Massachusetts Institute of Technology
Office of the Vice President for Finance

VPF STATEMENT

News from the Office of the Vice President for Finance (VPF) | Read this issue online | PDF version

Welcoming the New Vice President for Finance

Glen Shor begins as MIT's Vice President for Finance on Monday, January 26.

Glen brings a wealth of knowledge and experience to the position, having served as secretary of administration and finance for the Commonwealth of Massachusetts.

Previous to that, he was executive director of the Massachusetts Health Connector, the state's public health insurance exchange; Assistant Secretary for Health Care Policy and Deputy General Counsel; and Policy Director in the Commonwealth's Executive Office of Administration and Finance.

Glen holds a BA from Yale University and a law degree from Harvard University.

Read the official MIT announcement.

Photo: Commonwealth of Massachusetts, Office of the Governor

Concur 2.0: Go-live Set for This Thursday, January 15

A new and improved version of the Concur travel system will be available to MIT travelers and administrators beginning Thursday, January 15. The enhanced system version, called Concur 2.0, provides increased functionality and is easier to use. Among the new features are the following:

- A wizard that will streamline the itemization process
- Google Maps mileage calculator
- Capability to submit a missing receipt affidavit

Including enhancements requested by MIT travelers and travel administrators, Concur 2.0 is part of VPF's ongoing work to optimize the MIT travel experience.

"We are excited to offer this enhanced system to MIT community members," says Gerry O'Toole, VPF's director of financial operations. "We asked the community for feedback and believe Concur 2.0 is an important next step in serving the needs of MIT travelers and administrators."

Over the past month Travel Services has held dozens of meetings across campus to demo the system and answer questions from MIT community members. The following online resources are also available:

- Guide to New Features
- Guide for Submitters
- Guide for Approvers

To coincide with the launch of the new system version, Travel Services will provide additional system demos as follows:

- Tuesday, January 20, 10 am–12 pm
- Thursday, January 22, 2:30–4:30 pm

Register for one of these sessions.

Travel Services will also offer drop-in sessions next week to assist community members with actual expense reports. The drop-in sessions will be held each day, Tuesday, January 20, through Friday, January 23, 10–11 am, in the Little Cayman Room, NE49-3100.

Travel Services staff are also available by email and phone to assist with Concur 2.0 and any travel expense issue.

Find Your Travel Service Representative
Travel Services has implemented a new service model. Each travel service representative now specializes in supporting designated departments, labs, and centers (DLCs). The new model provides each DLC with a go-to service representative and enhances the ability of Travel Services staff to understand the unique activities and needs of the DLCs they support. See who specializes in serving your area.

Travel Notes

JetBlue has announced the continuation of MIT flat fares for travel to/from Boston and Washington DC (Reagan, Dulles, and Baltimore Airports) as well as Boston to New York (JFK and LaGuardia Airports). In addition, JetBlue has added flat fares to Philadelphia.

Flat fare highlights:

- $99 one way plus applicable taxes to/from Boston and Washington DC and New York
- $84 one way plus applicable taxes to/from Boston and Philadelphia
- Fully refundable and flexible tickets
- Last seat availability (no advance purchase required)

Please note that the only way to take advantage of these fares is by booking through the MIT Online Booking Tool (Concur Travel) or by contacting one of MIT's preferred travel agencies, OT&T Travel Management and The Travel Collaborative.

For more information, please visit the JetBlue page in SmartBuy.

VPF Training Opportunities

Register now for VPF training classes. These classes provide valuable information and guidance concerning VPF policies, procedures, and services.

All classes are held in NE49-3100 in the Grand Cayman Room. The instructors are members of the VPF staff who support the MIT community in these areas.

Introduction to Sourcing & Procurement	January 27, 9 am-10:30 am
Introduction to Travel & Expense	January 27, 10:45 am-12 pm
Accounting Fundamentals	March 3, 9 am-12 pm

In-Person eCat Training

HR/Payroll News

Reminder: Electronic W-2s

Members of the community have the opportunity to consent to electronic-only delivery of their W-2s by going to Atlas by 9 am on Thursday, January 15.

The eW-2 service provides numerous benefits over paper W-2s, including:

- Ease of use
- Earlier availability
- Greater security
- Access to archived W-2s, currently back to 2009

The HR/Payroll team is targeting to publish eW-2s to Atlas by the end of the week of January 19 and to mail paper W-2s during the last week of January. Employees who have consented to delivery of eW-2s will receive an email when they become available in Atlas.

Important Tax Information

With tax season upon us, HR/Payroll has developed documents to help faculty, staff, and students understand the tax forms they may receive from MIT.

- Types of Tax Forms Sent
- FAQ: Questions about W-2s

Additionally, a new reference document has been developed to consolidate Internal Revenue Service (IRS) thresholds and other payroll limits. This form provides summary information on 401(k) withholdings, Social Security earnings, and other limits announced by the IRS. The PDF also includes the IRS annual tax withholdings table by income bracket.

- Tax Table and Payroll Limits

Please contact HR/Payroll, payroll@mit.edu, 617-253-4255, with any questions concerning MIT tax forms.

Nimbus Training and Budget Process

The Nimbus budget system is now available for use in the Fiscal 2016 budget planning cycle. Detailed budgets are due in Nimbus by the close of business on February 27, 2015.

Launch NIMBUS

VPF Budget & Financial Analysis will host NIMBUS Budget System training for submission of the Fiscal 2016 budget. If you will be a first-time user or just need a refresher course, please plan on attending one of the training sessions.

The hour-long NIMBUS training sessions will be held in the Grand Cayman Room, NE49-3100 on:

- Wednesday, January 28, 2015, at 10 am
- Tuesday, February 10, 2015, at 2 pm

Registration is not required; however, if you plan on attending, please send an email to Robert Slauzis, Operations and Systems Manager, and indicate which session you plan to attend.

The Budget Preparation Guide & Tutorial has been updated for the Fiscal 2016 budget submission. The guide provides detailed instructions on preparing your budget for next year, along with a tutorial that will help you navigate through the NIMBUS system.

Access to NIMBUS, information about the technical requirements for using NIMBUS, and the Budget Preparation Guide can be found on the Nimbus section of VPF website.

Please contact your Budget Officer if you have any questions about the use of NIMBUS or any other budget-related matters.

Policy Reminder: POs and eRFPs

As a reminder, the following guidelines apply to purchase orders (POs) and electronic requests for payment (eRFPs).

- Services provided by a vendor or a person acting as a vendor, with a cost of $500 or greater, require a purchase order.
- For services provided by a vendor or a person acting as a vendor, with a cost of $499.99 or less in a calendar year, please use the Electronic Request for Payment (eRFP) process.

If you have any questions about these guidelines, please contact Accounts Payable.

Additional information about eRFPs and POs is available on the VPF website.

VPF is offering in-person training for eCat's improved user interface. The sessions will take place in the Little Cayman Conference Room in NE49-3100, 11 am-12 pm, on the following dates:

- January 22
- February 12
- March 12
- April 9
- May 14
- June 11
- July 9

Visit the eCat homepage for additional training opportunities, including video tutorials and a user guide.

More Ways to Learn

VPF staff members are available to provide customized training to members of the MIT community. Request a customized training session.

MIT training resources for administrators are just a click away.

- VPF online and in-person courses
- Environment, Health & Safety training
- Learning and development offered by Human Resources
- IS&T training
- Office of Sponsored Programs training
- Join the MIT Yammer Network for training updates

Lynda.com is another great option for training. MIT community members have access to over 1,000 online courses.

AdminConnect

Stay connected with AdminConnect, an online resource for MIT administrators that includes:

- Administrative News
- "How To" articles
- Initiative overviews
- Guide to offices
- Administrative directories and committee listings

HR/Payroll Key Dates | January 2015

- HR Employee Transactions: January 21

- eSDS Cutoff (Weekly): January 26, 5 pm

- eSDS Cutoff (Monthly): January 29, 5 pm

For complete details regarding the timing of HR/Payroll monthly closings and important dates, visit the online schedule.

Important Links

- SmartBuy: Buy from MIT's preferred and partner vendors

Whose Money Is It? Help Us Solve a Mystery and Win $25 in TechCash!

VPF sometimes receives wires and ACH payments without enough information to determine the rightful owner. We do our best to track down where the money belongs, but sometimes we're stumped.

Please help us figure out whose money we have! Check out our list of unidentified payments and contact us if you can help. If you assist in solving a mystery payment, you will be entered in a drawing for $25 TechCash.

- eCat online ordering system
- Atlas
- Roles Database
- Ask VPF a question, offer feedback
- VPF Statement email list

Financial and Administrative Service Areas Within VPF

Accounts Payable — 253-2750 I Email I Web
Accounts Receivable — 253-2758 I Email I Web
Budget, Financial Planning & Analysis — 253-2766 I Email I Web
Cashier Services — 253-5426 I Email I Web
Financial Accounting and Reporting — 253-4255 I Web
HR/Payroll Services— 253-4255 I Email I Web
Journal Vouchers — 253-4035 I Email I Web

Merchant Services— 253-2758 I Email I Web
Property Accounting— 253-2776 I Email I Web
Sourcing & Procurement — 253-7241 I Email I Web
Sponsored Accounting — 258-8483 I Email I Web
Tax Services — 452-4532 I Web
Travel Services— 253-8366 I Email I Web

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