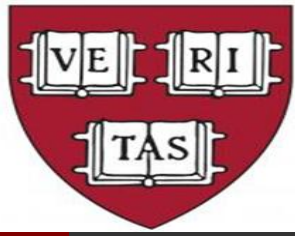


FAS Administrators' Town Hall

May 7, 2026

Zoom



Agenda

Welcome and Financial Updates

Mary Ann Bradley, Warren Petrofsky, Jeremy Stein

HUIT

Gretchen Gingo, Emily Heck, Loren Ettridge, Ingrid Skoog

Finance

Nancy Guisinger

University Archives

Juliana Kuipers

Human Resources

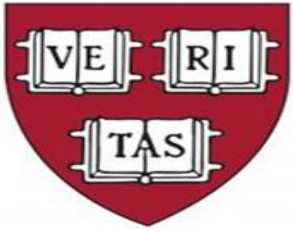
Nicole Breen

Administrative Operations

Maureen Berry, Stephanie Nasson

Closing Remarks

Warren Petrofsky



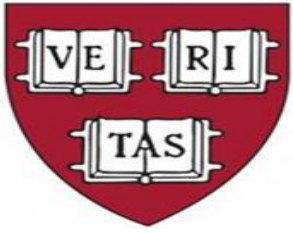
Welcome & Updates

Warren Petrofsky

Dean for Administration and Finance

Mary Ann Bradley

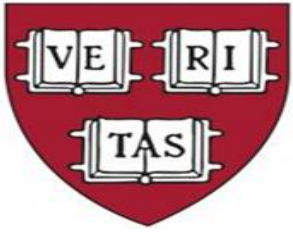
Associate Dean of Administrative Operations



Financial Update

Jeremy Stein

Moise Y. Safra Professor of Economics



Passwordless Requirement

Gretchen Gingo

*Senior Director, Identity and Access
Management Services, HUIT*

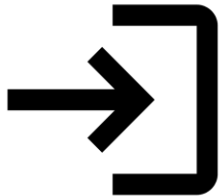
Okta Passwordless Rollout

FAS Administrators' Town Hall
May 7, 2026

Why Passwordless?

Passwordless authentication simplifies the HarvardKey login experience while also enhancing security.

Simpler to use



- Authenticate without a secondary device
- No need to remember or type passwords
- Instant login with biometrics or PIN/passcode

More secure



- Less hackable than traditional passwords
- Requires your physical device to sign in
- Protects against phishing attacks

Supported passwordless security methods

Going passwordless means you no longer need to enter your HarvardKey password. Many users find it easiest to use their face or fingerprint, but using a device-specific PIN is also an option.

Okta Verify “FastPass” (recommended)

- Most **consistent** user experience
- Download and set up Okta Verify **with confirmation enabled on all devices** you use to access HarvardKey-protected resources
- FastPass verifies your identity using your **face, fingerprint, or device PIN/passcode.**

Other options

- **Hardware token**, like a **YubiKey**, with biometric or PIN verification
- **Synced passkey**, stored in **1Password**, Google Authenticator, Apple Passwords

These are good options when a device does not support Okta Verify (e.g., Linux) or for accessing resources on shared devices.

Passwordless-required rollout

Recent security incidents have highlighted the need to transition users to passwordless as soon as possible. We started with populations most likely to access sensitive information and will proceed to all staff, researchers, and faculty over the summer and fall.

Aug - Dec '25	Dec '25 - Apr '26	May - Aug '26	Sept - Oct '26	Oct - Dec '26
HUIT Staff IT teams across HUIT	High-Priority Employees Employees with access to high-risk data (e.g. distributed IT, Admissions, HR, Finance, Deans, EAs)	All Other Staff Administrative & Professional Staff, Support Staff, Interns, Temporary Staff, Consultants & Contingent Workers	Postdocs Internal & External Postdocs	Faculty & Other Academics Ladder & Non-Ladder Faculty, Teaching Assistants, Other Academics, Temporary Academics, Special Exclusion

Passwordless rollout dates for FAS & DCE Staff

- **Timing:** May - June, 2026
- **Population:** Admin & Professional, Support Staff, Temps, Interns, Consultants & Contingent Workers
- **Total population:** 3,001
- **Not passwordless ready (as of 5/1):** 1,403

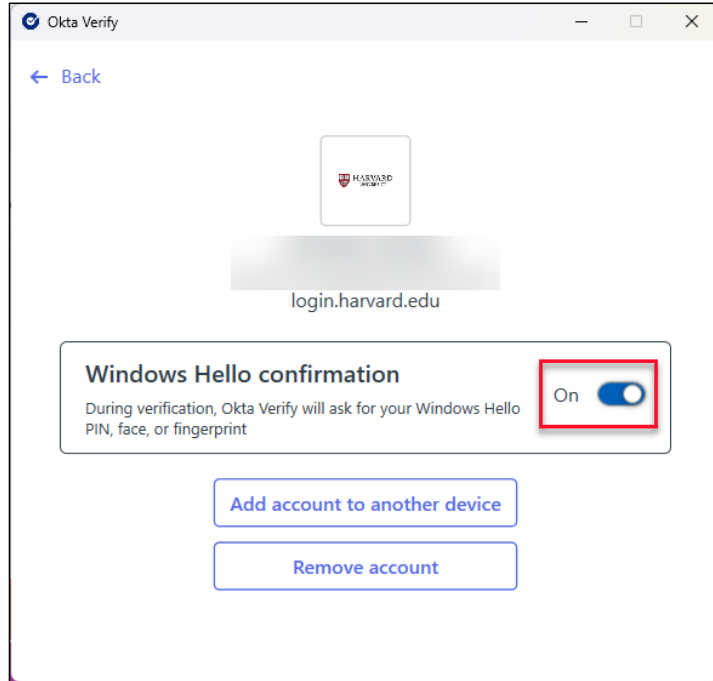
“Passwordless ready” means a user is enrolled in Okta Verify on at least **two devices**, with confirmation enabled; one of these devices must be a **computer**. Alternatively, users can enroll a passkey or hardware token (e.g., YubiKey).

Users who only ever access HarvardKey-protected resources on their Harvard-provisioned computer do not need to enroll additional devices.

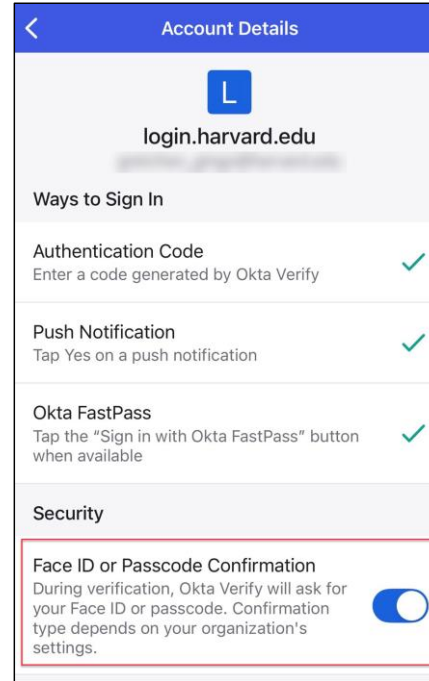
Enabling “confirmation” in Okta Verify

Many users have Okta Verify installed on their device but not properly configured. Confirmation using FaceID, Touch ID, PIN, Passcode or Windows Hello must be enabled for passwordless to work.

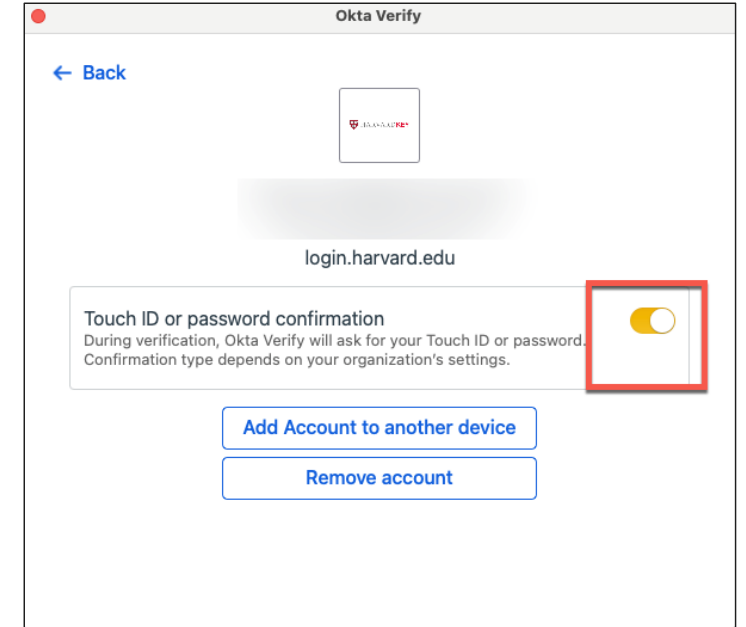
Windows



iPhone

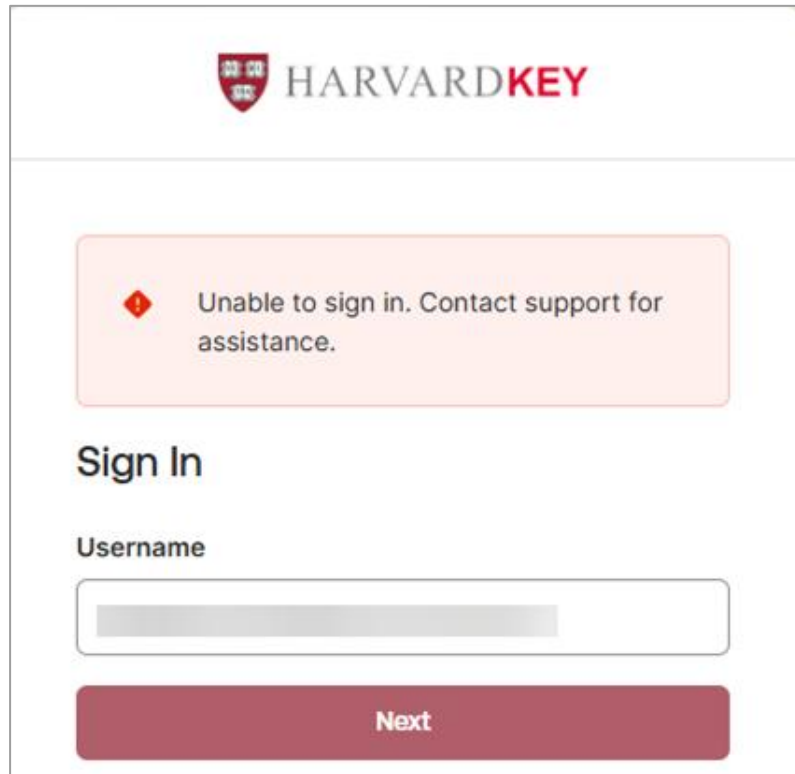


Mac



User experience after passwordless deadline

Users attempting to access a HarvardKey-protected resource on a device that is not passwordless-enabled will receive the following error.



The screenshot shows a web interface for HarvardKey. At the top left is the Harvard University crest and the text "HARVARDKEY". Below this is a light red error box containing a red diamond icon with a white exclamation mark and the text "Unable to sign in. Contact support for assistance." Below the error box is the "Sign In" heading, followed by a "Username" label and a text input field. At the bottom is a dark red button labeled "Next".

How the user can resolve the issue depends on their existing passwordless setup.

1. **If passwordless is set up on at least one device:** They can enroll other devices as outlined in this KBA: [Set up Okta Verify on an additional device](#).
2. **If passwordless is not set up on any device:** They will be completely blocked and need to work with the HUIT service desk to regain access.

Passwordless communications

Rollout will take place in two week windows with deadlines set midweek.

HUIT email communications

- **Enroll Now** (first day)
 - Broken out by passwordless ready vs. not yet ready
- **Reminder** (two days before deadline)
 - Sent only to those not yet ready
- **Now Required** (on deadline day)
 - Sent to everyone

Local FAS communications

- DAs can review user readiness in their area via a report in HART
- Local outreach to users **who are not yet ready** has proven more effective than HUIT emails
- HUIT will provide sample text that can be used for local outreach as desired

Tracking & encouraging enrollment

View and track enrollment across your community through the [Harvard Analytics & Reporting Tool \(HART\)](#) report.

PWL ready signals that the user has passwordless set up on at least 2 devices, one of which is a computer, or has a passkey or hardware token (e.g., YubiKey) enrolled.

PWL ready	NetId	Login Name	Official Email	First Name	Last Name	Role Type	Faculty Code	Dept	Dept Desc	Factor Device	Factor Type
Yes											proofOfPossession
Yes										Computer_MACOS	userVerification
Yes											userVerificationBioOrPin
Yes											proofOfPossession
Yes	emh842	emily_heck@harvard.edu	emily_heck@harvard.edu	Emily	Heck	EMPLOYEE	UIS	104111	CADM^HUIT^TPS^Hosting	Google Password Manager	userVerification
Yes											userVerificationBioOrPin

Okta set up on a Mac computer

Passkey set up in Google Password Manager

This shows that **confirmation** is enabled on this device.

Tracking & encouraging enrollment - Users who are not ready

These users are not considered passwordless ready.

PWL ready	NetId ▲	Login Name	Factor Device	Factor Type
No	ara862	[REDACTED]	Tablet_Windows	proofOfPossession
No				userVerificationBioOrPin
No	anf497	[REDACTED]	SmartPhone_IPhone	proofOfPossession
No	ans9445	[REDACTED]	SmartPhone_IPhone	userVerification
No				proofOfPossession
No				userVerificationBioOrPin

Okta FastPass is set up on a Windows computer. If user only accesses resources on this device, they may be fine despite appearing as not ready in the report.

Okta is set up on iPhone but **confirmation is not enabled**. User will be completely blocked as of the deadline.

Okta FastPass is set up only on an iPhone. User will not be able to access resources on their computer as of the deadline.

Using passwordless on shared devices

Using Okta FastPass only works on devices where you have an established and enduring profile like your Harvard-issued laptop/computer, personal mobile device, or personal laptop/computer.

Scenario	Description	Examples	Solution
Private shared devices	An established set of users share a work computer and have their own profile that they sign in to.	Desktop computer at a front desk, shared by a few employees.	Each user should set up Okta FastPass on their own profile on the computer.
Public devices	A large number of users access a Harvard computer, and often don't return to the same computer more than once.	Library, lab, classroom.	We are working on a POC to exempt these devices from passwordless authentication, allowing users to use traditional MFA (password + push notification).

Passwordless support materials

Set up

- [Enable passwordless authentication with Okta](#)
- [Set up Okta Verify on an additional device](#)
- [Okta passwordless authentication FAQs](#)
- [YubiKey request form](#)
 - Eligible users can request a Harvard-issued YubiKey

Troubleshooting

- [Cannot sign into HarvardKey with Okta passwordless authentication](#)
 - Index of common passwordless issues
- [Stuck in a loop during Okta Verify setup](#)
- [General troubleshooting for Okta Verify](#)
- [Error message when trying to set up passwordless on an additional device](#)
- [Unable to sign in to HarvardKey with Okta FastPass and WindowsHello, Face ID, or Touch ID](#)

Appendix

How to enable “confirmation” in Okta Verify

Before passwordless is required:

1. Open Okta Verify on the device.
2. Select the HarvardKey account.
3. Toggle on the "confirmation" requirement (text varies by device).
4. Follow device-specific steps to enable confirmation (usually verifying with device security).
 - *Note: On Windows, users will be prompted to set up Windows Hello if not already done.*
5. KBA: [Is passwordless set up on my device?](#)

After passwordless is required:

- User must un-enroll and then re-enroll their HarvardKey account in Okta Verify on the device.
- KBA: [Unable to sign in to HarvardKey with Okta FastPass and Windows Hello, Face ID, or Touch ID](#)



Microsoft 365 Storage Caps / Zoom Retention Policy

Loren Ettridge

*Associate Director,
Collaboration Products, HUIT*

Microsoft Storage Caps – What's next?

- Microsoft is imposing a pooled storage limit for all Harvard Microsoft 365 tenants as of July 1, 2026.
- To comply with this new limit and keep total storage under the limit, HUIT will apply **new default storage limits on all OneDrive accounts on June 9, 2026.**
- OneDrive is for temporary work-related files that don't need to persist after someone leaves Harvard.



FAS Plan

	Current Usage	New default
OneDrive (new users)	NA	100 GB
OneDrive (existing users)	0 - 80 GB	100 GB
	81 - 400 GB	500 GB
	401 – 900 GB	1 TB
	> 900 GB	2 TB (license limit – no change)



Expected User Impact

- Caps will be implemented on 6/9
- **This change is designed to be minimally disruptive**
- No one is being asked to delete files to accommodate this change
- OneDrive will no longer operate as “unlimited storage”
- Users with larger footprints should be aware of their new allocation and plan accordingly
- Automated notifications will be sent to users automatically starting at either 95% or 98% of storage caps
- Additional storage can be requested if needed

ServiceNow Article available on [Managing storage in Microsoft 365](#)

Microsoft Storage Caps



Communication Plan

Deliverable	Release Date
M365 caps Fact Sheet	4/20/2026
FAS Administrators Town Hall update	05/07/2026
M365 caps news article/digital digest	5/12/2026
FAS Reporter article	5/14/2026
List of largest users to receive email to DAs for awareness	Week of 6/1/2026
Updates to M365 extra storage request forms	6/9/2026
Updates to M365 pages on HUIT website	6/9/2026
Awareness email to largest users (about 400) with their cap change	6/9/2026
FASIC Quarterly Meeting	6/18/2026



Is there anything else we should consider in our planning?

Zoom Cloud Recording Retention Rollout: Communications and Support

Context

To reduce storage costs and align with the University's [privacy principles](#), HUIT will implement a new **36-month retention period for Zoom cloud recordings**. Beginning on **June 10, 2026**:

- All cloud recordings created before June 11, 2023 will be deleted
- Cloud recordings created on or after June 11, 2023 will be deleted as they reach 3 years of age
- Deleted recordings may be recoverable for up to 30 days

Communication Plan

- 4/15 – Direct email to users with impacted recordings (DONE)
- 4/16 – FAS Reporter article announcing the Zoom retention policy (DONE)
- 5/7 – Banner message in the Zoom 7.0 desktop client
- 5/13 – Reminder email to users with impacted recordings
- 6/3 – Final reminder email to users with impacted recordings
- 6/7 – Customized Zoom email to hosts when a recording is ready

Support Plan

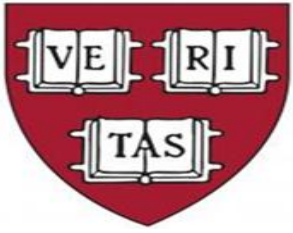
HUIT Tier 2 will support impacted FAS users who respond to the outreach.

- Tier 2 can support bulk download and secure delivery via Kiteworks for high-volume cases.
- For FAS faculty, Tier 2 will provide higher-touch support and can offer an exemption path where appropriate.
- Student data/privacy questions, records questions, and other special cases will be escalated as needed.

HUIT is conducting weekly office hours through 6/9 for anyone who needs help



Does this plan feel complete from your perspective, or are we missing anything important?



Cybersecurity Threat Updates

Ingrid Skoog

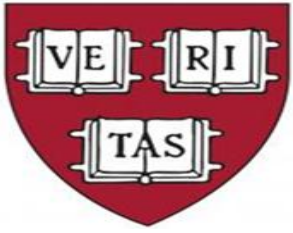
*Data Privacy and Information Security
Officer for the Faculty of Arts & Sciences,
HUIT*

Protecting yourself and our community from cyber threats

- Be alert for impersonation
 - Malicious actors are increasing use of AI
- Practice ‘polite paranoia’
 - Watch for urgent language, payment requests, or when something just feels off
- Report suspicious activity promptly
 - Submit a ticket to IT Help or call our helpdesk at 617-495-7777

privsec.harvard.edu/awareness-and-education





Finance Update

Nancy Guisinger

*Assistant Dean for Finance,
Controller*

FY26 Year End Close

Year End Close is here... Reminders:

- AP Accrual will be handled by FAS Finance. Invoices > \$10K
- Journal Entries posted after close deadline on Friday and on Saturday (before processing deadlines) will be reflected in HART on Sunday
- **Year End Review Session- June 3rd 10am – 11:30am**



We've got this!!!!!!!

**But if you have any thoughts/concerns/accolades,
please reach out:**

nancy_guisinger@harvard.edu

FY27 Supplemental Salary Requests

New Application- FESSCA- will go live on June 1st

- Users access will be added based on current SPECTRA roles
- Training has been scheduled for:
 - May 21st 1pm to 2pm
 - June 10th 10am to 11am
 - Sign up in Harvard Training Portal



FESSCA Highlights include:

- **Users are guided through the request process through a series of wizards.**
- **Sponsored information coming from GMAS is automatically transformed to remove the need for manual updates**
- **Access to Dean's Ninths and Harvard College Professor Ninths Balances**
- **Reduces compliance risk and administrative burden**
- **Contains automated workflow email notifications**



Critical Deadlines



June 12th

A&H FY27 Supplemental Salary Requests

June 22nd

Concur Expense Reports Submitted

June 23rd

Science and Social Science FY27 Supplemental Salary Requests

June 24th

AP Invoices Submitted

June 25th

Concur Statement Reports (PCard) Submitted

July 10th

Internal Billing/Cross Tub Journals (2pm)

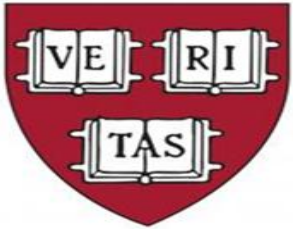
July 13th

Provide FY26 Invoices not in system to Finance to be accrued

July 14th

Last day for FY26 Journal Entries





University Record Retention

Juliana Kuipers

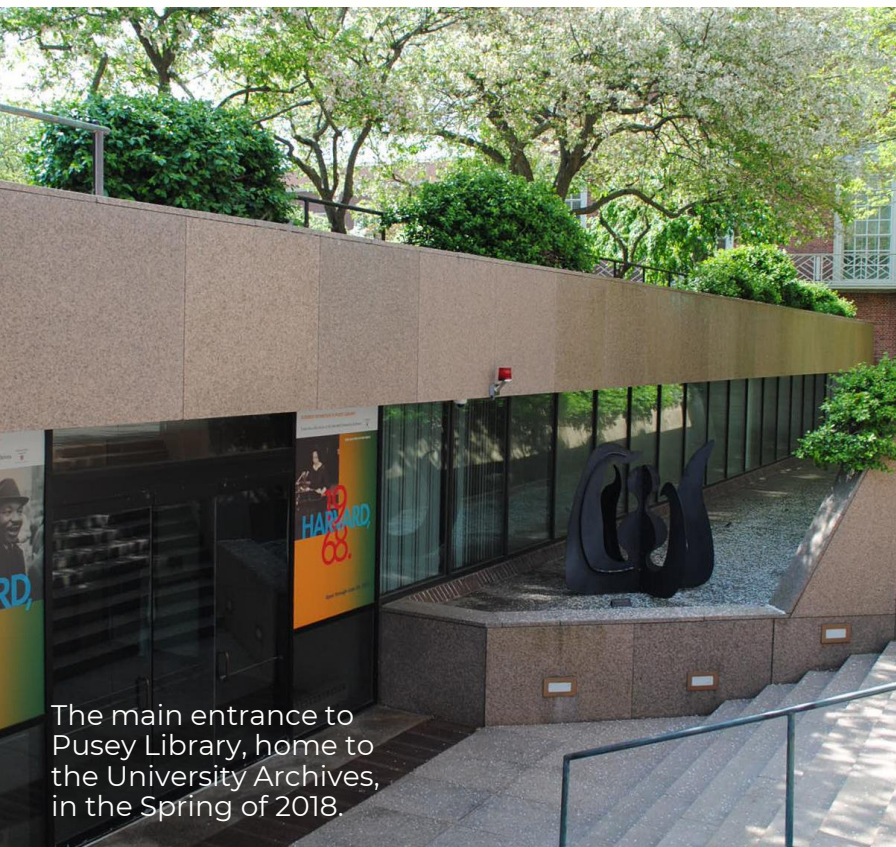
*Associate University Archivist,
Collection Development and Records
Management Services*

A “safe and proper place” Harvard University Archives and Records Management Services

Juliana Kuipers Associate University Archivist for Collection Development and Records Management Services

Harvard University Archives

archives.harvard.edu



The main entrance to Pusey Library, home to the University Archives, in the Spring of 2018.

- University-wide mandate and services
- Authorized by Corporation vote in 1851; formally established in 1939
- Primary repository for Harvard's institutional records with long-term administrative/historical value and for faculty personal archives
- Collections document centuries of Harvard, American, and world history
- Accessible to the Harvard community and public

Records Management Services

<https://library.harvard.edu/libraries/harvard-university-archives/records-management>

- University-wide mandate and services
- Established in 1995 by Corporation vote
- Oversee development of and consultation for University records retention policies, including the General Records Schedule (GRS)
- Provide trainings, guidance, and best practices
- Offer consultation services

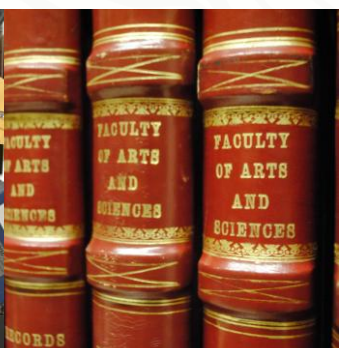
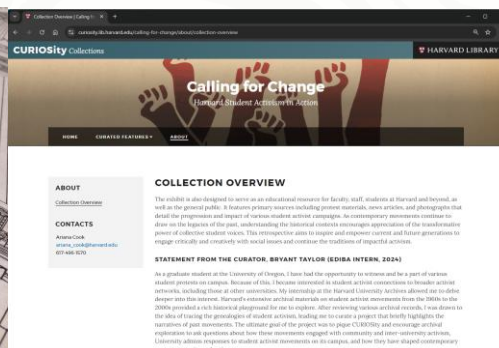
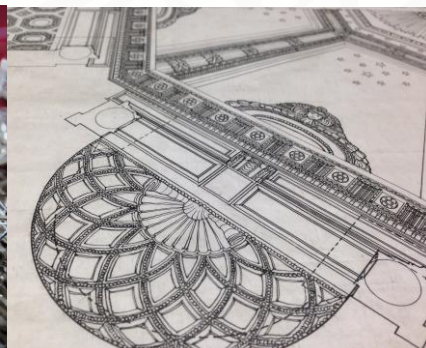
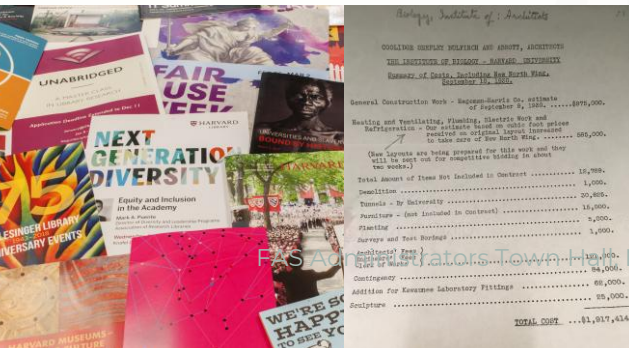


“University records include all forms of recorded information regardless of physical characteristics, created, received, recorded, or legally filed in the course of University business or in pursuance of the University's legal obligations.”

approved by vote of the President and Fellows of Harvard College
March 13, 1995

Examples of University Records

- Correspondence and email
- Meeting minutes
- Reports and memos
- Financial information and budgets
- Grants/sponsored projects
- Student records
- Publications and newsletters
- Websites
- Photographs and A/V recordings
- Posters, brochures, event programs



Shared Stewardship Responsibility



At Harvard, **every employee** has a role in managing and stewarding University records, in compliance with Harvard's records policies.

Value of Records



Administrative



Fiscal

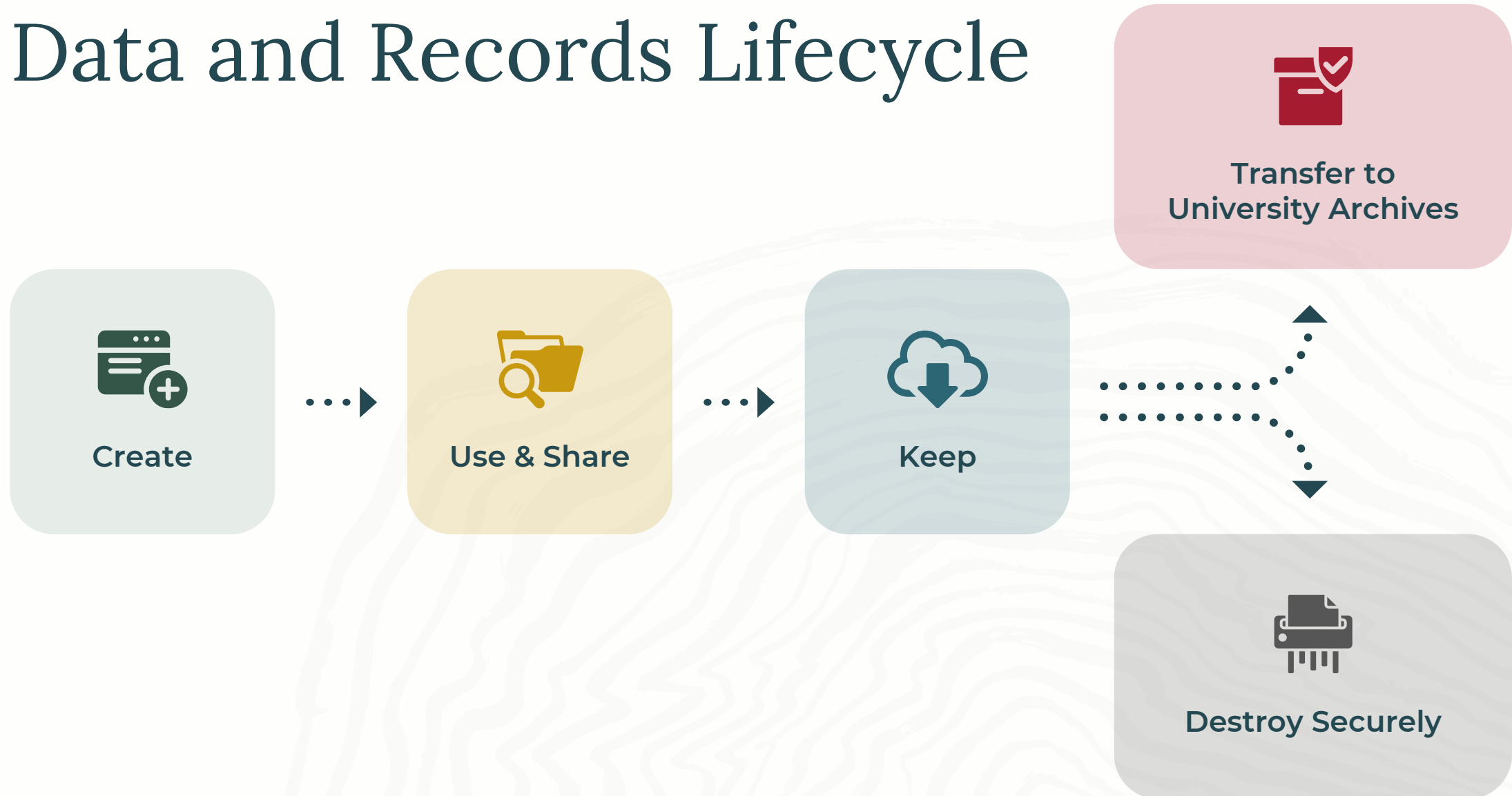


**Legal /
Evidential**



**Historical
Research**

Data and Records Lifecycle



Benefits of Managing Records

- Increase legal compliance and information security
- Decrease risk to the University
- Enhance workflows: organize information, improve collaboration, and support decision-making
- Lower storage costs
- Identify historically and/or administratively significant records of permanent value to the University

Records Management Services: here to help!

<https://library.harvard.edu/libraries/harvard-university-archives/records-management>

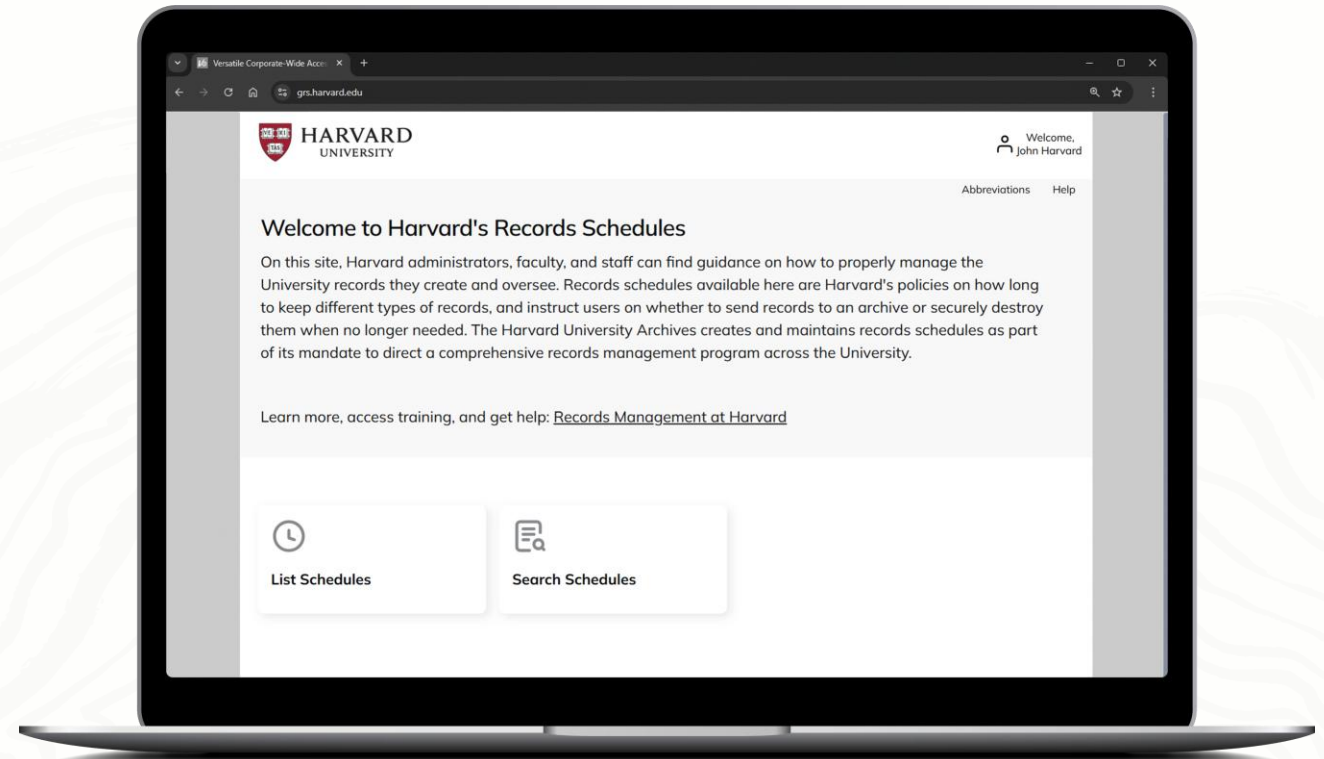
- University-wide mandate and services
- Established in 1995 by Corporation vote
- Oversee development of and consultation for University records retention policies, including the General Records Schedule (GRS)
- Provide trainings, guidance, and best practices
- Offer consultation services



Harvard's Records Schedules

grs.harvard.edu

- Instruct how long to keep different types of records
- Grant authorization to securely destroy records upon the expiration of their retention period
- Identify records for long-term preservation in Archives



Records Schedules grs.harvard.edu

At Harvard, there are two types of records schedules:

The **General Records Schedule (GRS)** covers records types commonly found across the University in all formats, including electronic records. The GRS applies to all faculties and academic centers, departments, affiliates and allied institutions, projects, and initiatives of the University.

Records unique to certain offices or functions may be governed by **office-specific schedules**. Most offices do not need office-specific records schedules; however, if you do not find an entry in the GRS to describe your records, please contact Records Management Services.

Records Schedule Entry

The screenshot shows a web interface for Harvard University's Records Schedule Entry. The page is titled "Accounts Payable Records (0410)". It includes a navigation bar with the Harvard University logo, the word "Schedules", and a user profile for "John Harvard". There are links for "Abbreviations" and "Help", and a button for "Add to Favorites". A "Return to Last Page" button is also present. The main content area is divided into sections: "Schedule Title", "Company", "Function", "Parent Title(s)", "Schedule Description", "Schedule Type", "Record Code", "Retention Plan", and "Notes".

Schedule Title:	Accounts Payable Records (0410)
Company	Harvard University
Function	Accounting
Parent Title(s)	None
Schedule Description	<p>These records document payment for vendor, travel and other expense reimbursement, PCard, and petty cash transactions by local units.</p> <p>Records include invoices, receipts, or other original supporting documentation (e.g. packing slips), web voucher cover pages, petty cash vouchers, petty cash logs, petty cash receipt slips, corporate card monthly statements, PCard settlement system reports (weekly sweep reports) and receipts, Harvard University Universal Expense Forms (UEF), Missing Receipt Affidavits, and payment request forms or memos. Some forms and documents may be delivered from and kept in the Buy-to-Pay (B2P) and Concur systems.</p>
Schedule Type	General Records Schedule
Record Code	0410
Retention Plan	<p>0410a - Non-Sponsored Accounts: All original documentation not submitted to enterprise systems, such as B2P ---Destroy securely 4 years after end of fiscal year</p> <p>0410b - Sponsored Accounts: All original documentation not submitted to enterprise systems ---Destroy securely 7 years after final account closing unless longer period specified by granting agency</p> <p>0410c - All Accounts: All copies or versions of documentation submitted to enterprise systems ---Destroy securely 1 year after end of fiscal year</p>
Notes	<p>1) Final project account closing is defined by the most recent of the following events: (a) final reporting to the research sponsor, (b) final financial close-out of a relevant sponsored research award segment, (c) final publication of research results, or (d) cessation of academic or scientific activity on a specific research project, regardless of whether its results are published. For Research Administrative and Financial Records, a research project or activity should be regarded as having ended when the final filing of the Financial Report or Closeout Report for the relevant award segment occurs</p> <p>2) Web voucher invoices, travel and reimbursement receipts or other supporting documentation are imaged and maintained centrally. Local units are responsible for submitting them to Central Administration and maintaining copies to support day-to-day questions and operations</p> <p>3) Central Administration does not image receipts for Pcard and petty cash. Local units are responsible for maintaining original documentation of these transactions</p> <p>4) These records may contain Social Security Numbers, which must be managed as Level 4 High Risk Confidential Information (HRCI)</p>

Harvard Training Portal (HTP)

The screenshot displays the Harvard Training Portal (HTP) interface. At the top, there is a navigation bar with the Harvard University logo, the text 'Harvard Training Portal', and a 'Browse' button. To the right of the navigation bar is a search bar with the text 'All Areas' and a search icon. Below the navigation bar is a red horizontal bar with the following menu items: HOME, ME, MY TEAM, GROUPS, and ADMIN. The main content area features a course card for 'Introduction to Harvard's Records Schedules (University-Wide)'. The card includes the Harvard Library logo, the course title, the course ID 'LIB-HUA0000092477', and the version 'V 1.0'. A 'Not Registered' button is visible on the card. To the right of the card is a 'LAUNCH' button with a dropdown arrow. Below the course card is an 'Overview' section with the following text: 'This self-paced training is offered by Records Management Services at the Harvard University Archives to introduce administrators, faculty, and staff to Harvard's records schedules. These important policies provide guidance for all Harvard employees on how long records must be retained. In this training, you will learn how to navigate Harvard's online records schedules interface and how to apply the records schedules in your work at the University. This course will:'. A bulleted list item is visible: 'Define a University record'.

Records Management Trainings in HTP



Trainings & Workshops

Learn more about managing University records.



- Introduction to Harvard's Records Schedules
- Introduction to Harvard's Office-Specific Records Schedules
 - *ask RMS for link, if your office has a schedule*
- Email Management
 - Redundant, Obssolete, and/or Transitory (ROT)
- Coming soon!
 - Introduction to Records Management at Harvard
 - Overview for Offsite Records Storage

Services & Guidance

- Offsite records storage
- Secure destruction (or deletion) of eligible records
- Managing and organizing records, including e-records and email
- Scanning decision tree
- Guidance for departing staff
- Tips for office clean-ups and moves
- Platform-specific guidance: M365, Zoom, Teams/chat



Transferring Historical Records



- Available for internal administrative use
- Research advice and assistance
 - Departmental history
 - Anniversaries and special events
 - Policy reviews
 - Business continuity and decision-making
- Access to archived student records
- Open for general research use after 50-80 years

Faculty Guidance

archives.harvard.edu



Guidelines for Managing Faculty Files

Introduction

The Harvard University Archives is the oldest and one of the largest institutional academic archives in the nation. It **collects**, organizes, preserves and **provides access** to a comprehensive record of more than 375 years of life at Harvard. From **17th and 18th century diaries and scientific observations** to **21st century web sites**, the Harvard University Archives' collections comprise over 51,000 feet of University records and related historical materials, including faculty papers.

This activity is integrally tied to **records management services** for Harvard University staff, administrators and faculty. Records management staff provide guidance and resources for all stages in the records and information lifecycle, from creating records through destruction of non-permanent records or transfer of permanent records to the Harvard University Archives.

About These Guidelines

The guidelines are based on best practices, federal and state privacy and confidentiality regulations, University records policies. They will:

- help you to distinguish between University records and personal/professional files;
- outline how to donate personal archives to the University;
- discuss privacy and confidentiality requirements.

These guidelines should be applied to managing both paper and electronic files. E-mail and other electronic documents are important communication tools for conducting University business. All formats may contain evidence of policies, decisions, procedures, operations, research, teaching and other activities faculty engage in at the University as outlined below. These records can also be historically valuable because of the information they contain.

University Records

It can be difficult to distinguish between personal/professional files and university records when both have historical value over the long term. Official university records are evidence of the institution's functions, policies, decisions, procedures, operations, and activities. University records are governed by University policies, including Harvard's [General Records Schedule](#). These records are protected by a 50 year access restriction rule that applies from the date the record was created in order to protect information and its subjects; personnel and student records are closed to research for 80 years from their date of creation. Research use is allowed after these restrictions have elapsed. The categories below are a quick guide to record types.

“Records created or received by faculty in administrative and University committee capacities are also considered to be University records.”

approved by vote of the President and Fellows of Harvard College
March 13, 1995

Theses, Dissertations, & Prize Papers



- ETDs accessible through DASH; Archives stewards preservation copies
- ~28,000 undergraduate theses, from 1859 to present
 - HUA collects senior honors theses and prize papers
 - Digital form (pdf)
 - Outreach to academic departments in May and June

Thank you!

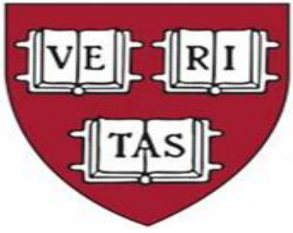
For general questions: archives_rms@harvard.edu

For transferring records: archives_transfers@harvard.edu

For faculty questions: archives_collections@harvard.edu

archives.harvard.edu

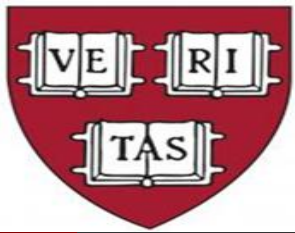
juliana_Kuipers@harvard.edu



Performance Management

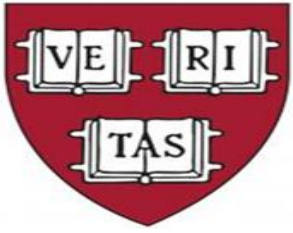
Nicole Breen

*Managing Director, Human
Resources Consulting, HHR*



FY26 Performance Management

- The FAS FY26 approach to Performance Management centers on a year-end wrap-up conversation with each employee.
- Ratings are not required; if used, please apply consistently across teams
- Resources and guidance for effective performance conversations is available on the FAS HR website: https://hr.fas.harvard.edu/performance_management
- Goal-setting discussions for FY27 should take place later in the summer, following the close of FY26.



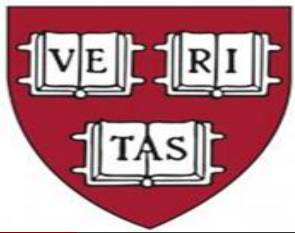
Administrative Operations Initiatives

Maureen Berry

*Director of Project and
Change Management*

Stephanie Nasson

*Senior Director of Administrative
Operations*



FAS Project Landscape

RECENTLY COMPLETED
MARCH: DUO sunsetted u-wide
APRIL: Passwordless transition for high-risk populations

NOW

Apr. – June 2026

Q4 FY26

- Announcements about M365 storage changes
- Zoom Cloud Storage retention limits begin for oldest files only
- FESSCA Roll-out
- Automated TA/TF offer letters in Aurora
- Passwordless-required roll out for staff groups

NEXT

July – Sept. 2026

Q1 FY27

- Zoom Cloud Storage retention limits begin for all files
- Passwordless-required roll-out for post-doc groups
- Hire action before I-9 Section 2
- SharePoint lifecycle management planning (FY27)

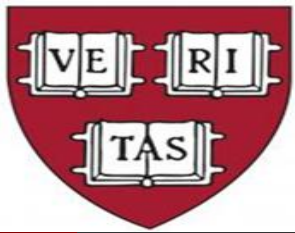
LATER

Oct. – Dec. 2026

Q2 FY27

- Workforce Services Hub (PReP replacement) pilot begins in FAS
- FAS Salesforce CRM availability for pilot groups
- Passwordless-required roll-out for faculty
- Chemical Inventory Project (LabCup) for FAS





Reminder – Training Resources

New Section:

RECOMMENDED FOR ALL NEW HIRES

Welcome to the FAS New Hire Training Portal

Congratulations on joining the team! This portal is designed to help you navigate your training courses for the first year of your employment. We've structured the required training into four key stages:

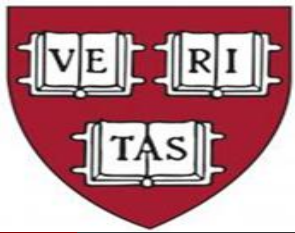
- **First 30 days** – Essential courses to help you get started.
- **First 60 days** – Building on the foundational knowledge.
- **First 90 days** – Deepening your understanding and skills.
- **Within the first year** – Comprehensive training to ensure your ongoing success.

Each section contains courses relevant to your specific job type or instructional websites that you should review. To enroll in a course, simply click on the "View Course" button next to the course title.

If your role involves sponsored fund administration, be sure to view the table of courses dedicated to that topic at the bottom of this guide.

Additional resources:

- Weekly training email listserv: adminops_asaptraining@lists.fas.harvard.edu – 424 members strong!
- Admin Ops/ASAP Sharepoint site: <https://hu.sharepoint.com/sites/FASASAPResources>
- Offerings: Instructor Led classes, department focused training, white glove assistance, self-paced videos, job aids, weekly drop-in, and team email – fasasap@fas.harvard.edu



Coming soon – New AI classes



Led by Matthew Poplawski and Katherine Porter, these new classes will follow similar topics as the last round offered and include new topics



Classes to be posted at the beginning of June in HTP; links to be shared when available



Recordings and resources from previous classes can be found on the Generative AI SharePoint site -

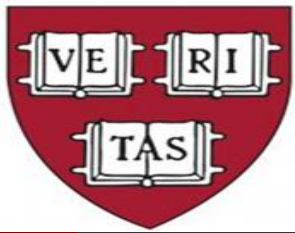
<https://hu.sharepoint.com/sites/FAS-GAI-StaffTrainingResources>



Available to all FAS affiliates



For department specific training or consultation, please contact Katherine Porter, (katherine_porter@harvard.edu)



Timely Resource – Commencement & YE Payments

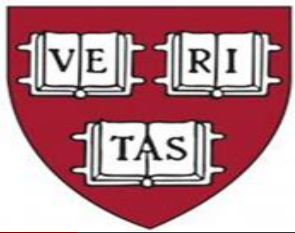
Welcome to Buy-to-Pay!

B2P Commencement & Year-End Reminders

Updated April 28, 2026

- ▶ Lunch & Learn: [View the presentation deck](#)
- ▶ [Key Reminders for Inviting and Paying Individuals as Suppliers](#)

- During this Commencement season, please refer to these resources provided by Central.
- Located on the B2P Homepage
 - Lunch & Learn series, April 28 “B2P Commencement/Year End Reminders & Best Practices”
 - Key Reminders for Inviting and Paying Individuals as Suppliers



Timely Resource – Payment Eligibility Platform



Created by the International Payee Tax Compliance (IPTC) Team, led by Andrea Sexton and Maria Van Den Bosch



A Qualtrix survey that guides the user through a series of questions regarding visa status and type of payment to determine payment eligibility



Please save the link -

https://harvard.az1.qualtrics.com/jfe/form/SV_ehN4BpI1z4AJkmW



Contact IPTC Customer Service with any questions:

<https://iptc.oc.finance.harvard.edu/iptc-customer-service>