

Financial Administration (FAD) 2016/2017 Winter Recess Schedule

The University will be in recess from noon on Friday, December 23 until Tuesday, January 3, 2017. Please review the following for special processing deadlines, cutoff dates, and system and support availability, leading up to and throughout the winter recess.

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 DWCENPRD ad hoc reporting environments, and the HUIT Support Center (617-496-2001) and FAD staff will be unavailable. For a PDF version of this document, [click here](#).

Departments and Systems	Winter Recess Schedule Changes
<p>Accounts Payable Contact: AP Customer Service, 5-8500 A/P: option 1 Vendor Setup: option 3</p>	<p>Approved vendor invoices that need to be paid by January 3, 2017 (rent, utilities, etc.) must reach AP at 1033 Mass Ave. by 5 pm on Wednesday, December 14.</p> <p>Invoices already in the AP system that come due between December 22, 2016 and January 3, 2017 based on their payment terms, will be paid on Thursday, December 22, 2016.</p> <p>Approved vendor invoices to be posted in December 2016 must reach AP at 1033 Mass Ave. by 5 pm Tuesday, December 20. 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 mailing/Department of Homeland Security, etc.) must reach AP at 1033 Mass Ave, by 5 pm on Monday, December 19, 2016 to have a check available for distribution by Thursday, December 22, 2016. Please note that AP has a new distribution process for checks, and if they are being mailed to you via interoffice, please ensure there is enough time for the check to get back to you.</p> <p>Vendor Setup, Maintenance & Reactivation: new requests or updates needed to meet the above deadlines must be submitted online and approved in Oracle by 5 pm on Friday December 9th.</p>

<p>Cash Management Contact: Checks: Frank Bilodeau, 5-4175 Wires/Drafts/Ach: Joe Mendes, 6-3018</p>	<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 Friday December 16, 2016 for the credit to be posted in December 2016.</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 16, 2016. 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 Mendes/Cash Management at 1033 Mass Ave 2nd floor no later than 5 pm on Friday, December 16, 2016.</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 pm on Tuesday, December 20th at the Cash Receipts Counter, 1033 Mass Ave, 2nd floor in order to be posted in December 2016.</p> <p>Domestic Checks: Domestic check deposits must be received no later than 4:00 pm on Tuesday, December 20th at the Cash Receipts Counter, 1033 Mass Ave, 2nd floor in order to be posted in December 2016.</p> <p>Foreign Checks: Foreign checks received by December 16th 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 16th must have associated Credit Voucher(s) and Validated Deposit ticket(s) submitted to Cash Receipts no later than 4:00 pm on Monday, December 19th in order to be posted for December 2016. Offices open for business December 19-31 must have associated Credit Voucher(s) and Validated Deposit ticket(s) submitted to Cash Receipts no later than 4:00 pm on Tuesday, January 3, 2017 in order to be posted in December 2016.</p> <p>MA Taxable: All items deposited at the bank through December 16th must have associated Credit Voucher(s) submitted to Cash Receipts no later than 4:00 pm on Monday, December 19th in order to be posted for December 2016. Offices open for business December 19-31 must have associated Credit Voucher(s) submitted to Cash Receipts no later than 4:00 pm on Tuesday, January 3, 2017 in order to be posted in December 2016.</p>

<p>General Ledger / General Accounting Contact: Karen O'Rourke, 6-3375</p>	<p>Any journals entered by 6:30 pm and journal feed files sent before 5:00 pm on Friday, December 24 will be posted and included in the Friday 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 Saturday morning, December 25. Any journals entered from 6:30 pm on Friday, December 24 through 6:30 pm on Monday, January 2 will post Tuesday night, January 3 and be reflected in the HDW on Wednesday morning, January 4.</p> <p>Journal feed files sent during the winter recess will post on Tuesday night, January 3 and be reflected in the CREW and ad hoc reporting environments on Wednesday, January 4. 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-16 activity are Monday, January 9, 2017 for the general population and Tuesday, January 17, 2017 for the tub central finance offices.</p>
<p>GMAS Contact: contactgmas@harvard.edu</p>	<p>GMAS will be available during the winter break with the following exceptions:</p> <p>New account set up requests will need to be submitted to the central submitting offices as follows:</p> <ul style="list-style-type: none"> • Please have new account set up requests to OSP and SPH-SPA no later than 5 pm on Friday, December 16, 2016. Regular account set up will resume on Tuesday, January 3, 2017. • Please have new account set up requests to HMS-SPA no later than 5 pm on Monday, December 19, 2016. Regular account set up will resume on Tuesday, January 3, 2017. <p>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 Friday, December 23, 2016. On the evening of Monday, January 2, 2017 financial data updates will return to the usual schedule.</p> <p>The GMAS Help Desk will be closed during the winter recess.</p>

HUBS

Contact:

hubs@harvard.edu

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.

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 Friday, December 23, all day and night processes will run as usual. After December 23 the processes will not run again until Tuesday, January 3, when all processes will resume according to their regular schedule. As always, resources for users can be found in the HUBS Wiki:

<https://wiki.harvard.edu/confluence/display/FSSHUBS/HUBS+Home>

To learn about the specific details of the break schedule read on:

Actuals in the **Reporting Applications** will be refreshed from the HDW on the night of Friday, December 23, and then not again until the night of Tuesday, January 3.

Plan-Working data in the **Reporting Applications** will be refreshed on the night of Friday, December 23, and then not again until noontime on Tuesday, January 3.

User Defined Fact (UDF) files:

- Files uploaded by 8 pm on Friday, December 23, will be processed that night and will be available in HUBS on Saturday, December 24.
- Files uploaded after 8 pm on Friday, December 23, and through the rest of the break, will be processed the night of Tuesday, January 3, and the data will be in HUBS on Wednesday, January 4.

Employee and Position Dimension files:

- Files uploaded by 1 pm on Friday, December 23, will be processed that night and will be available in HUBS on Saturday, December 24.
- Files uploaded after 1 pm on Friday, December 23, and through the rest of the break, will be processed the night of Tuesday, January 3, and the dimensions will be in HUBS on Wednesday, January 4.

	<p>Alternate Hierarchy Incremental Updates:</p> <ul style="list-style-type: none"> Files uploaded by 12 pm on Friday, December 23, will be processed that night and will be available in HUBS on Saturday, December 24. Files uploaded after 12 pm on Friday, December 23, and through the rest of the break, will be processed the night of Tuesday, January 3, and the dimensions will be in HUBS on Wednesday, January 4. <p>Data extract files will be generated on the night of Friday, December 23, and then not again until the night of Tuesday, January 3.</p> <p>CINA aggregations will be run on the night of Friday, December 23, and then not again until the night of Tuesday, January 3. Users can manually execute aggregations in HUBS by running the BRBC014 Aggregate CINA business rule.</p> <p>Salary calculations will be run on the night of Friday, December 23, and then not again until the night of Tuesday, January 3. Users can manually execute the calculations in HUBS by running the BRBE077/MT business rule.</p> <p>Data will be transferred from the Employee cube to the CINA cube on the night of Friday, December 23, and then not again until the night of Tuesday, January 3. Users can manually transfer the data by running the BRBC012 business rule.</p> <p>New Chart of Account segments will be loaded from the HDW on the night of Friday, December 23, and then not again until the night of Tuesday, January 3.</p>
<p>Office of Sponsored Programs (OSP) 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 Friday, December 23, 2016 and will resume operations on Tuesday, January 3, 2017. All proposals with deadlines that fall within these dates should be submitted to OSP no later than 5 pm on Thursday, December 15, 2016. As always, earlier submissions are welcome. If meeting this deadline is not possible, please contact your Grants and Contracts Specialist (http://osp.fad.harvard.edu/content/contact-osp) 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</p>

	<p>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> <p>Please have new account set up requests to us no later than 5 pm on Friday, December 16, 2016. Regular account set up will resume on Tuesday, January 3, 2017.</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 Payroll Calendar.</p> <p>Our offices will be closing for winter recess at 12:00 pm on Friday, December 23rd. Off cycle checks not picked up by 12:00 pm will be put in U.S. mail at 12:00 pm on 12/23/16.</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.</p> <p>Voicemail will be monitored 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 30, 2016) will be processed on December 27, 2016. You will need to confirm your payroll is correct on that date. The payroll is expected to be opened by 6:00 pm on Monday evening December 26th. You will have until 12:00 pm on Tuesday, December 27th to contact Central Payroll with any errors that need to be corrected. Please email the following individual:</p> <p>Linda Paolera linda_paolera@harvard.edu</p> <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. Friday December 16th. 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 Friday December 16th. If received after this date, the employee will receive an incorrect 2016 W2 Form.</p> <p>Check Pickup on Friday, December 30, 2016: Weekly checks dated December 30th will be delivered to University Mail Services for distribution on December 30, 2016. If you have employees who want to receive their checks on Friday, December 30th rather than waiting until Monday, January 4th, checks will be distributed by Central Payroll staff from 10:00 a.m. - 12:00 pm Friday, December 30th at the Harvard University Employees Credit Union (104 Mt. Auburn Street). You are responsible for notifying employees where and when checks will be</p>

	<p>available for pickup. Any checks remaining will be distributed to local departments on Tuesday January 3rd.</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 date of December 30th 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>
<p>PCard 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:</p> <ul style="list-style-type: none"> • Thursday, December 22, 2016 will be moved to Wednesday, December 21 at 3:00 pm. • Thursday, December 29, 2016 will be moved to Thursday, December 22 at 3:00 pm. <p>Reimbursements/Citibank:</p> <p>Reimbursements, including Citi Direct Payments received at 1033 Mass Ave, by 5 pm on Wednesday, December 14 will be processed before the winter recess.</p> <p>Concur Reimbursements, submitted and approved by 5 pm, on Friday, December 16th will be processed before winter recess.</p> <p>Reimbursements (WR and Concur), including Citi Direct Pays received after the above specified deadlines will be posted in January.</p>
<p>Student Accounts Contact: CS Team, 5-2739</p>	<p>Student refunds will be processed before Winter Recess through 10:30 am on Thursday, 12/22/2016. Refunds processed as checks will be mailed out on that date. Direct deposit refunds will be deposited in most cases by 12/26/2016. Refund processing will resume at 10:30 am on Tuesday, 1/03/2017.</p> <p>The Winter Recess schedule for processing student account payments can be found at the Student Account web site Message Board.</p>