Dear Colleagues,

Starting with the June 2010 issue, we are taking advantage of the quarterly newsletter to provide you information and updates about both Finance and IT.

This publication continues to be a very useful tool for us to keep you informed of policies, procedures, and general information that, we believe, will help you to be more effective in your function at SEAS.

In this issue, items that are of particular importance to faculty and staff include:

- **Year-end close deadlines**
- **Harvard’s travel and reimbursement policy revisions**

With year-end closing and a number of IT projects on deck, this summer will be quite busy for both units. Please stay tuned for email updates and information through the upcoming weeks.

Have a great summer!

Harry Dumay, PhD MBA
Chief Financial Officer/
Associate Dean for Finance and IT Operations

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**Announcements**

**Staffing Changes In Accounting**

- **Andy Cheng** who has worked in Accounting since December 2008 will be leaving for a Financial Analyst position at Harvard Medical School as of July 8, 2010.

- **Ming Shiao** Senior Financial Analyst, has accepted a teaching position in China. Ming will be leaving at the end of July.

We wish Andy and Ming best of luck in their future endeavors!

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**IT Operations**

**Introducing the IT Team**

Overseen by [David Gipstein](mailto:David.Gipstein@fas.harvard.edu), Director, Core IT is comprised of two main units:

- **Web & Enterprise Applications:**
  - [Elie Yazbek](mailto:Elie.Yazbek@fas.harvard.edu) heads this team responsible for application and web services that includes developers [Lesley Lam](mailto:Lesley.Lam@fas.harvard.edu) and [Corey Taylor](mailto:Corey.Taylor@fas.harvard.edu).

- **Platforms & Services:**
  - [Robert Heywood](mailto:Robert.Hewood@fas.harvard.edu) heads two teams handling user support services, technical operations, infrastructure deployments, and data center operations.
    - The Service Desk includes support associates [Ben Gerber](mailto:Ben.Gerber@fas.harvard.edu), [Paul Millett](mailto:Paul.Millett@fas.harvard.edu) and [Ginoos Takand](mailto:Ginoos.Takand@fas.harvard.edu).
    - The Platforms and Operations group includes systems administrators [John Fisher](mailto:John.Fisher@fas.harvard.edu), [Luke Sullivan](mailto:Luke.Sullivan@fas.harvard.edu) and [Ron Terren](mailto:Ron.Terren@fas.harvard.edu).
The FY10 Year in Review

With the closing of the fiscal year, we provide below a sample of the most visible projects that IT completed during FY10.

SEAS SharePoint Collaboration Services
- The Dean’s office: Collaboration Site
- Faculty: Kit Parker research group collaboration sites
- Academic Administration/HR: Personnel Workflow Application
- Academic Administration/HR: Directory Management Tool
- Finance Office: Faculty & Staff Financial Report Distribution Tool

SEAS Secure File Transfer site (Accellion)
- Provides secure method of sending/receiving confidential files outside of e-mail

SEAS Software Download site
- Role-based tool to download SEAS licensed software

New Centralized File System Storage Infrastructure brought online
- Expanded central file system for home and group directories to meet SEAS growing data storage requirements

Security-related items
- Staff laptop encryption (PGP) completed as part of University Security Mandates
- Off-site backup tape encryption deployed as per University Security Policies

Summer Tips

Summer is a good time to:

- Shut down your computers & printers at night to conserve energy.
  [Link](https://intranet.seas.harvard.edu/offices-services/facilities/sustainability-at-seas)
- Purge old files and e-mail in order to conserve central file system space and resources.
- Complete the online Information Security Principles training course on Eureka (This should take about 15 minutes.) The Eureka online course can be found at: [http://harvie.harvard.edu/](http://harvie.harvard.edu/) (Intranet: [https://intranet.seas.harvard.edu/it](https://intranet.seas.harvard.edu/it))
- Acknowledge the Confidentiality Agreement under PeopleSoft Self Service, which can also be found at: [http://harvie.harvard.edu/](http://harvie.harvard.edu/) (This should take less than 5 minutes)

SEAS IT Contact information

- IT.seas.harvard.edu (Intranet: https://intranet.seas.harvard.edu/it)
- help@seas.harvard.edu
- x5-9050

Finance
Accounting

Year-End Close

The 2010 fiscal year will be coming to a close on June 30th. This section contains information related to the processing of financial transactions as the fiscal year closes. There are 3 areas of focus below:

1. **Deadline date of July 9 for any items (either a direct purchase or expense) > $10,000 - transacted for before June 30th, but payment for item will occur after July 9 (exclude anything bought with federal or non-federal sponsored funding or through iProcurement).**

   If you have a lump sum purchase or any other type of expense that is incurred before June 30th, but the invoice/bill will not be paid until after July 9, 2010, then please contact Diane Harwood (617-495-2859) or Monette Salud (617-496-5633) by 7/9/10 to help us take care of the accounting for this transaction. Do not include any items paid for on federal or non-federal sponsored funds or items purchased in iProcurement.

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2. **Purchasing Card Sweeps (pCard):**

   In order to ensure that as many current PCard transactions as possible are swept in this fiscal year, the PCard sweeps originally scheduled for June 24, July 1, and July 8 have been moved:

   - The originally scheduled June 24 sweep was moved to **Wednesday, June 23 at 3PM.** This sweep contained PCard transactions loaded into the settlement system between June 4 and June 10.
   - The originally scheduled July 1 sweep was moved to **Thursday, June 24 at 5PM.** This sweep contained PCard transactions loaded into the settlement system between June 11 and June 17.
   - The originally scheduled July 8 sweep will be moved to **Wednesday, July 1 at 5PM.** This sweep will be booked into FY2010 and contain PCard transactions loaded into the settlement system between June 18 and June 24.

   Please note that that date for transactions loaded into the settlement system is not the same as the transaction date. If you have any questions related to the processing of pCard transactions, please contact Noemi Ortiz at 617/496-3625.

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3. **Reminder: Past deadlines for the submission of Travel Authorizations, Web Voucher Expense and Reimbursement Processing and Credit Vouchers:**

<table>
<thead>
<tr>
<th>Type of Transaction</th>
<th>Deadlines Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web voucher Travel Authorizations - either BCD or Harvard Travel</td>
<td>6/18/2010 Due by 5PM</td>
</tr>
<tr>
<td>Checks for deposit (via credit voucher)</td>
<td>6/25/2010 Due by 5PM</td>
</tr>
<tr>
<td>Processing expenses (via web voucher)</td>
<td>6/25/2010 Due by 5PM</td>
</tr>
<tr>
<td>JPMC Corp Card &amp; Reimbursements</td>
<td>6/25/2010 Due by 5PM</td>
</tr>
</tbody>
</table>

   Please work with Hera Daldalian (617/495-4429) and Noemi Ortiz (617/496-3625) on the SEAS Procure-to-Pay team to get these items processed on a timely basis using the dates in the schedule. These dates will give SEAS Finance enough time to make sure your transactions get processed in this fiscal year.
Budget

SEAS' FY11 Budget was submitted to the Corporation by the Central Budget Office later this year than in previous years. As a result, notification to SEAS Budget Managers about their FY11 Budget has also been delayed. Such notification, including available updates to salary budgets, will be coming in the next two weeks.

Procure To Pay

The University's Travel And Reimbursement Policy Revised -- effective July 1, 2010!

The University Travel and Reimbursement Policy is revised and can be found at: [http://vpf-web.harvard.edu/ofs/policies/documents/trave.pdf](http://vpf-web.harvard.edu/ofs/policies/documents/trave.pdf)

Highlights of the changes:

- Changes have been made to the use of per diems for Harvard employees who incur expenses while traveling - see pg. 8
- Ticket upgrades reimbursed up to a max of $75.00 - see pg. 10
- Air-Travel changes to business class now more restricted – see pg. 10
- New requirements for supplemental rental car insurance – see pg. 11
- Use of private sedan or car services no longer acceptable to attend meetings on or around campus– see pg. 13
- Lodging is no longer available for one day travel less than 50 miles–see pg. 14
- Spousal/Family travel now requires bona fide business reason–see pg 1.6 and Appendix B
- New restrictions when combining business with personal travel–see pg 1.7 and Appendix C
- Sponsored Travel rules added to policy for one combined document – see pg. 17

New online Eureka training is available to go over the changes and all rules governing travel and reimbursements. The training is recommended for all travelers, trip arrangers, reimbursement preparers and approvers. It is fast, informative, fun and free! Go to: [http://eureka.harvard.edu/Eureka/courses.cfm?categoryID=47](http://eureka.harvard.edu/Eureka/courses.cfm?categoryID=47) to take the course.

Vacation Time Is Here -- Remember To Set Your iProcurement Vacation Override

Before leaving, be sure to login to iProcurement and set your vacation override to another approver from your area to approve on your behalf while you are away. To set your vacation override rule, login and click on Requisitions/Notifications and Vacation Rules at the bottom of the screen. Create your vacation rule and “Apply”. NOTE: The dates used for vacation rules are in Military Time – be sure to reflect time after noontime as 13:00 for 1:00, 14:00 for 2:00 etc..

If you need help, contact the SEAS Procurement team anytime.

Select "Dell Marketing L P" When Purchasing A Dell Computer

When purchasing a Dell computer, select vendor: Dell Marketing L P Site: Primary_01.

DO NOT select Dell Computer. Dell Marketing L P is the vendor established by UIS to be the primary PC vendor for Harvard.
Online Receiving Now Available In iProcurement

When you receive your shipment, log into iProcurement and receive online. No need to send us the packing slip when you do the receiving yourself. It is fast and stops the annoying reminder emails generated by the system telling you an invoice has arrived but your shipment has not yet been received. For instructions on "How to Receive" visit the SEAS Finance/Procurement Intranet site.

There Are Over 250 Vendors In The HCOM Marketplace

When placing an order be sure to check the HCOM Marketplace to see if your vendor of choice resides there. You view all available HCOM vendors by clicking on HCOM from the shopping tab, then click on Browse: Suppliers (about 1/4 of the way down the screen just under the Shop bar to the right. Once there you can “Click to expand search for supplier filter” and search for your specific vendor of choice. If found, place your order using HCOM to ensure fastest order placement. If the vendor is not found in HCOM, proceed back to the iProcurement Shop tab and create a Non-Catalogue requisition.

New Egg And Amazon Do NOT Take Purchase Orders

New Egg and Amazon do not take purchase orders and should not be selected as your vendor of choice when creating a requisition. If you need help finding a suitable alternative, send an email to procurementhelp@seas.harvard.edu and a member of the team will be glad to assist.

Research Administration

New Grant & Contract Specialist Assignment By PIs

The new portfolio distribution was sent to Principal Investigators via email on June 21st. It is listed by root value on one worksheet and by last name on the other.

Note that your portfolio manager is your point person who will assist you in both pre- and post-award activities (Eric Asetta, who has historically been the primary point of contact for pre-award matters, will work closely with your portfolio manager in the review and processing of proposals).

Reminder: Proposal Submission Deadlines And Summer Planning

- 5 business days before due date - we need the final form of the administrative section (budget, budget justification, management structure, subcontract budget, current and pending support, biosketch, facilities)
- 3 business days before due date - we need the final form of the technical section (all the science)

Please remember that Research Administration staff take vacation during July and August. During that time, the office is less able to handle last-minute proposals. To give your proposal the best chance of success, please adhere to the 3/5 business day requirement. If your proposal includes subcontractor(s) or co-PIs from other parts of Harvard, please allow additional time beyond the 3/5 day requirement for obtaining necessary approvals and paperwork.

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