CFO's Message

Dear Colleague,

With this last issue of the newsletter for 2008, I want to thank the SEAS community for working together during the past year to transform our Procurement process. This change is already saving SEAS money. Moreover, as two recent audits confirmed for us, it will help us to improve our compliance with regulations and sponsors’ requirements.

Because this transition was relatively smooth, it may seem that it was effortless. However, it took Susan Jones and her Procurement team many days and weeks of working late into the evening to make it happen. We want to thank them especially for their efforts.

Of course, everyone’s collaboration made it much more seamless. So, thank you on behalf of the finance team.

We want to wish everyone a wonderful holiday break.

Harry Dumay
Associate Dean for Finance and CFO

Announcements/Reminders

- Due to the University holiday shutdown, the loading dock will not be accepting deliveries after noon on December 24th until the University reopens on January 5th. Vendors are being notified of the shutdown as we place orders. Our “usual” vendors are familiar with Harvard’s holiday recess from past years and ship accordingly. Any orders submitted to iProcurement during the shutdown will be processed on January 5th.

Accounting

Understanding your W-2

Each year Payroll receives many questions about the W2. Most of these questions focus on understanding the amounts in the numbered boxes on the W2. The most common questions relate to why W2 Wages differ from your final pay stub for the year, and why Federal and State Wages per your W2 differ from Social Security and Medicare Wages per the W2. The short answer is that the differences relate to what wage amounts are taxable in each case. The Understanding your W-2 document will walk you through the calculations of the W2 wage amounts and enable you to reconcile these to your final pay stub for the year.

Change of address

Have you moved recently? In order to receive your W-2 please make sure your address is updated.

All Weekly, Bi-Weekly and Monthly employees should change their address in PeopleSoft. Please read...
instructions for additional information.

The following information is for Harvard students only: If you are currently registered as a Harvard student, you will not have access to the Employee/University Address page to update your home Address.

Please contact your local Registrar’s Office [Susan Wieczorek for SEAS students] or the Student Receivables Office (556 Holyoke Center, 5-2739) to change your address.

Budget

Usually, the SEAS budget process for the upcoming fiscal year gets kicked off around mid-December. This year, however, as we are re-adjusting the current fiscal year’s budgets to adapt to the global financial crisis, our FY10 planning process has been delayed. After the holiday break, the senior administration will finalize guidelines for FY10 planning. Budget managers can expect communication from the Budget Office about targets and deadlines soon thereafter.

Procurement

$AVE ON SWAGELOK and all Instrumentation Valves and Fittings

Local vendor CAMBRIDGE VALVE and FITTING, Inc now stocks SWAGELOK parts at a reduced cost to the University and is now available as a punch-out supplier in the iProcurement HCOM Marketplace. Cambridge Valve is a major distributor of Swagelok products and has one of the largest inventories of instrumentation valves and fittings on the East Coast. There is no minimum order and inside technical support personnel are happy to assist researchers with non-trade backgrounds. Cambridge Valve offers Harvard a generous discount on all standard Swagelok tube fittings in stainless steel and brass (sizes up to 1”). Please consider using them for all your SWAGELOK valve and fitting needs to $AVE on pricing and shipping!

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iProcurement Vendor Update

NEWEGG does NOT accept purchase orders. DO NOT select them as a vendor in iProcurement for orders. We cannot process requisitions for NEWEGG.

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iProcurement Tip For Today

When using an asset tag for a fabrication purchase, it is helpful for tracking purposes if you enter the word “Fabrication” in the area marked “Line Level Notes” next to the Asset Tag field on the requisition line. If the tag is for a single piece of equipment purchase, nothing additional needs to be added in the space marked “Line Level Notes”.

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Ways To Personally Save $$$

Forget Craig’s list and EBAY - HARVIE’s LIST contains classifieds placed by members of the Harvard community. You can find discount listings for all sorts of items from household goods and furniture to books, electronics, tickets, housing and more. Just go to the Harvard HARVIE website/Harvie Lists to find your treasure.
Research Administration

Funding Opportunities

In this potentially challenging climate for federal research funding it might be helpful to make note of these funding opportunity sites:

- Grants.gov
- SPIN - Sponsored Programs Information Network
- SMARTS / GENIUS
- Associated Grantmakers of Massachusetts
- Foundation Center
- COS - Community of Science

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