

# **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



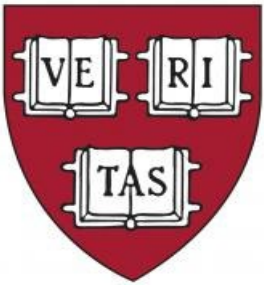
# Financial Update

**Leslie Kirwan**

*Dean for Administration and Finance*

**Jay Herlihy**

*Associate Dean for Finance*



# Human Resources Update

**Chris Ciotti**

*Associate Dean for Human Resources*



# FAS HUMAN RESOURCES

**VERIP Update**  
**2021 Open Enrollment**  
**Fraudulent Unemployment Claims**  
**Election Resources and Supports**



Chris Ciotti, FAS HR  
Administrators' Town Hall  
October 29, 2020



# VERIP Update and Next Steps



# Update and Next Steps on Systems and Approvals



- 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>.
- **Offboarding resources for departing employees and their managers:**  
<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





**HARVARD**  
DIVERSITY  
INCLUSION &  
BELONGING

## **Community Spaces for Affinity Groups**

Tuesdays, Wednesdays & Thursdays  
5:00-6:00pm EDT

## **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\\_oBSmF7xp7OzwbLT](https://harvard.az1.qualtrics.com/jfe/form/SV_oBSmF7xp7OzwbLT)

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

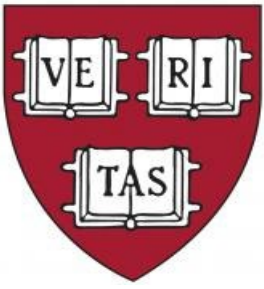
# Additional GSAS Resources



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

<https://engage.gsas.harvard.edu/events>  
(all GSAS events)





# HUIT Update

**Susan DeLellis**

*Project Director, HUIT*





HARVARD UNIVERSITY  
Information Technology

# FAS Administrators' Town Hall

[huit.harvard.edu](https://huit.harvard.edu)

[susan\\_delellis@harvard.edu](mailto: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.

 Mailman | FASLists  Lists  Domains  Bans  System Information  Archives

## User profile for paul\_dimitruk@harvard.edu

Account

Change Password

E-mail Addresses

Delete Account

Username	paul_dimitruk@harvard.edu
First name	Paul
Last name	Dimitruk
Time zone	US/Eastern
Primary email:	paul_dimitruk@harvard.edu
Other emails:	pgdimitruk@outlook.com <a href="#">Link another address</a>
Joined on:	Sept. 22 2020, 09:12

Update

or cancel

# What's New for You from HUIT

## Office Message Encryption (OME)

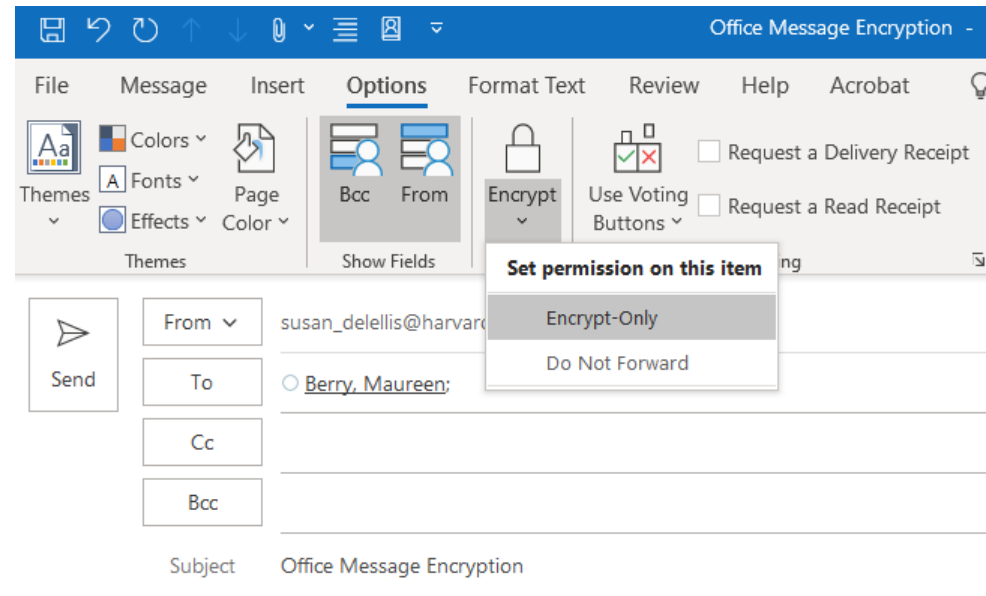


**What:** Feature of Outlook email supporting the transfer of L4 email and attachments to internal & external recipients.

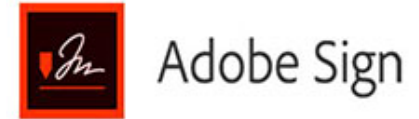
**Why:** Easy-to-use feature for sending/receiving L4 data from a highly used, established Harvard tool. Lower cost alternative to Accellion Kiteworks for sending sensitive data.

**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](mailto: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.



Home Send Manage Reports

## Recipients

Complete in Order ☒ Complete in Any Order

1		maureen_berry@fas.harvard.edu
2		Enter recipient email

[Show CC](#)

## Message

flexwork\_proposal\_form-BL

Hi Maureen, please review and sign as discussed. Thank you,  
Susan

# 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.](#)



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Information Technology

**Questions?**

**Thank you!**

[susan\\_delellis@harvard.edu](mailto:susan_delellis@harvard.edu)

HUIT End User Strategy & Collaboration Services, Strategy & Planning

**FAS Town Hall**

**Oct. 29, 2020**

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# Administrative Systems Update & Support

**Mary Ann Bradley**

*Associate Dean for Administrative  
Operations*



# PPRG SPRING PLANNING

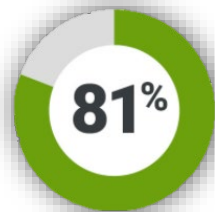
- Calendar and Scheduling
- Academic Experience
- Preparing Houses and Facilities (Physical Infrastructure)
- Community Health Protocols
- Preparing Houses and Dorms: Residential Life





# 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

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## 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

HARVARD  
LIBRARY





# FAS POI Process Updates

## 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

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

- 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>
  - Zelle (US-banked Individuals): <https://enroll.zellepay.com/>
- 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>