – the mailing address and expiration date must match in order for transactions to be completed
- If you are canceling a **refundable** ticket, ask the agent to refund it for you as opposed to putting it in your travel bank
- Multiple forms of payment and/or e-mail addresses can be added to a Travelers Profile



# Additional Egencia Tips

- **READ THE RULES OF THE FARES/RATES YOU ARE BOOKING –** Airlines, Hotels & Cars have many rate types with different rules for cancellation, refund, access, payment type, etc.
- Use parameters to better define your search results when booking air:
  - Departure/Arrival Times, Nonstop, Refundable/Non-refundable
- Contracted carriers will have a “Company Preferred Airline” label. Since discounts vary by fare type, the discounted rates may not appear until the flight is selected and you arrive at the next screen. Discounted fares will be labeled as “Harvard University – Negotiated rate.”
- When booking cars – only the rates flagged with “Company Negotiated” (a green box under the car image) will have the required insurance automatically included; otherwise required insurance must be selected at time of rental.

Please note: Insurance is included for US rentals only. Insurance should be purchased for International rentals.



# Resources

- **Harvard Travel Website** – <https://travel.harvard.edu>
  - For information about our preferred vendors, travel policy, reimbursement (Concur tab), Meetings and the latest Coronavirus Travel Guidance
  - [COVID 19 Travel & Reimbursement Guidance](#)
- **Egencia Training** – [Welcome to Egencia](#)
  - [Egencia Training](#) (sign up for classes)
- **Global Support Services** - [Travel | Harvard GSS](#)
  - To register your International trip, visit the GSS Website
- **Concur Website** – <https://travel.Harvard.edu/concur>
  - On-line tutorials available under “Concur Training”
- **Harvard Card Services Site** – <https://cardservices.Harvard.edu/home>
- **Harvard University Travel Policy** - [Travel Policy | Financial Policy Office \(harvard.edu\)](#) Please view Appendix G for sponsored guidance
- **OSP Travel Expense & Reporting** - <https://osp.finance.harvard.edu/travel-expense-reporting>



# QUESTIONS?

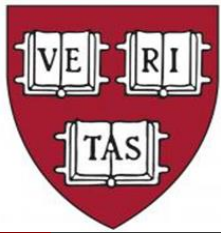


# PeopleSoft Updates

**Lisa Lavoie**

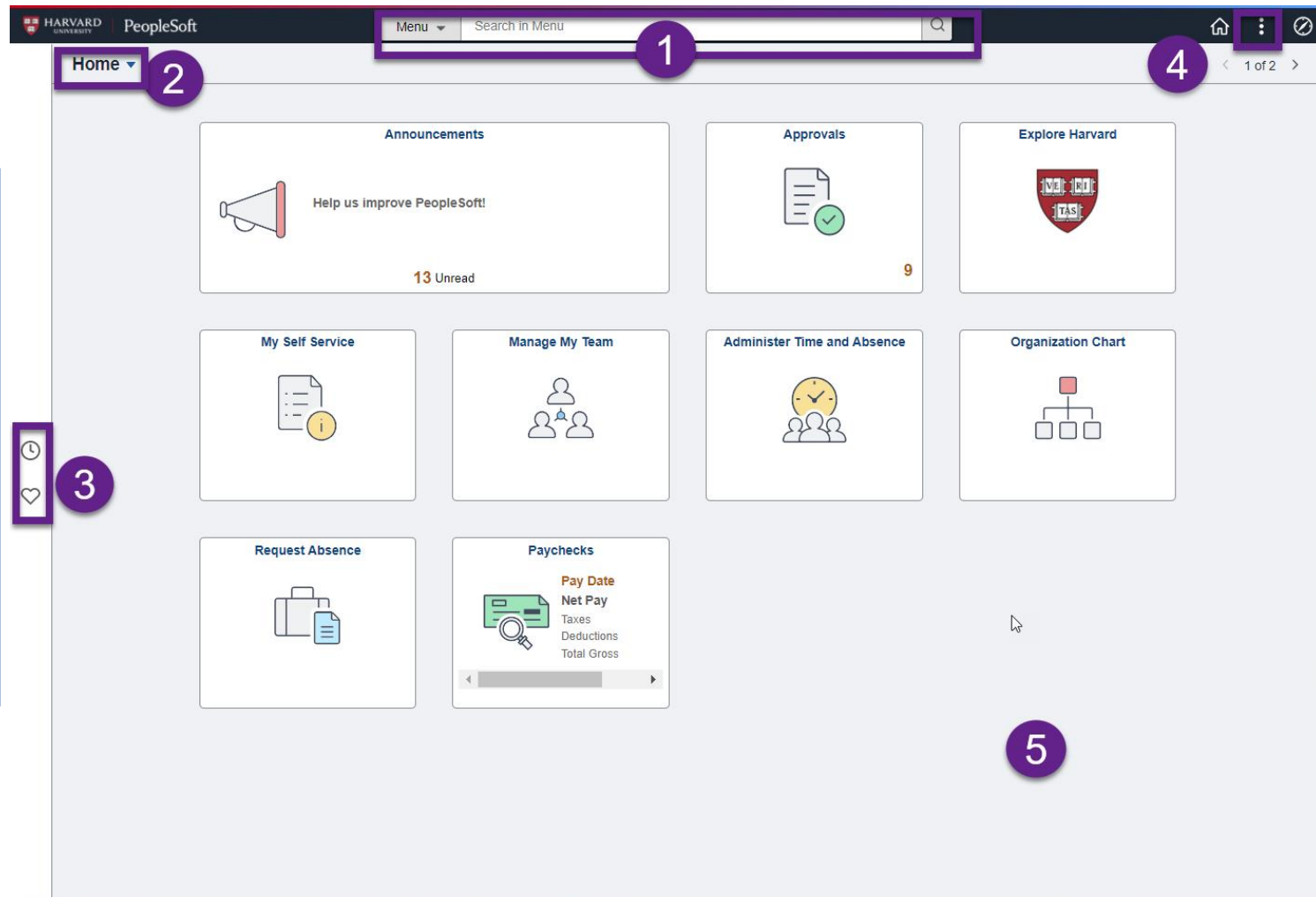
*Associate Director, HR  
Systems*





# PeopleSoft Updates – New Look/Feel In May

- Starting May 23, 2022 – you will notice a new Look and Feel in PeopleSoft



1. Search is front and center
2. Navigation to other home pages moved
3. Favorites and Recently Visited pages can be accessed via icons
4. Sign Out moved to the Actions Menu
5. Color scheme on home pages is lighter



# PeopleSoft Updates- Absence Pages for Managers: by Direct and Indirect Reports

- Aligns with other MSS pages, easier to use for Managers.
- All Manager Self Service (MSS) Absence Pages, Request Absence, View Absence and Cancel Absence, now have **the same search by direct reports**, with the ability to drill down to indirect reports.

## Prior

**View Requests**

▼ Search Options

\*Search by

Employee ID

**Select Group** 1 row

Group Id	Description
A99272	CADM*HUIT*AM*ATS Admin Systems

## Current

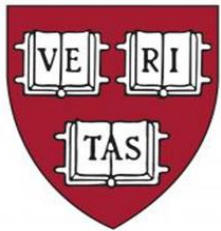
**View Requests** Sign Out

Search your Employees

As Of

**Select Employee** 6 rows

Name / Title / ID - Record	Directs / Total	Status / Type
[Employee]	2/2	Active Employee
[Employee]	3/3	Active Employee
[Employee]	3/3	Active Employee



# PeopleSoft Updates- Create and Maintain Absence page (for Administrators)

- Administrators can **approve, add and cancel requests** on one page
- Search by Group Id and Workflow Status

**Time and Absences**

**Create and Maintain Absence Requests**

Search

Work Flow Status:

From Date: 07/29/2021

Employee ID:

Absence Name:

Approver Operator ID:

Department:

Pay Group:

HR Status:

From Employee ID:

From Last Name:

Through Date: 01/25/2022

**Action Date**

Action	From Date	Through Date
Submitted	<input type="text"/>	<input type="text"/>
Approved	<input type="text"/>	<input type="text"/>
Pushed Back	<input type="text"/>	<input type="text"/>
Denied	<input type="text"/>	<input type="text"/>
Canceled	<input type="text"/>	<input type="text"/>
Voided	<input type="text"/>	<input type="text"/>

Search Clear Search Save Search

**Create and Maintain Absence Requests**

Search

**Absence Requests**

1-5 of 41 View All

**Absence Detail** Click Here for Partial Days Additional Information Override Process Forecast Comments Demographic

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	Status	Cancel Reason	Void
<input type="checkbox"/>	10231213		0	Financial Associate II	09/22/2021	09/22/2021	Sick	Employee	7 Hours	View/Add	445.04 Hours	09/22/2021	Employee Absence Request	Approved		<input type="checkbox"/>
<input type="checkbox"/>	10231213		0	Financial Associate II	09/21/2021	09/21/2021	Sick	Employee	1 Hours	View/Add	445.04 Hours	09/21/2021	Employee Absence Request	Approved		<input type="checkbox"/>
<input type="checkbox"/>	10231213		0	Financial Associate II	09/20/2021	09/20/2021	Sick	Employee	2.5 Hours	View/Add	445.04 Hours	09/20/2021	Employee Absence Request	Approved		<input type="checkbox"/>
<input type="checkbox"/>	10231213		0	Financial Associate II	08/19/2021	08/19/2021	Sick	Employee	2 Hours	View/Add	445.04 Hours	08/19/2021	Employee Absence Request	Approved		<input type="checkbox"/>
<input type="checkbox"/>	10231213		0	Financial Associate II	08/03/2021	08/04/2021	Vacation	Vacation	14 Hours	View/Add	249.64 Hours	08/03/2021	Employee Absence Request	Approved		<input type="checkbox"/>

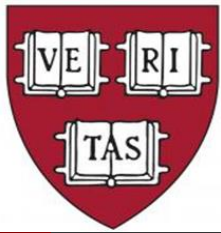
Select All Deselect All

Copy Absence Delete

Comments

**Submission Options**

Submit Save as Draft Forecast



# PeopleSoft Updates- Administer Time and Absence Tile Layout

Coming 3/31 (next week)

- Reorganizing the layout of the folders in the tile to **separate Managing Time vs. Managing Absence**

The screenshot displays the 'Administer Time and Absence' tile layout. On the left, a sidebar menu lists several options: 'Manage Time', 'Manage Absence', 'Approvals', 'Manage Schedules', 'Absence Management Reports', and 'Time & Labor Reports'. The 'Manage Time' and 'Manage Absence' options are highlighted with red boxes. A blue arrow points from the 'Manage Time' option in the sidebar to the 'Manage Time' folder in the main content area. Another blue arrow points from the 'Manage Absence' option in the sidebar to the 'Manage Absence' folder in the main content area. The main content area shows a list of folders: 'Manage Time' (highlighted with a red box), 'Approve Reported Time', 'Enter Time', 'Adjust Time', 'Manage Exceptions', 'Superuser Rptd Time Approval', 'Payable Time Summary', 'Payable Time Detail', 'View Payable Time by Group', and 'Compensatory Time'. The 'Manage Absence' folder is also highlighted with a red box and contains a list of sub-items: 'Absence Event', 'Create and Maintain Absences', 'Absence Historical Details', 'Review Absence Balances', and 'Absence Balances'.



# CampusPress & Unused OpenScholar Sites

**Kate Brodoff**

*Senior Project Manager*

**Kenton Doyle**

*Director, Harvard Web Publishing*

# Purpose / Objective

[CampusPress](#) at Harvard is a WordPress-powered, site building platform with Harvard-branded, accessible themes and templates. This platform is complementary to OpenScholar, *not a replacement* for it.

## Benefits & Rationale


- Non-technical users can manage a blog or website using a simple interface
- Reduces reliance on third-party, one-off design and development
- Hosting and support are included
- Users have been asking for an alternative to OpenScholar for many years
- The WordPress administrative experience is familiar to many
- Provides a new, central destination for Wordpress sites around campus that may be using aging, school-based internal hosting operations
- Two instances provided: one as self-serve, one for HWP agency services

# The Vendor - CampusPress

WordPress multisite hosting for higher education.

- Hosting
- Accessibility
- Plugin Vetting
- Security
- Themes

Subsidiary of Incsu

[About](#) [Blog](#) [Support](#) [REQUEST INFO](#)

[Schools & Districts](#) [Higher Ed](#) [Accessibility](#) [Hosting](#) [Plugins](#) [Security](#) [Themes](#)

## WordPress For Education

At CampusPress, we're experts in bringing innovative web solutions to schools, school districts, colleges, and universities through WordPress and our wide range of plugins and products.

Our services in accessibility, security, hosting, and support power millions of education websites, blog networks, and portfolios.

[REQUEST INFO](#)

# Requests & Support

## Request a site in ServiceNow

HWP vets the request to ensure:

- Appropriate use case
- Provide guidance
- Gather feedback to improve service & documentation

Request a Harvard CampusPress Site

CampusPress is a WordPress-powered platform designed for higher education websites. Create and manage a website or blog using Harvard-branded templates with pre-vetted plugins and blocks. Please see the **HUIT service page** for more information.

Please note: this service is only available to benefits eligible faculty and staff employed by Harvard and currently enrolled, degree-seeking students.

Complete the fields below to request a new website. Since this service is in its pilot phase, we are provisioning a limited amount of sites. You will receive a response within 3-5 business days on the status of your request.

\* Name  
Kate Brodoff

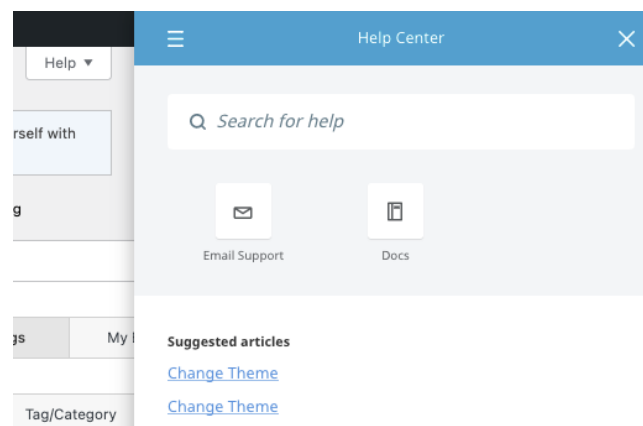
\* Email  
kate\_brodoff@harvard.edu

\* What is your desired URL? sites.harvard.edu/ \_\_\_\_ ⓘ  
Lower-case letters, numbers, and dashes only, please. You may choose the last portion of the URL (after the slash) for example: [sites.harvard.edu/davis-biology-lab](https://sites.harvard.edu/davis-biology-lab). This is the public URL for your site and cannot be changed. HUIT reserves the right to refuse any site name request.

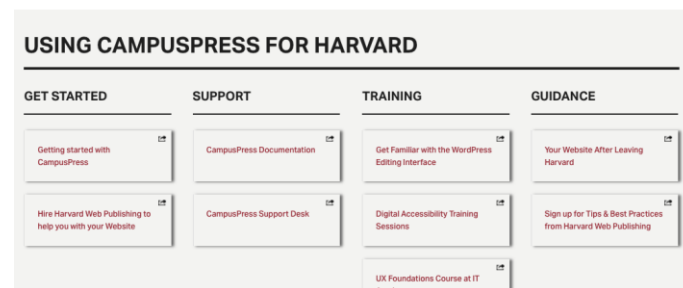
\* What is your desired site Title? ⓘ  
Example: "Davis Biology Lab". The site title can be changed later.

\* What is the purpose of the site you are requesting?

## CampusPress Docs & Support



## HUIT Service Page & KB Articles





# OpenScholar: Removing unused sites

# Overview

## **Why** – Reasons for removing OpenScholar sites:

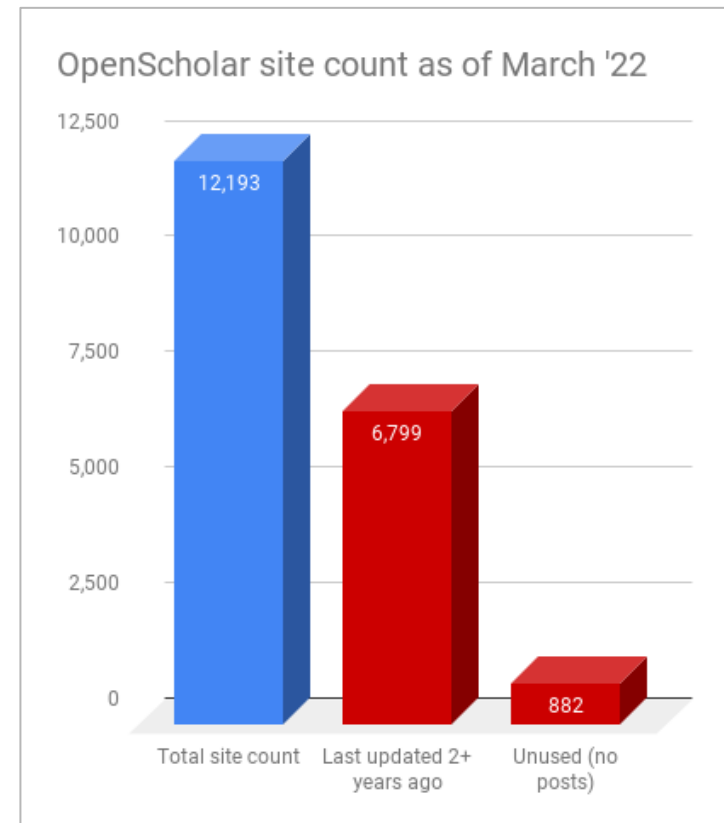
- Ensure Harvard platforms are used by Harvard people, and sites meet HWP platform [Terms of Use](#)
- By removing empty and inactive sites, we gain clarity on what requires support
- Reduce number of sites requiring Drupal 9 update

## **How** – Approach to site removal:

- Raising awareness
- Hired temporary resource
- Process
  - Site review - human evaluation, site-by-site
  - Empty site deletion
  - Site owner notification
  - Site owner name change
  - Site visibility removed

## **When** - Removal approach and schedule:

- Started in March
- Iterative approach – starting with oldest sites

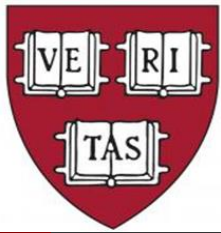




# Tiger Team Update

**Tiffany Jadotte**

*Associate Dean for Human  
Resources*



# Dynamic Work Strategies – FAS Tiger Team

## Team Members:

- Bob Bellantuoni, FAS HR
- Jen Flynn, GSAS
- Jennifer Shephard, Social Science Division
- Jess Bowne, FAS HR
- Kathy Santoro, FAS HR
- Katherine Gates, Admin Ops
- Mary Ann Bradley, Admin Ops
- Mary Trainor, OPRP
- Pamela Landis, DCE
- Tiffany Jadotte, FAS HR
- Sarah Elwell, Science Division
- Ranna Farzan, College



# Dynamic Work Strategies

## HHR Guiding Principles



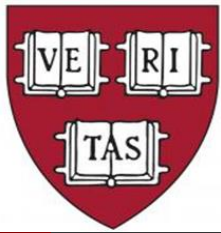
**Dynamic and evolving workplace** – we take a dynamic view of the workplace and demonstrate our willingness to improve the experience of work through iteration. The ever-changing nature of work, along with the pace of those changes, has accelerated the need for managers and staff to implement innovative approaches to how and where work is performed.



**Outcomes-based performance** – managers are skilled at and empowered to manage in distributed environments, prioritizing outcomes and trust in employees, over control and physical oversight. The value of an employee's contributions is not dependent on where the work is performed. Work that is performed on campus and work that is performed remotely are equally valued.



**Intentional presence** – leaders have conducted thoughtful analysis of what work is best performed on or off campus, resulting in meaningful employee engagement. They reinforce that certain aspects of work such as innovation and brainstorming, professional development, and cross-team collaboration, benefit from and are often amplified by intentional on-campus presence, while individualized tasks and more transactional interactions can be effectively supported by technology and virtual presence tools.



# Dynamic Work Strategies

## HHR Guiding Principles cont.



**Wellbeing** – we tend to the wellbeing of others and acknowledge the connection between employees’ quality of life and their work performance. In tending to each other’s wellbeing, our aim is to strengthen trust and commitment, building community and camaraderie, and providing a fulfilling employment experience.

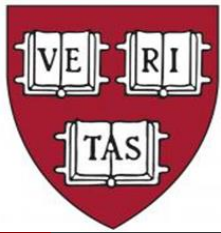


**Flexibility** – both the organization and employees demonstrate flexibility in where, when, and how work is performed while ensuring alignment with university, school/unit, or department priorities. All employees are afforded an equitable process by which flex work arrangements are considered.

### *For FAS*



**Support the Academic Mission** – the academic mission of the Faculty of Arts and Sciences, (Dedicated to being at the forefront of teaching and learning and fostering cutting edge research and discovery.) will be paramount in how we implement newly defined, and in some cases more flexible work arrangements.



# Dynamic Work Strategies – FAS Tiger Team

## Four Focus Areas:



Faculty Engagement



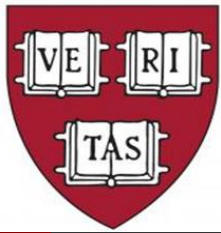
Values and Guiding Principles for a Dynamic Workplace



Guidance on Managing in a Dynamic Workplace



What does success look like and how can we measure it?



# Dynamic Work Strategies – FAS Tiger Team

## Project Timeline:



- **Mar 2022** – Draft deliverables
- **Apr 2022** – Socialize and refine proposed deliverables
- **May/June 2022** – Communicate/publish/launch deliverables





# Administrative Operations Updates

**Mary Ann Bradley**

*Associate Dean for  
Administrative Operations*



# Concur Update – New UI

Concur will be updating their User Interface on March 28, 2022

- Only travelers and delegates will see a change in the interface
- Approver experience will stay the same
- Areas of Change:
  - Primary updates and efficiencies have been made to the Allocations, Itemizations and Attendees fields.
  - Specific pages/activities include: expense landing page, expense report page, expense entry page
    - Mileage
    - Allocations
    - Itemizations
    - Attendees



# Concur Update – New UI

## Resources

- Concur Website: Training tab – includes Tip Sheets and Videos
- Concur office Hours: Monday & Wednesday's 11AM-12PM beginning 3/28/22

## Change Management & Next Steps:

- University wide launch date – March 28, 2022
- Communication: eNews and Concur Landing page

## Training:

- Updated material on Concur Website
- Link to New UI video on Concur Landing Page
- Brown Bag Session to review key changes – April 5<sup>th</sup> from 11AM – 12PM, Zoom TBD
- Weekly office hours- Monday & Wednesdays 11AM-12PM beginning 3/28/22



# Finance Fundamentals – Mark your calendar

## Remaining sessions:

### **Finance Fundamentals IV - Monitoring Funds:**

April 5 – 10:00am - 12:00pm

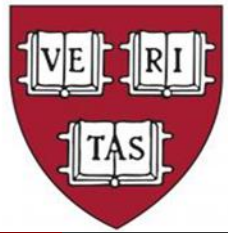
### **Finance Fundamentals V - Maximizing Funds:**

April 20 – 10:00am - 12:00pm

### **Finance Fundamentals VI - Mastering Procurement:**

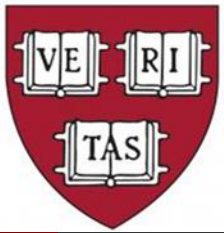
May 14 – 10:00am - 12:00pm

Register for classes on the Harvard Training Portal  
at [TrainingPortal.Harvard.edu](https://TrainingPortal.Harvard.edu):



# Questions?





# Happy Spring!

