

# Financial Administration (FAD) 2018/2019 Winter Recess Schedule

The University will be in recess from Monday, December 24 until Wednesday, January 2, 2019. 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 and DWCENPRD ad hoc reporting environments, and the HUIT Support Center (617-495-7777) and FAD staff will be unavailable. For a PDF version of this document, [click here](#).

Departments and Systems	Winter Recess Schedule Changes
<p><b>Accounts Payable</b>            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 1, 2019 (rent, utilities, etc.) must reach AP at 1033 Mass Ave. by 5 p.m. on Wednesday, December 12, 2018</p> <p>Invoices already in the AP system that come due between December 21, 2018 and January 1, 2019 based on their payment terms, will be paid on Thursday, December 20, 2018.</p> <p>Approved vendor invoices and HCOM NON-Employee expenses to be posted in December 2018 must reach AP at 1033 Mass Ave. by 5 p.m. on Monday, December 17, 2018. Invoices received after this time may be posted in January.</p> <p><b>HCOM:</b> 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><b>Non-standard Check Processing:</b> (Special mailing/Department of Homeland Security, etc.) must reach AP at 1033 Mass Ave, by Noon on Wednesday, December 19, 2018 to guarantee that a check be available for distribution by Friday, December 21, 2018. Please note that if AP checks are being mailed to you via interoffice, please ensure there is enough time for the check to get back to you.</p> <p><b>Vendor Setup, Maintenance &amp; Reactivation:</b> New requests or updates needed to meet the above deadlines must be submitted on-line and approved in Oracle by 5 p.m. on Friday, December 7, 2018.</p>

<p><b>Accounts Receivable</b>  Contact:  AR Customer Service, 5-3787</p>	<p>Invoices and customer setup/maintenance requests to be entered by Central AR must be received by 5 p.m. on Friday, December 14, 2018 to ensure proper posting prior to the winter recess.</p> <p>Manually entered invoices completed in Oracle AR before 4:30 p.m. on Tuesday, December 18, 2018 will be posted and distributed prior to the winter recess. Manually entered invoices completed during the winter recess will be sent to the general ledger on Thursday, January 3, 2019 when regular processing resumes.</p> <p>Feeds submitted during the break should be given unique extensions so files are not overwritten.</p>
<p><b>Cash Management</b>  Contact:  Checks: Frank Bilodeau, 5-4175  Wires/Drafts/Ach: Joe Mendes, 6-3018</p>	<p><b>Voided Checks:</b> All checks that need to be voided and re-deposited must be received by Frank Bilodeau/Cash Management at 1033 Mass Ave 2<sup>nd</sup> Floor, no later than noon on Friday December 14, 2018 for the credit to be posted in December 2018.</p> <p><b>Wires (US and Foreign Currency Drafts and Wires):</b> 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 2<sup>nd</sup> Floor no later than 5:00 p.m. on Friday, December 14, 2018. <b>Note:</b> a bank draft or a wire transfer authorization form must be completed, signed, and attached to the front of the invoice.</p> <p><b>Ach Payments:</b> 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 2<sup>nd</sup> Floor no later than 5 p.m. on Friday, December 14, 2018.</p> <p><b>Note: This does not pertain to Paymode payments.</b></p>
<p><b>Cash Receipts</b>  Contact:  Cash Receipts, 6-8332</p>	<p><b>Cash Deposits:</b> Cash deposits must be received no later than 4:00 p.m. on Tuesday, December 18, 2018 at the Cash Receipts Counter, 1033 Mass Ave, 2<sup>nd</sup> Floor to be posted in December 2018.</p> <p><b>Domestic Checks:</b> Domestic check deposits must be received no later than 4:00 p.m. on Tuesday, December 18, 2018 at the Cash Receipts Counter, 1033 Mass Ave, 2<sup>nd</sup> Floor to be posted in December 2018.</p> <p><b>Foreign Checks:</b> Foreign checks received by December 14, 2018 will be sent to collections prior to the holiday break with credit applied as it is received from the bank.</p> <p><b>Departmental:</b> All items deposited at the bank through December 14, 2018 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 17 to be posted for December 2018. Offices open for business on December 17 - 31 must have associated Credit Voucher(s) and Validated Deposit ticket(s) submitted to Cash Receipts no later than 4:00 p.m. on Wednesday, January 2, 2018 to be posted in December 2018.</p>

	<p><b>MA Taxable:</b> All items deposited at the bank through December 17<sup>th</sup> must have associated Credit Voucher(s) submitted to Cash Receipts no later than 4:00 p.m. on Monday, December 17 to be posted for December 2018. Offices open for business on December 17 - 31 must have associated Credit Voucher(s) submitted to Cash Receipts no later than 4:00 p.m. on Wednesday, January 2, 2018 to be posted in December 2018.</p>
<p><b>General Ledger / General Accounting</b>  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 Friday, December 21 will be posted and included in the Friday night data refresh of the OBI and the ad hoc reporting environments. They will be reflected in the OBI and ad hoc reporting environments on Saturday morning, December 22. Any journals entered from 6:30 p.m. on Friday, December 21 through 6:30 p.m. on Wednesday, January 2 will post Wednesday night, January 2 and be reflected in OBI on Thursday morning, January 3.</p> <p>Journal feed files sent during the winter recess will post on Wednesday night, January 2 and be reflected in the OBI and ad hoc reporting environments on Thursday, January 3. 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><b>The two deadlines for processing DEC-18 activity are Tuesday, January 8, 2019, the day of the December 1<sup>st</sup> close, for the general population and Tuesday, January 15, 2019, the day of the December 2<sup>nd</sup> close, for the tub central finance offices.</b></p>
<p><b>GMAS</b>  Contact:  <a href="mailto:contactgmas@harvard.edu">contactgmas@harvard.edu</a></p>	<p>GMAS will be available during the winter break with the following exceptions:</p> <p>Please have proposal submission and new account set up requests to your pre-award office according to the following schedules:</p> <p><b>HMS ORA</b></p> <ul style="list-style-type: none"> <li>• Proposal submission and new account set up requests no later than 5 p.m. on Wednesday, December 19, 2018</li> </ul> <p><b>OSP</b></p> <ul style="list-style-type: none"> <li>• Proposal submissions no later than 5 p.m. on December 14, 2018</li> </ul>

	<ul style="list-style-type: none"> <li>• New account set up requests no later than 5 p.m. on Monday, December 17, 2018</li> </ul> <p><b>SPH ORA (SPA)</b></p> <ul style="list-style-type: none"> <li>• Standard proposal submission deadlines (10, 7, and 5 business days) still apply</li> <li>• New account set up requests no later than 5 p.m. on Wednesday, December 19, 2018</li> </ul> <p>Regular account set up will resume on Wednesday, January 2, 2019.</p> <p><b>The GMAS Help Desk will be closed during the winter recess. Tickets logged during this time will be responded to on January 2, 2019.</b></p>
<p><b>HUBS</b> Contact: <a href="mailto:hubs@harvard.edu">hubs@harvard.edu</a></p>	<p><b>Availability of HUBS During Winter Recess</b> 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 the day and night of Friday December 21 all processes will run as usual and then they will be suspended until Wednesday January 2. To learn more about the specific details of the break schedule, read on:</p> <p><b>User Defined Fact (UDF) files</b> uploaded after 8pm on Friday December 21 will be processed the night of Wednesday January 2 and the data will be in HUBS on Thursday January 3.</p> <p><b>Employee and Position Dimension files</b> uploaded after 1pm on Friday December 21 will be processed the night of Wednesday January 2 and the new/updated members will be in HUBS on Thursday January 3.</p> <p><b>Data extract</b> files will be generated on the night of Friday December 21 and then not again until the night of Wednesday January 2.</p> <p><b>CINA aggregations</b> will run automatically on the night of Friday December 21 and then not again until the night of Wednesday January 2. Users can manually execute Plan-Working aggregations in HUBS by running the BRBC014 Aggregate CINA business rule.</p> <p><b>Salary calculations</b> will run automatically Friday December 21 and then not again until the night of Wednesday January 2. Users can manually execute the calculations in HUBS by running the BRBE077/MT Salary Calculation business rule.</p> <p>Data will be automatically <b>transferred from the Employee cube to the CINA cube</b> on the evening of Friday December 21 and then not again until the night of Wednesday January 2. We will not be running anything automatically during the winter recess. The automatic EE-CINA data transfer resumes back on January 2 that runs hourly from 8:30 a.m. to</p>

	<p>6:30 p.m., 7 days a week. However, users can manually transfer the data by running the BRBC012 business rule.</p> <p><b>New Chart of Account segments</b> will be loaded from the HDW on the night of Friday December 21 and then not again until the night of Wednesday January 2.</p> <p><b>Plan-Working data</b> in the <b>Reporting Applications</b> will be refreshed on the night of Friday December 21 and then not again until the noontime on Wednesday January 2.</p> <p>During the break <b>Actuals</b> in the <b>Reporting Applications</b> will be as of the end of the day on Friday, December 21. Note as usual that the Planning Applications will reflect <b>Actuals</b> data as of the last closed period which is November at this time.</p> <p>Note: HUBS resources are available the <a href="#">HUBS Wiki</a>.</p>
<p><b>Office of Sponsored Programs (OSP)</b>  Contact:  Jennifer Ponting, 5-1817</p>	<p>In observance of the University's winter recess, the Office for Sponsored Programs (OSP) will close at 4 p.m. on <b>Friday, December 21, 2018</b> and will resume operations on <b>Wednesday, January 2, 2019</b>. All proposals with deadlines that fall within these dates should be submitted to OSP no later than <b>5 p.m.</b> on <b>Friday, December 14, 2018</b>. As always, earlier submissions are welcome. If meeting this deadline is not possible, please contact the Proposal Team at <a href="mailto:ospproposalassistance@harvard.edu">ospproposalassistance@harvard.edu</a> so that we can plan accordingly. Please have new account set up requests to us no later than 5:00 p.m. on Monday, December 17, 2018.</p> <p>If you anticipate submitting proposals with early January deadlines immediately following the break, please also notify the Proposal Team at <a href="mailto:ospproposalassistance@harvard.edu">ospproposalassistance@harvard.edu</a> as soon as possible so OSP can be prepared to turn your proposal around quickly in the New Year. For all other matters, we will do our best to accommodate any new or pending requests before the break, including those with a calendar year deadline. Regular account set up will resume on Wednesday, January 2, 2019.</p>
<p><b>Payroll Services</b>  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 <a href="#">Payroll Calendar</a>.</p> <p>Our offices will be closing for winter recess at 12:00 p.m. on Friday, December 21, 2018. Off cycle checks not picked up by 12:00 p.m. will be put in U.S. mail at 12:00 p.m. on December 21, 2018.</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 29, 2018) will be processed on December 26, 2018. You will need to confirm your payroll is correct on that date. The payroll is expected to be</p>

	<p>opened by 6:00 p.m. on Friday afternoon December 21, 2018. You will have until 12:00 p.m. on Wednesday, December 26 to contact Central Payroll with any errors that need to be corrected. Please email the following individual:</p> <p>Linda Paolera <a href="mailto:linda_paolera@harvard.edu">linda_paolera@harvard.edu</a></p> <p><b>No corrections to the payroll can be done after the 12:00 calculation.</b></p> <p><b>Checks to be Voided and Personal Checks:</b> C.O.B. Friday December 14. 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 14. If received after this date, the employee will receive an incorrect 2018 W2 Form.</p> <p><b>Check Pickup on Friday, December 28, 2018:</b> Weekly checks dated December 28<sup>th</sup> will be delivered to University Mail Services for distribution on December 28, 2018. If you have employees who want to receive their checks on Friday, December 28<sup>th</sup> rather than waiting until Wednesday, January 2<sup>nd</sup>, checks will be distributed by Central Payroll staff from 10:00 a.m. - 12:00 p.m. on Friday, December 28 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 Wednesday January 2.</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 29 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><b>PCard</b> Contact: Customer Service, 5-8500 (option 7)</p> <p><b>Reimbursements</b> Contact: Customer Service, 5-8500 (option 2)</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"> <li>• Thursday, December 20, 2018 will be moved to Wednesday, December 19 at 3:00 p.m.</li> <li>• Thursday, December 27, 2017 will be moved to Thursday, December 20 at 3:00 p.m.</li> </ul> <p>Concur Reimbursements submitted and approved by 5 p.m. on Friday, December 14 will be processed before the winter recess.</p> <p>Concur Reimbursements reimbursed after the above specified deadline will be posted in January.</p>

<p><b>Reporting</b> Contact: Teresa Schreitmueller, 6-0016</p>	<p>In observance of winter recess, please note the following data loads into the Harvard Data Warehouse:</p> <ul style="list-style-type: none"><li>• The last Financial and Grants load in the Financial Data Warehouse will be on Friday, December 21. This means that during winter recess, the data for the OBI Financial and Grants Management dashboards will be accurate as of end of business on December 21. Loads will resume on Tuesday, January 1.</li><li>• The last PeopleSoft load into the HR Data Warehouse will be on Monday, December 24. This means that during the winter recess, the data for the Qlik HR dashboards will be accurate as of end of day December 24. Loads will resume on Sunday, December 30.</li></ul> <p>Data loads supporting the Procure to Pay (P2P), Travel &amp; Expense, and Accounts Payable (AP) OBI dashboards will not be interrupted during winter recess. Data will continue to be loaded on a nightly basis.</p>
<p><b>Student Accounts</b> Contact: CS Team, 5-2739</p>	<p>Student refunds will be processed before Winter Recess through 10:30 a.m. on Thursday, December 20, 2018. Refunds processed as checks will be mailed out on that date. Direct deposit refunds will be deposited in most cases by December 25, 2018. Refund processing will resume at 10:30 a.m. on Wednesday, January 2, 2019.</p> <p>The Winter Recess schedule for processing student account payments can be found at the Student Account web site <a href="#">Message Board</a>.</p>