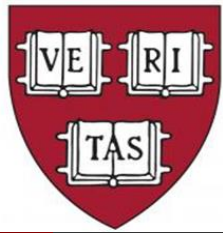


FAS Administrators' Town Hall

September 24, 2020

Zoom



Agenda

Welcome

Leslie Kirwan

Financial Update

Leslie Kirwan, Jay Herlihy

Office of Labor & Employee Relations

Paul Curran

Human Resources

Chris Ciotti

Physical Resources

Zak Gingo

Administrative Operations

Mary Ann Bradley, Katherine Gates

Closing / Q & A Session

Leslie Kirwan



Welcome

Leslie Kirwan

Dean for Administration and Finance



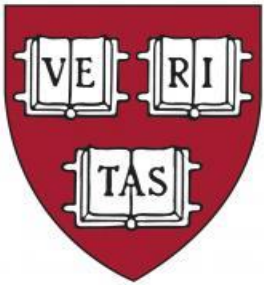
Financial Update

Leslie Kirwan

Dean for Administration and Finance

Jay Herlihy

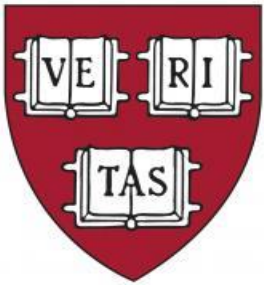
Associate Dean for Finance



Office of Labor and Employee Relations

Paul Curran

Director of Labor and Employee Relations



Human Resources Update

Chris Ciotti

Associate Dean for Human Resources



FAS HUMAN RESOURCES

VERIP Update Dependent Well Care Benefit Being on Campus Toolkit



Chris Ciotti, FAS HR
Administrators' Town Hall
September 24, 2020



VERIP Update



Update on Harvard-wide VERIP



- 147 FAS employees out of 334 eligible employees (43%) elected the VERIP, a similar election rate to the Harvard-wide election rate (43%)
- A list of each division/unit's employees who elected the VERIP has been sent to each FAS Ad Dean
- The standard VERIP departure date for those who elect the VERIP is on or before December 31, 2020
- Where there is a legitimate business need for the employee to remain beyond December 31, a written VERIP extension date request will need to be approved by the local ad dean.
- VERIP vacancies will bring both opportunities, as well as challenges, to FAS in the coming months and into 2021.



Next Steps on Organizational Review



- Given the many FAS staff departures due to the VERIP, FAS leaders and managers will need to step back and reassess their new organizational needs as balanced against their strategic priorities.
- To help you with this organizational review, HHR has developed an **Organizational Redesign Toolkit** which includes the key factors to be considered as you conduct this planning process.
- Your HR consultant will partner with you, together with resources from CWD as appropriate, to help you conduct this review.
- If, as a result of your organizational review, you determine that you need to replace or repurpose a role vacated by a VERIP election, managers will need to submit a **VERIP CPR form**, which is available on our FAS HR website.
- VERIP CPR forms can be submitted as part of one overall re-organization effort.
- **Please note:** As with all requests to refill vacant FAS staff roles, requests to refill or repurpose roles vacated by the VERIP **must clear a very high bar** in order to be approved (by Leslie and Claudine).





Dependent Well Care Benefit



New Dependent Well Care Benefit



To help caregivers during COVID-19, Harvard has created a new benefit for dependent well care:

- The benefit consists of **up to 10 days** of paid time off for dependent well care **between September 20 and December 31, 2020**.
(This benefit is prorated based on FTE (e.g., someone normally working half time is eligible for 5 days during this period.)
- The paid time off can be used for care of members of the **immediate family or household** (including children, adults and elders) who are well but **whose schooling or care arrangements have been disrupted by COVID-19**.
- The benefit is available to **benefits eligible staff** (including both Admin/Professional and HUCTW staff)



Guidelines for Dependent Well Care Benefit



- PeopleSoft will be used to track this new absence
(In PS: *Request an Excused Absence*, with the reason of *Dependent Well Care*).
- Dependent care sick time should no longer be used for dependent well care.
(Sick time can continue to be used to care for dependents who are ill or who must isolate / quarantine.)
- In an effort to balance individual family needs with Harvard's need for operational continuity, staff planning to use this new benefit should have a conversation with their manager, and plan ahead if possible.
- For staff members with existing flexible work arrangements, this benefit can be woven into that arrangement, as appropriate.

See the “Emergency Excused Absence for Dependent Well Care” section of [Harvie](#) for complete details.





Being on Campus Toolkit



Being on Campus During Covid-19



Being on Campus During COVID-19 Toolkit

- Available now on FAS HR website: [Being on Campus During COVID-19](#).
- Reflects and connects with information from other Harvard sources, including:
 - Keep Harvard Healthy
 - Harvard Human Resources (HHR)
 - Harvard University Health Services (HUHS)
 - Harvard Environmental Health and Safety (HEHS)
 - Digital Accessibility Services group
 - FAS Office of Physical Resources
 - FAS Administrative Operations
 - FAS Divisional Guidelines
- Will be updated on-line as new information is available.



Being on Campus During Covid-19



Being on Campus During COVID-19 Toolkit

- Toolkit content includes:
 - **FAS Community Commitment**, which reviews relevant COVID 19-related policies and protocols, as well as individual responsibilities for FAS employees.
 - **FAS Re-Occupancy Planning form**, which managers should complete and submit to their local ad dean/unit leader prior to returning their staff members to campus.
 - **Checklists for FAS Managers and Staff**, with information regarding the necessary steps to take prior to a staff member being campus.
 - **FAQs for FAS Managers and Staff**, with responses to frequently asked questions and links to relevant information. FAQs will continue to evolve as more is known.
 - **Return to Campus Notification Letter**, template letter that managers can customize when notifying their staff members about the need to work on campus.



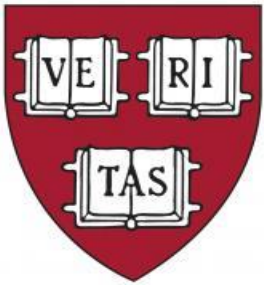
Being on Campus During Covid-19



Additional Context

- FAS HR working group worked together over the summer to develop this staff Toolkit.
- **Members included:**
Bob Bellantuoni, Dominique Bocanegra, Jessica Bowne, Jennifer Callahan, Jeanette Sanchez Kamieneski, Annie McGough Cesar Miseses, Elise Sacchetti, Kathy Santoro, and Kim Zweig
- **Connected with other FAS and Harvard stakeholders** to gather feedback, including FAS senior leaders, and HR Deans and Directors
- **Evaluated similar resources at other universities to learn about other best practices:**
 - **Other Ivies:** Yale, Princeton, Columbia, and UPenn
 - **Local schools:** MIT, BU, and Tufts
 - **Universities with a strong HR presence:** Penn State and UVA

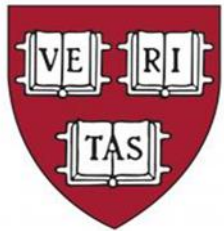




Physical Resources

Zak Gingo

Associate Dean for Physical Resources



Flu shots, Crimson Clear and Test Kits

Flu Shots

- Open to all HUID holders
- Mondays and Wednesdays, 12 noon – 3 PM,
 - Science Center Plaza tent
- Now through October 28 (except on October 12)
- Visit: huhs.harvard.edu/flu-clinics



Crimson Clear

- Use it if you come to campus
- Remind anyone in your department to do the same
- Visit: crimsonclear.harvard.edu



Test Kits

- Available on campus for eligible faculty and staff
- Divisional Contacts
 - Arts & Humanities: Mathilda Van Es
 - Social Sciences: Jennifer Shephard
 - Science: Sarah Elwell
 - College (Non-residential): Sheila Thimba
- Helpful FAQs: <https://projects.iq.harvard.edu/coronavirus/self-administered-testing>





Administrative Support – B2P Status Report

Mary Ann Bradley

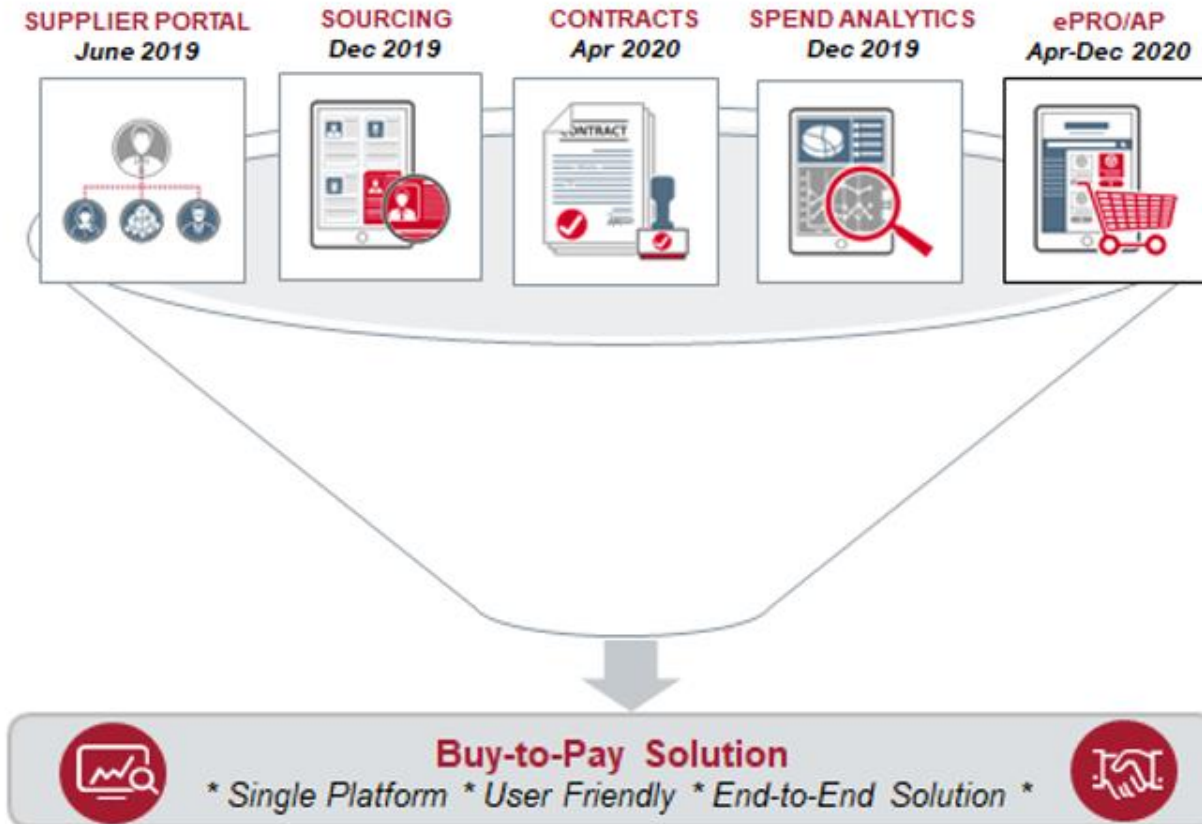
*Associate Dean for
Administrative Operations*

Katherine Gates

*Senior Director of Planning and
Administrative Initiatives*

Modules in Buy2Pay

B2P Deployment





ePro Phased Deployment Schedule

Calendar Year 2020



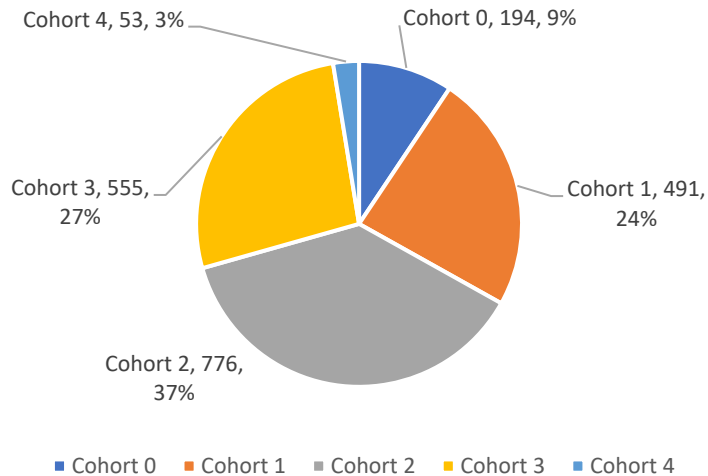
Cohort 0 <i>April 29 2020</i>	Cohort 1 <i>August 2020</i>	Cohort 2 <i>October 1 2020</i>	Cohort 3 <i>November 4 2020</i>	Cohort 4 <i>December 2 2020</i>
FAS: <ul style="list-style-type: none"> Admin Ops DCE Psychology Romance Lang. SCRB 	FAS: <ul style="list-style-type: none"> Social Sci Depts Sci Depts RAS Sci Ops 	FAS: <ul style="list-style-type: none"> Social Sci Centers Libraries Science Depts. including CCB, OEB 	FAS: <ul style="list-style-type: none"> A & H Admissions Athletics Hvd College GSAS Sci Depts. inc. Physics 	FAS: <ul style="list-style-type: none"> TBD
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



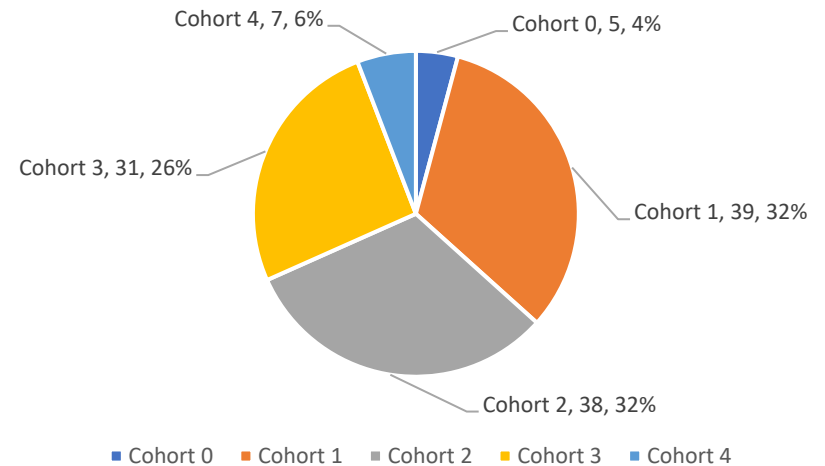
Buy2Pay by the Numbers: Cohort Totals

FAS B2P Roles by Cohort	Shopper	Requestor	Approver	Requestor + Approver	Totals
Cohort 0	3	156	25	10	194
Cohort 1	67	321	33	70	491
Cohort 2	472	233	24	47	776
Cohort 3	88	347	52	68	555
Cohort 4	2	22	17	12	53
Totals	632	1079	151	207	2069

System Users per Cohort



Departments per Cohort

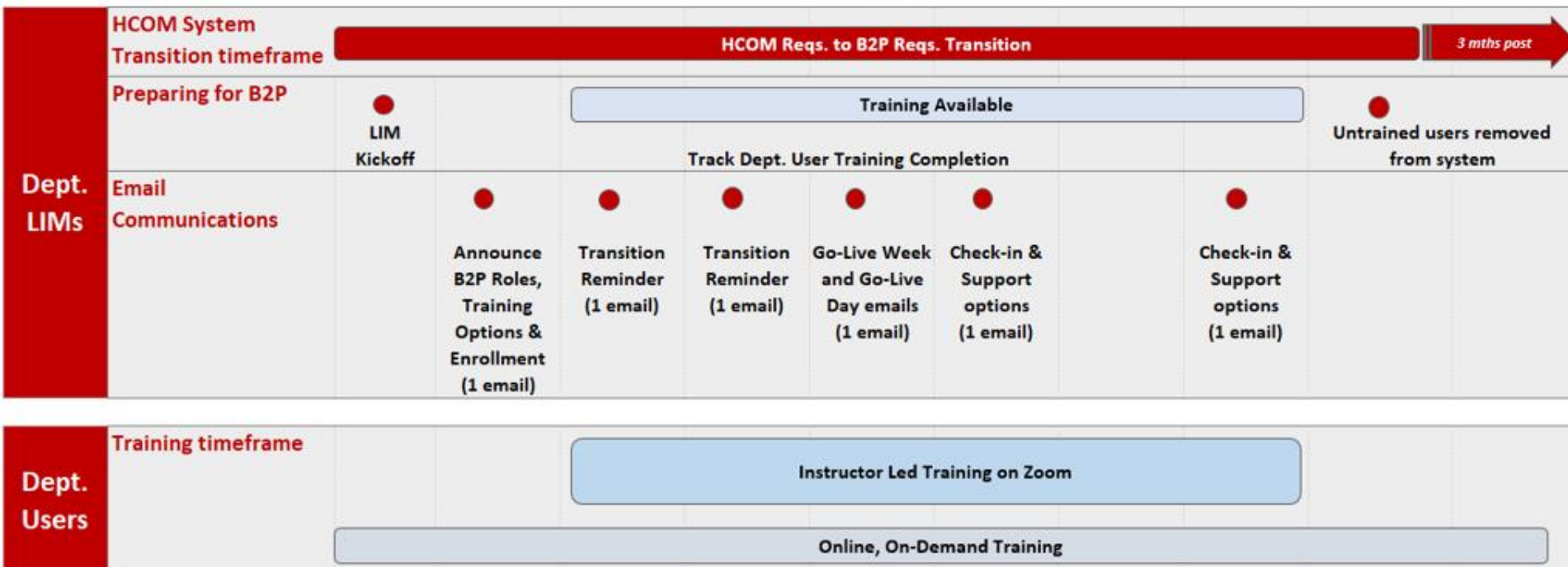


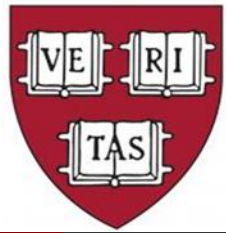
All data is approximate and representational: Cohort 0, 1, and 2 numbers may have increased or decreased slightly as departments have made changes to their user roles through FAS APPSEC. Cohort 3 and 4 values are preliminary and may change as we approach their go live dates.

Overview of B2P Transition Milestones



Week of: Aug. 31 Sept. 7 Sept. 14 Sept. 21 **Go Live: Oct. 1** Oct. 5 Oct. 12 Oct. 19 Oct. 26 (weeks)

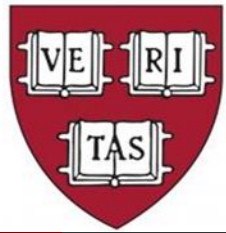




B2P Training & Support

Role	University on-line training	FAS Admin Ops training
Shopper (optional)	118	79
Requestor	262	508
Approver (includes Sr.)	<u>73</u>	<u>158</u>
Total (as of 9/23/20) :	453	745

- Using Zoom, other tubs and University offices have attended FAS training:
 - President’s Office, Strategic Procurement, Travel Office, HBS, HKS
- B2P Cohort Channels created in Teams for department LIMs and end users for day to day support from Admin Ops
- Reminder: 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, HCOM access restricted to historical ‘look up’ function



Retirement Gifts

Retirement Gifts cannot exceed \$400 total

Based on Dean Gay's guidance – departments can spend up to \$200 of departmental funds, and if they want to contribute additional money they can collect donations from their faculty and staff.