CFO's Message

Dear Colleagues,

In the February newsletter, I mentioned the work that SEAS Finance has been doing behind the scene to re-organize the SEAS chart of accounts. In the days and weeks to come, you will hear more about that project.

Although we are working to make that transition as seamless as possible, it will create some inconvenience for those who have gotten used to their 33-digit account codes because some parts of the account strings will change.

Some might wonder 'if it is not broken, why fix it?'

The main reason is that the current chart was set up decades ago. It does not reflect SEAS' present structure and we have run out of room within it to grow.

Similar questions are still being asked about iProcurement, even though it has been functioning well for many months now. In hindsight, we can see at least two reasons why implementing an electronic purchasing tool such as iProcurement throughout SEAS was a good idea.

First, at the time of the implementation of iProcurement, we did not know about the difficulty of providing administrative support to an entity such as the Wyss Institute in Longwood. Providing procurement support to Longwood with our old paper purchasing method would have been quite challenging.

Second, with the pre-purchase budget checking that happens through the approval process in iProcurement, we can see the difference in grant over-expenditures now and then. Those over-expenditures (and the interest that they accrue) constitute real drains on the School's budget. Their significant reduction in both procurement and payroll translates into hundreds of thousands of dollars in much-needed savings for SEAS.

The finance staff is committed to doing what it takes to help the School meet its aspirations. We know that we can count on your cooperation and collaboration.

Harry Dumay
Associate Dean for Finance and CFO

Accounting

Weekly Payroll

Employees, who are paid weekly, should submit their completed weekly Time Sheets in the drop box outside of Pierce 226 by 12:00 pm on Friday for checks the following Friday after 2:00 pm. If Monday is a holiday, time sheets must be submitted by 12:00 pm the preceding Thursday.
Please make sure of the following:

- Your supervisor has signed your time sheet and the name is legible.
- You have signed the time sheet and your name is legible.
- You have provided contact information and your HUID #.
- You have included the dates worked.

We encourage you to use the Direct Deposit Service to save both time and paper. If you choose the Direct Deposit Service, remember to suppress the printing of your pay stub by checking the box of step C as shown in the Viewing Direct Deposit document.

If you have any questions regarding your check, please contact Andy Chang or Rebecca Hegarty.

Note: You must submit your Time Sheets weekly. This is a weekly payroll. Time sheets must be submitted accordingly.

Budget

SEAS cost savings working group met for the first time on May 13th tasked with identifying, analyzing and recommending cost savings with an emphasis on the next two fiscal years. The cost savings group currently has 15 enthusiastic members and is broadly represented by both faculty and staff. The group will be working in three sub-groups to find savings in primarily non-personnel related costs. The committee will present their recommendations to senior management at the end of July 2009. The group suggested that we not only examine cost savings, but also ask the SEAS community to submit work inefficiencies and examine administrative requirements for redundant and unnecessary tasks. We will continue to keep you updated on the progress of this committee and continue to look for ideas from the SEAS community.

Procurement

Picking the correct vendor site just got easier.

When using a vendor that has multiple site addresses, please select the site identified as "1_Primary" from the list of sites when creating your iProcurement requisition. This is the "pay to" site for the vendor and will ensure the payment for your order will flow faster to the vendor.

Reminder: Vacation Override for iProcurement Approvers needed BEFORE you leave.

If you are leaving the office for more than a day, you will need to set up a vacation override in iProcurement to allow another member of your group to approve on your behalf while you are away. Please email procurementhelp@seas.harvard.edu if you need assistance setting your vacation override.

Coming in June - iProcurement Email Reminders

Two automated iProcurement email reminders will begin June 22nd. The first will remind approvers a requisition is waiting in iProcurement for his/her approval.
The second will remind requestors to submit packing slips/proof of delivery to the SEAS Procurement office to allow for receipt transaction creation. This will speed up payment to the vendors for goods/services we have received.

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