Admin Systems Security Roles

This report displays user access to FAS systems primarily developed by Administrative Computing in FAS IT. The information is imported from Asperin. Users of the following systems will be included in this report:

- Affirmation of Awareness Disclosure
- Asperin
- CARAT
- Equipster
- FAR
- FASERS
- FASSPAR
- Progress to Degree
- Roster Wizard
- RUFFAS

Please see below for definitions of these systems.

In order to run the report, please complete the following steps:

1. Select at least one department from the list of departments. Please note only depts. within a user’s security rights will appear in the drop down menu.
2. Select the format for the report. The report can be run as an Adobe, Excel or web page file.
3. Click “Submit”.

Description of the Administrative Systems

- **Affirmation of Awareness Disclosure** is a web-based application to collect statements from all faculty and researchers regarding any conflicts of interest or commitment between their work at Harvard and outside entities.

- **Asperin** (Arts and Sciences Personnel Information Network), is a web-based application for processing personnel actions such as appointments and leaves, and helping people to make efficient use of HR information. Asperin is a custom application developed and maintained by the FAS Administrative Computing Group after much consultation with Academic Affairs, FAS Personnel, GSAS, and both academic and administrative departments, to try to best fit FAS needs. Its features include everything required to communicate with 1033 Mass Ave to add employees to the payroll. It also has information that has traditionally been kept in other databases within FAS administration, such as course information for TA’s and TF’s, position tracking for staff, and teaching FTE’s for faculty. Finally, Asperin includes features that are designed to make Department Administrators’ and HR managers’ lives easier.

- **CARAT** (Common Application for Research and Travel) is used by undergraduate and graduate students to apply for project funding.

- **Equipster** is used to report on inventory, condition, and accounting information in FAS.

- **FAR (Faculty Activities Report)** allows faculty members to report on their yearly activities as required by the Office of Faculty Affairs.
• **FASERS** (Faculty of Arts and Sciences Effort Reporting System) is an electronic signature system used for faculty academic-year effort reports as well as academic-year and summer salary certification forms.

• **FASSPAR** is the FAS sponsored reporting tool.

• **Progress to Degree** is a GSAS data management tool whose focus is to allow department administrators to track and report student information concerned with completion of a graduate degree.

• **Roster Wizard** creates simple output consisting of pages of photos of students or staff annotated with descriptive information, which is then used as input for printed house facebooks. It is sometimes used for other purposes, such as law school seating charts, which are created by cutting and pasting the program’s output.

• **RUFFAS** (Reporting Utility for FAS) is a web-based reporting tool that allows departments to search on gift and endowment funds terms, gift advices, security roles, and historical vacation liability with results available in .pdf, .html, or .csv formats.