FAS Administrators’ Town Hall

October 29, 2020
Zoom
Agenda

Welcome
Leslie Kirwan

Financial Update
Leslie Kirwan, Jay Herlihy

Human Resources
Chris Ciotti

HUIT
Susan DeLellis

Administrative Operations
Mary Ann Bradley

Closing / Q & A Session
Leslie Kirwan
Soon to be ATH Alumni

Karen Barkow
Patty Boudrot
Chris Ciotti
David Crabill
Karen Crabtree
Rita Cutroni
Bob Doyle
Eric Engel
Pat Fitzgerald
Joe Greene
Mary Halpenny-Killip
Angela Healy
Cheryl Henderson
Maureen Herrmann
Frankie Hoff

Alison Howe
Rudy Hypolite
Paul Kelley
Leslie Kirwan
Dotty Lukas
Meg Lynch
Margie Mahoney
Kathryn Maldonis
Arthur Patton-Hock
Cory Paulsen
Anna Salvato
Tina Smith
Joanne Sperazzo
Amy Thompson
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
VERIP Update
2021 Open Enrollment
Fraudulent Unemployment Claims
Election Resources and Supports
VERIP Update and Next Steps
• The 160 FAS staff members who elected to take the VERIP have more than 4,300 years of Harvard experience.

• 58% (19 employees) of eligible FAS staff members in grades 60 and above elected the VERIP

• FAS HR (Kathy Santoro) sent an email (“Processing VERIP Retirements”) on October 20 to FAS Department Administrators who have staff departing on VERIP – outlining next steps regarding systems and processing.

• FAS departments with VERIP participants with a retirement date on or before 12/31/2020 need to:
  1. Process the retirement action in Aurora by October 28.
  2. Enter and approve in PeopleSoft all paid time off requests by November 27. Final balances for vacation payouts will be generated by the FAS payroll in early December.

Information on processing retirements for VERIP participants with retirement dates after January 1 will be forthcoming.
Important Offboarding Steps and Resources

- **Transfer of Institutional Knowledge**: FAS HR has developed a Framework for the Transfer of Institutional Knowledge that will guide the transfer of institutional knowledge from departing FAS staff to their managers and to remaining colleagues.

- Employees departing on VERIP should meet with the appropriate administrator/manager to discuss how and when to share this important institutional knowledge and to determine a timeframe. Further details on this can be found on the FAS HR website at [https://hr.fas.harvard.edu/verip-departures](https://hr.fas.harvard.edu/verip-departures).

- **Offboarding resources for departing employees and their managers**: [https://hr.fas.harvard.edu/verip-departures](https://hr.fas.harvard.edu/verip-departures)
  - Work Transition Template
  - Employee Offboarding Checklist
  - Manager Offboarding checklist

- **Exit interviews for Departing Employees**: Our goal is to hold an exit interview with every FAS staff member who is departing through VERIP. Specific instructions on this process will vary depending on grade level and more information will be provided to departing staff soon.
To Note: 2021 Open Enrollment and Fraudulent Unemployment Claims

• 2021 Open Enrollment will take place November 10-19, 2020. Other than a reminder postcard, no detailed packets will be sent to employees’ homes, all information will be online.

• VERIP participants retiring on or before 12/31/2020 should not enroll during 2021 Open Enrollment. Those retiring on or after 1/1/2021 should enroll in benefits during the open enrollment period.

• Please be aware - There has recently been an upsurge in fraudulent unemployment claims. If you discover that someone has filed an unemployment claim using your name go to: Mass.gov (https://www.mass.gov/how-to/report-unemployment-insurance-fraud) for information.

• Unemployment claims come to FAS HR when they are filed with the state. When FAS HR receives a fraudulent claim for a current FAS staff member, FAS HR will send an email notification to the staff member in question, letting them know that the claim has been filed, and advising on next steps.
2020 Election Resources and Supports for Staff
2020 Election Resources and Supports

• FAS HR will be hosting both facilitated and drop-in community sessions on November 4 – 5 with the theme of “Living Together in America in 2020” to support staff.

• Resources will be available on the FAS HR website for staff leading up to the election and afterwards.

• The Employee Assistance Program is ready to aid Harvard staff with free, confidential help, especially around issues of mental health and wellbeing, resiliency, and stress relief.

• Staff have release time in order to vote on November 3. Dean Claudine Gay has asked that managers show “maximum flexibility” with their employees around voting.

See the “Living Together in America in 2020” page on the FAS HR website for registration links & more details
2020 Election Resources and Supports for Graduate Students
Community Spaces for Affinity Groups

Drop-in sessions for self-care and wellness every Tuesday, Wednesday, and Thursday at 5:00-6:00pm.
Hosted by Harvard Diversity, Inclusion, & Belonging and Harvard University Health Services.

Register for any of the sessions below here:
https://harvard.az1.qualtrics.com/jfe/form/SV_0BSmF7xp7OzwblT

10/6 Non POC / Allies for people w. marginalized identities -
10/8 International
10/13 LGBTQ -
10/15 People w. disabilities
10/20 BIPOC / Multiracial -
10/22 Indigenous / Native American
10/27 Latinx -
10/28 Black / African American -
10/29 Asian / Asian American
Additional GSAS Resources

https://www.harvardgradcircle.com/
(see Election Season Resources)

https://engage.gsas.harvard.edu/events
(all GSAS events)
HUIT Update

Susan DeLellis
Project Director, HUIT
FAS Administrators’ Town Hall

huit.harvard.edu

susan.delellis@harvard.edu

HUIT End User Strategy & Collaboration Services, Strategy & Planning

FAS Town Hall  |  Oct. 29, 2020  |  2:00pm – 4:00pm  |  Zoom
What’s New for You from HUIT
Mail List Service Upgrade

**What:** Legacy Mail List services, Lists.FAS, FAS Mailman, CA Lists, Majordomo to consolidate on single platform with a new modern list owner interface. Lists will be migrated.

**Why:** To comply with vendor support and Harvard security requirements, and to modernize the service.

**When:** Lists to transition in phases. Lists.FAS on Nov. 10, FAS Mailman in Jan., CA Lists/Majordomo in March.

**Impact:** HarvardKey login, new, modern list owner portal. List Owners to login and add “other” emails to their account to view all lists.

**For More information:** [Paul_Dimitruk@harvard.edu](mailto:Paul_Dimitruk@harvard.edu)
Service Delivery Manager.
What’s New for You from HUIT

Office Message Encryption (OME)

**What:** Feature of Outlook email supporting the transfer of L4 email and attachments to internal & external recipients.

**Why:** Easy-to-use feature for sending/receiving L4 data from a highly used, established Harvard tool. Lower cost alternative to Accellion Kiteworks for sending sensitive data.

**When:** The feature is available today in your Outlook client. Communications and support documentation under development with a planned rollout in November.

**For More information:** Michelle_Tutunjian@harvard.edu
Service Delivery Manager.
What’s New for You from HUIT
Adobe Sign

**What:** Harvard enterprise level electronic signature service for the University, part of the new Adobe ETLA.

**Why:** Favorable university volume rate negotiated for e-signature. Adobe is discontinuing legacy e-signature service.

**When:** For existing users, e-signature transitioning by Nov. 22 to new licensing. Business applications require a consultation and configuration (case by case basis).

**Impact:** No impact to existing Sign users. Adobe creative cloud application now secured with HarvardKey.

*For More information:* [Barbara_Loblundo@harvard.edu](mailto:Barbara_Loblundo@harvard.edu)
Service Delivery Manager.
Want to learn more about our Microsoft 365 Collaboration Tools?

*Instructor-led Virtual Training*

**Courses added for November and December**

Register at the Harvard Training Portal.

- [Using OneDrive](#)
- [Using Microsoft Teams](#)
- [Using SharePoint Online](#)
- [Managing SharePoint Online](#)

**Microsoft 365: Ask Me Anything! session on Wednesday, November 18, 2020, 12:00pm - 1:00pm**

Register now at the Harvard Training Portal.
Questions?

Thank you!

susan_delellis@harvard.edu

HUIT End User Strategy & Collaboration Services, Strategy & Planning

FAS Town Hall | Oct. 29, 2020 | 2:00pm – 4:00pm | Zoom
Administrative Systems Update & Support

Mary Ann Bradley
Associate Dean for Administrative Operations
PPRG SPRING PLANNING

• Calendar and Scheduling

• Academic Experience

• Preparing Houses and Facilities (Physical Infrastructure)

• Community Health Protocols

• Preparing Houses and Dorms: Residential Life
FileShare Project Updates

Current FAS FileShare Data Migration Status

- 3265 of 4050 end users migrated or deleted
- 3.284 TB of data migrated to OneDrive
- 5.478 TB of obsolete FAS data deleted

Next Steps for the FileShare Project

- Actively working with HCL to migrate or delete about 450 end user accounts
- Rolling schedule of migrations for about 40 VIPs

Data as of 10/08/2020
FAS POI Process

- All POIs must be authorized by a DA or ED using the FAS Person of Interest (POI) Authorized Identity Request Form
  - Form and instructions/examples are available on the Admin Ops Onboarding Toolkit page
  - HUIT will reject FAS POIs not submitted by a DA or ED
  - POI appointments limited to 1 year (residential exceptions may be longer)
  - DAs will be asked to confirm all expiring POI appointments quarterly

FAS POI Reporting

- Admin Ops will distribute a list of current POIs to all DAs and EDs in the next few weeks
- Quarterly POI Reports sent to the DA/ED will become more comprehensive over the next year as DA/ED becomes the only authorizer for the department
### B2P Training & Support

<table>
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<th>Role</th>
<th>University</th>
<th>Admin Ops</th>
<th>Totals</th>
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<tbody>
<tr>
<td>Shopper (optional)</td>
<td>269</td>
<td>114</td>
<td>383</td>
</tr>
<tr>
<td>Requestor</td>
<td>360</td>
<td>817</td>
<td>1,177</td>
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<tr>
<td>Approver (includes Sr.)</td>
<td>105</td>
<td>258</td>
<td>363</td>
</tr>
<tr>
<td><strong>Total (as of 10/28/20)</strong></td>
<td><strong>734</strong></td>
<td><strong>1,189</strong></td>
<td><strong>1,923</strong></td>
</tr>
</tbody>
</table>

- **Reminders:**
  - University Office Hours offered 2x daily through Teams
  - Admin Ops B2P Cohort Channels available in Teams for day to day support for department LIMs & end users
  - 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
  - Post go-live, POs cannot be created in HCOM; approval, receiving, reporting only
Additional Resources/Information

- Admin Ops/ASAP will be offering specialized B2P classes:
  - Advanced Tips & Tricks
  - Document Search

- HUBS/PTR Brown Bag session
  - Admin Ops/ASAP and the FAS Budget team will review and demo updates to HUBS after Position Tracking & Reporting rollout

- FY21 Open Enrollment Period: November 10-19, 2020

- AP Check Printing Changes
AP Check Printing Changes – Coming Soon!

We are excited to share that effective **Thursday Nov. 12th** in collaboration with our banking partner we will transition our check printing function to an offsite location. *This change comes at a critical time as we continue to minimize the number of staff on campus.*

- **Preferred Payment Methods:**
  - Paymode (Companies): [http://www.paymode.com/harvarduniversity](http://www.paymode.com/harvarduniversity)

- **Special Handling Checks**
  - **Same-day checks are no longer available**
  - Physical pickup of checks is strongly discouraged
    - Subject to approval by Accounts Payable + School Designee TBD
    - Must allow 3 business days from payment date for checks to arrive on campus
AP Check Printing Changes – Timeline

- Effective **Thursday Nov. 12th**
- **Payment Schedule**
  - Paymode: Tues & Thurs (direct deposit to companies)
  - Zelle: Mon, Wed, Fri (direct deposit to individuals)
  - Checks: Mon & Wed
    - In the event that a holiday falls on a Monday, checks will be processed Tues & Wed
- For further info on payment methods, visit:
  - Supplier Payment section: [https://b2p.procurement.harvard.edu/faqs-0](https://b2p.procurement.harvard.edu/faqs-0)