

Financial Administration (FAD) 2015/2016 Winter Recess Schedule

The University will be in recess from 12:00 pm Thursday, December 24 until Friday, January 1, 2016. Please review the following for special processing deadlines, cutoff dates, and system and support availability, leading up to and throughout the winter break.

Financial and Sponsored systems/applications will be available during winter recess; however, transactions will not be posted to the General Ledger, or refreshed into the OBI, CREW, and DWENPRD ad hoc reporting environments, and the HUIT Support Center (617-496-2001) and FAD staff will be unavailable.

Departments and Systems	Winter Recess Schedule Changes
Accounts Payable Contact: AP Customer Service, 5-8500 A/P: option 1 Vendor Setup: option 3	<p>Approved vendor invoices that need to be paid by January 1, 2016 (rent, utilities, etc.) must reach AP at 1033 Mass Ave. by 5 p.m. Monday, December 14.</p> <p>Invoices already in the AP system that come due between December 24 and January 5, 2016 based on their payment terms, will be paid on Wednesday, December 23, 2015.</p> <p>Approved vendor invoices to be posted in December 2015 must reach Central Accounts Payable at 1033 Mass Ave. by 5 p.m. Wednesday, December 16.</p> <p>Invoices received after this time may be posted in January.</p> <p>HCOM: During the Winter break, electronic invoices will continue to arrive and be processed, generating system receiving e-mails. Shoppers can also receive goods in the system during the break.</p> <p>Non-standard Check Processing: (Special Handling requests) received at 1033 Massachusetts Ave, 2nd floor by 5PM on 12/18/15 will have a check available</p>

Departments and Systems	Winter Recess Schedule Changes
	<p>for distribution on 12/22/15.</p> <p>Vendor Setup, Maintenance & Reactivation: new requests or updates needed to meet the above deadlines must be submitted on-line and approved in Oracle by 5 p.m. on Wednesday December 9th.</p>
<p>Accounts Receivable Contact: AR Customer Service, 5-3787</p>	<p>Invoices to be entered by Central AR must be received by 5 p.m. Thursday, December 17 to ensure posting prior to the winter recess. The deadline for customer setup/maintenance is also 5 pm Thursday, December 17.</p> <p>Manually entered invoices completed in Oracle AR before 4:30 pm on Thursday, December 24 will be posted prior to the winter recess. Manually entered invoices completed during the winter recess will be sent to the general ledger on Monday, January 4 when regular processing resumes.</p> <p>Feeds submitted during the break should be given unique extensions so files are not overwritten.</p>
<p>Authorized Requestor Information for Oracle, PeopleSoft, GMAS, Aspire and ARleS Contact: Oracle, Oracle CVR, PeopleSoft, GMAS and ASPIRE/ARIES Authorized Requestors: FSS_Client_Services@harvard.edu</p>	<p>User security, CVRs, TL/AM groups, Departments, and Location Code requests received after 5pm on December 23, 2014 will be processed after the winter recess beginning Monday, January 4, 2016.</p>

Departments and Systems	Winter Recess Schedule Changes
HUBS Authorized Requestors: HUBSSecurity@harvard.edu	
CAPS Contact: Brian Gannon, 6-5581	CAPS forms submitted after close of business (1pm) Wednesday, December 24th will be held in queue until Monday, January 5. Any changes to CAPS forms will not be reflected in CREW until Tuesday, January 6. Please note that no support is available for the system from 1pm Wednesday, December 24th until Monday, January 5th.
CPATH Contact: Brian Gannon, 6-5581	Please note that no support is available for the system from 1pm Wednesday, December 24th until Monday, January 5th. Data in CPATH coming from CAPS and the General Ledger will be impacted by the CAPS and General Ledger recess schedule changes
Cash Management Contact: Checks: Frank Bilodeau 5-4175 Wires/Drafts/Ach: Joe Mendes 6-3018	<p>Voided Checks: All checks that need to be voided and re-deposited must be received by Frank Bilodeau/Cash Management at 1033 Mass Ave 2nd Floor, no later than noon on Thursday December 17, 2015 for the credit to be posted in December 2015.</p> <p>Wires (US and Foreign Currency Drafts and Wires):HCOM payments to be made by wire/draft must be entered and approved by the tub and the related invoices must be received by Joe Mendes/Cash Management at 1033 Mass Ave 2nd Floor no later than 5:00 pm on Friday, December 18, 2015.</p> <p>Note: a bank draft or a wire transfer authorization form must be completed, signed, and attached to the front of the invoice.</p> <p>Ach Payments: HCOM payments to be made by Ach must be entered and approved by the tub and the related invoices must be received by Joe</p>

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	<p>Mendes/Cash Management at 1033 Mass Ave 2nd Floor no later than 5pm on Friday, December 18, 2015.</p> <p>Note: This does not pertain to Paymode payments.</p>
<p>Cash Receipts Contact: Cash Receipts, 6-8332</p>	<p>Cash Deposits: Cash deposits must be received no later than 4:00 p.m. on Wednesday, December 23rd at the Cash Receipts Counter, 1033 Mass Ave, 2nd Floor in order to be posted in December 2015.</p> <p>Domestic Checks: Domestic check deposits must be received no later than 4:00 p.m. on Wednesday, December 23rd at the Cash Receipts Counter, 1033 Mass Ave, 2nd Floor in order to be posted in December 2015.</p> <p>Foreign Checks: Foreign checks received by December 18th will be sent to collections prior to the holiday break with credit applied as it is received from the bank.</p> <p>Departmental: All items deposited at the bank through December 18th must have associated Credit Voucher(s) and Validated Deposit ticket(s) submitted to Cash Receipts no later than 4:00 p.m. on Monday, December 21st in order to be posted for December 2015. Offices open for business December 21-31 must have associated Credit Voucher(s) and Validated Deposit ticket(s) submitted to Cash Receipts no later than 4:00 p.m. on Monday, January 4, 2016 in order to be posted in December 2015.</p> <p>MA Taxable: All items deposited at the bank through</p>

Departments and Systems	Winter Recess Schedule Changes
	<p>December 18th must have associated Credit Voucher(s) submitted to Cash Receipts no later than 4:00 p.m. on Monday, December 21st in order to be posted for December 2015. Offices open for business December 21-31 must have associated Credit Voucher(s) submitted to Cash Receipts no later than 4:00 p.m. on Monday, January 4, 2016 in order to be posted in December 2015.</p>
<p>Chart-Security Maintenance Application (CSMA) / Chart of Accounts</p> <p>Contact: FSS_Client_Services@harvard.edu</p>	<p>Chart of Accounts Requests:</p> <p>Non-sponsored: After the last "sweep" at 5 p.m. on December 24th, the CSMA application will be available for users to submit requests, but those requests will not be routed or loaded to Oracle until business resumes on Monday January 4, 2016.</p> <p>Sponsored: Wednesday, December 24th will be the last day to activate new sponsored accounts in the General Ledger (GL). Any new accounts posted in GMAS after 10:00 am on the 24th will be sent to the GL for activation on January 4, 2016.</p>
<p>Fixed Assets</p> <p>Contact: Maureen Rekrut 6-9146</p>	<p>The Fixed Asset system will be closed for December on Thursday, January 7 shortly after 9 a.m. AP adjustments must now be approved by end of day on Tuesday, January 5 in order to make the December close of the AP system on Wednesday, January 6 at 4 p.m.</p> <p>In addition, asset related journals need to be in the GL on Wednesday, January 6 by 6:30 p.m. in order to be brought into the Fixed Asset system for the December close.</p>

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<p>General Ledger / General Accounting</p> <p>Contact: Karen O'Rourke 6-3375</p>	<p>Any journals entered by 6:30 p.m. and journal feed files sent before 5:00 p.m. on Thursday, December 24 will be posted and included in the Thursday night data refresh of the CREW and the ad hoc reporting environments. They will be reflected in the CREW and ad hoc reporting environments on Friday morning, December 25. Any journals entered from 6:30 p.m. on Thursday, December 24 through 6:30 p.m. on Monday January 4 will post Monday night and be reflected in the HDW on Tuesday morning, January 5.</p> <p>Journal feed files sent during the winter recess will post on Monday night, January 4 and be reflected in the CREW and ad hoc reporting environments on Tuesday, January 5. Feeds submitted during the break should be given unique extensions so files are not overwritten.</p> <p>As a reminder, the University performs interim reporting on a quarterly basis which results in the extension of the quarterly (September, December and March) closes by an additional 5 business days to allow tub central offices to process necessary entries. This does not change the process currently used by University employees to process month/quarter end journal vouchers; there is still a 5 business day window to enter the necessary journal vouchers. The subsequent 5 business days can only be used by the tubs' central offices.</p> <p>The two deadlines for processing DEC-14 activity are Friday, January 8, 2016 for the general population and Friday, January 15, 2016 for the tub central finance offices.</p>

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<p>Grants Management Application Suite (GMAS)</p> <p>Contact: Simone Alpen, 6-2033</p>	<p>GMAS will be available during the winter break with the following exceptions:</p> <ul style="list-style-type: none"> Thursday, December 24, 2015 at 10:00am will be the last time to activate new sponsored accounts before the winter recess. New accounts posted for activation in GMAS during the winter recess will not be activated until Monday, January 4, 2016 when account setup returns to its usual schedule. During the break, all financial data in GMAS and all GMAS data in the Data Warehouse will reflect transactions as of the end of day Thursday, December 24, 2015. On the evening of Monday, January 4, 2016 financial data updates will return to the usual schedule. The GMAS Help Desk will be closed during the winter recess. <p>Note: OSP asks for new account setup requests to be sent to them no later than 5 p.m. on Thursday, December 17, 2015. Regular account set up will resume on Monday, January 4, 2016.</p>
<p>Harvard University Budgeting System (HUBS)</p> <p>Contact: hubs@harvard.edu</p>	<p>Availability of HUBS During Winter Recess</p> <p>HUBS will be available to end-users during the winter break but the HUIT Help Desk will not be available and HUBS administrators will not be in the office or responding to email requests during this time.</p> <p>Please note that although HUBS will be available for data entry and reporting, certain scheduled processes will not be executed during the winter break because they are run only during business days and/or nights when support is available. On the day and night of December 23 all processes will run as usual and then</p>

Departments and Systems	Winter Recess Schedule Changes
	<p>they will be suspended until December 26. On December 26 the nightly processes will run to pick-up any changes that occurred during in HUBS on December 24, 25 and 26, and also to pick-up the December 24 actuals from Harvard's Data Warehouse (HDW) for the HUBS Reporting Applications. After December 26 the processes will not run again until Monday, January 4, when all processes will resume according to their regular schedule.</p> <p>To learn more about the specific impact of the break schedule please note the following:</p> <ul style="list-style-type: none"> • User Defined Fact (UDF) files can be uploaded and they will be processed as follows: <ul style="list-style-type: none"> ○ Files uploaded after 8pm on Wednesday, December 23, will be processed the night of Saturday, December 26, and the data will be in HUBS on Sunday, December 27. ○ Files uploaded after 8pm on Saturday, December 26, and through the rest of the break, will be processed the night of Monday, January 4, and the data will be in HUBS on Tuesday, January 5. • Employee and Position Dimension files can be uploaded and they will be processed as follows: <ul style="list-style-type: none"> ○ Files uploaded after 12pm on Wednesday, December 23, will be processed the night of Saturday, December 26, and the dimensions will be in HUBS on Sunday, December 27. ○ Files uploaded after 12pm on Saturday, December 26, and through the rest of the break, will be processed the night of Monday, January 4, and the dimensions will be in HUBS on Tuesday, January 5.

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	<ul style="list-style-type: none"> • Data extract files will be generated as follows: <ul style="list-style-type: none"> ○ On the night of December 23 ○ On the night of December 26 and then not again until the night of January 4 • CINA aggregations will be run automatically as noted below but users can manually execute aggregations in HUBS by running the BRBC014 Aggregate CINA business rule: <ul style="list-style-type: none"> ○ On the night of December 23 ○ On the night of December 26 and then not again until the night of January 4 • Salary calculations will be run automatically as noted below but users can manually execute the calculations in HUBS by running the BRBE077/MT Salary Calculation business rule: <ul style="list-style-type: none"> ○ On the night of December 23 ○ On the night of December 26 and then not again until the night of January 4 • Data will be automatically transferred from the Employee cube to the CINA cube as noted below but users can manually transfer the data by running BRBC012 business rule: <ul style="list-style-type: none"> ○ On the night of December 23 ○ On the night of December 26 and then not again until the night of January 4 • New Chart of Account segments will be loaded from the HDW as follows: <ul style="list-style-type: none"> ○ On the night of December 23 ○ On the night of December 26 and then not again until the night of January 4 • Plan-Working data in the new Reporting Applications will be refreshed as follows: <ul style="list-style-type: none"> ○ At 12pm on December 24 ○ On the night of December 26 and then not again

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	<p>until 12pm on January 4</p> <ul style="list-style-type: none"> • Actuals in the new Reporting Applications will be refreshed from the HDW on the night of Wednesday, December 23, and then again on the night of Saturday, December 26. This means that the December 24 actuals will not be available in the Reporting Applications until December 27. Note as usual that the Planning Applications will reflect actuals data as of the last closed period, November, during the break. <p>Note: HUBS resources are available the HUBS Wiki.</p>
<p>Office for Sponsored Programs Contact: Jennifer Ponting, 5-1817</p>	<p>In observance of the University's winter recess, the Office for Sponsored Programs (OSP) will close at noon on Thursday, December 24, 2015 and will resume operations on Monday, January 4, 2016. All proposals with deadlines that fall within these dates should be submitted to OSP no later than 5 p.m. on Wednesday, December 16, 2015. As always, earlier submissions are welcome. If meeting this deadline is not possible, please contact your Grants and Contracts Specialist or Jennifer Ponting (617-495-1817) so that we can plan accordingly.</p> <p>If you anticipate submitting proposals with early January deadlines immediately following the break, please contact your Grants and Contracts Specialist as soon as possible so they will be prepared to turn your proposal around quickly in the New Year. Our goal during the coming weeks is to address as many pending items as possible before the break. Therefore, knowing about proposals that may come in during the first week of January will allow us to plan more effectively and provide you with better service.</p>

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	<p>Please have new account set up requests to us no later than 5 p.m. on Thursday, December 17, 2015. Regular account set up will resume on Monday, January 4, 2016.</p>
<p>Payroll Services Contact: University Financial Services 5-8500 (option 4)</p>	<p>All paycheck dates, and related deadlines for paperwork submission, time reporting, and time approval can be found at: http://eureka.harvard.edu/reports/PS_Materials/payroll-calendar.pdf</p> <p>Our offices will be closing for winter recess at 12:00 pm on Thursday, December 24. Any off cycle checks not picked up by 12:00 p.m. will be put in U.S. mail at 12:00 pm on 12/24/15.</p> <p>There will be no one in Central Payroll during the winter recess. If there is an emergency need during the break, tub-level HR and payroll administrators only can call 617-384-7576 and leave a message. Voicemail will be checked on this line twice a day during the week. It will not be monitored on weekends or holidays.</p> <p>Important exception: The Weekly payroll (with a check date of December 31, 2015) will be processed on December 28, 2015. You will need to confirm your payroll is correct on that date. The payroll is expected to be opened by 6:00 pm on Sunday evening December 27th. You will have until 12:00 pm on Monday, December 28th to contact Central Payroll with any errors that need to be corrected. Please call or email the following individual: Francisco Garcia 617 495-9754 or francisco_garcia@harvard.edu</p>

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	<p>No corrections to the payroll can be done after the 12:00 calculation.</p> <p>Checks to be Voided and Personal Checks - C.O.B. Wednesday December 16th</p> <p>Any Harvard checks that need to be voided and any personal checks resulting from overpayments you are holding must be sent to Central Payroll by close of business Wednesday December 16th. If received after this date the employee will receive an incorrect 2015 W2 Form.</p> <p>Check Pickup on Friday, December 31, 2015 Weekly checks dated December 31st will be delivered to University Mail Services for distribution on December 31, 2015. If you have employees who want to receive their checks on Thursday, December 31st rather than waiting until Monday, January 4th, checks will be distributed by Central Payroll staff from 9:00 a.m. - 1:00 p.m. Friday, December 31st at the Harvard University Employees Credit Union (104 Mt. Auburn Street). You are responsible for notifying employees where and when checks will be available for pickup. Any checks remaining will be distributed to local departments on Monday January 4th.</p> <p>This announcement only pertains to the distribution of checks for weekly paid employees. Employees with direct deposit will receive their pay on their scheduled pay dates of December 31st and their paper advice after the holiday break. Please remind employees that they can view their online pay advices through PeopleSoft Employee Self Service.</p>

Departments and Systems	Winter Recess Schedule Changes
<p>PCard</p> <p>Contact: Customer Service 5-8500 (option 6)</p>	<p>Due to the winter recess, the December PCard sweeps originally scheduled have been adjusted as indicated below:</p> <p>Thursday, December 10, 2015 will be moved to Wednesday, December 9 at 3:00pm</p> <p>Thursday, December 17, 2015 will be moved to Thursday, December 10 at 3:00pm</p> <p>Thursday, December 24, 2015 will be moved to Wednesday, December 16 at 3:00pm</p> <p>Thursday, December 31, 2015 will be moved to Thursday, December 17 at 3:00pm</p> <p>Please note: Due to system constraints, the December 31st sweep (which has been moved to December 17th) will not be changed in the system until the morning of the sweep (December 17th). The December 17th sweep will include transactions loaded between December 11 – December 17, 2015. Please plan to review these transactions by 3pm on Thursday, December 17th.</p>
<p>Student Accounts</p> <p>Contact: CST, 5-2739</p>	<p>Student account refunds will be processed through 10:30 am on Wednesday, 12/23/2015. Direct deposit refunds processed on that date will be deposited in most cases by 12/28/2015. Refund checks processed on 12/23/2015 will be available for pick up by FAOs after 2 pm.</p> <p>Information about processing student account payments during Winter Recess is published at the Student Accounts web site: http://sfs.harvard.edu/.</p>

Reporting-Ad Hoc (Financial and Sponsored)	Ad Hoc Business Area	Last Load Prior to Winter Recess	Resumption of Regular Nightly Load Schedule
Contact: Raj Mariadoss 6-4331	DWCENPRD	Thursday, December 24th	Thursday, December 31st
Reporting - OBI and CREW (Financial and Sponsored)	OBI and CREW Business Area	Last Load Prior to Winter Recess	Resumption of Regular Nightly Load Schedule
Contact: Raj Mariadoss 6-4331	Financial and Sponsored	Thursday, December 24th	Thursday, December 31st