COVID-19 Guidance & Resources
Finance has posted guidance on the COVID-19 Information site for travel, including contacts to travel experts, travel cancellation and reimbursement, and guidance for posting COVID-19 related expenses. We will continue to add additional resources to this site as necessary.

Direct Deposit
The Dartmouth Finance team has been reviewing and updating our business continuity plans given COVID-19 concerns. These plans seek to minimize disruption in our standard processes. One area of significant focus is ensuring that payroll operations will continue without interruption.

We plan to continue printing paper checks, however, we encourage all Dartmouth College employees to sign up for direct deposit for payroll and accounts payable/expense reimbursement payments and to go paperless.

The benefits of direct deposit include speed, safety, and security, and in the current environment, will also allow our team to perform these tasks remotely.

We are looking for those willing to make the change to take action immediately.

Set up Direct Deposit for All Payments
1. Click on Dartmouth Employee Self-Service and select Direct Deposit.
2. Select Add Deposit Payment in the Employee Payment section. Hint: Have your bank routing number and account number available – this information is on the bottom of your bank account checks.
3. Complete the required fields.
4. Preferred AP Account: Enter Yes if you would like to select this account for direct deposit for other payments made to you through accounts payable (expense reimbursements, loans, etc.) or if you would like these payments to go to a different account, see Setting Up Direct Deposit for Accounts Payable.
5. Click Apply.

Chart of the Month
Direct Deposit & Go Paperless

Source: Quality & Compliance Reporting, Financial Services
90 percent of employees receive their pay through direct deposit. You should too!

Many employees continue to receive paper checks instead of having payment directly deposited into their personal bank accounts. Many more individuals continue to receive paper pay stubs.

COVID-19 highlights the need for electronic processing of payments to assist in our business continuity plans. Setting up Direct Deposit for your Payroll and Accounts Payable (AP) reimbursements and other payments just makes good business sense and will ensure receipt of payments without interruption.

Go to the Employee Self-Service website for guidance to go paperless today.

Go Paperless
1. From the main menu, select Go Paperless.
2. Select the Payslip Radio button and click Update.
3. Select “No” in the paper dropdown and select “Yes” in the online dropdown. Then click Apply.

More detailed instructions are on our Employee Self-Service website.

We appreciate your consideration. Please contact Dartmouth.Payroll@Dartmouth.edu or 603-646-2697 with any questions.
Kronos Time Entry & Approval
Working at home or in the office, Kronos Time Entry is still required for hourly paid employees and all hours worked should be reported daily. Go to Kronos.Dartmouth.edu to report your hours. Kronos training Materials and Resources are available on the Staff and Student TimeCards site.

Supervisor Review and Approval
Time detail reports will continue to be generated as usual. Supervisors should review hourly employee time reporting to ensure all hours worked, personal and vacation time are being reported accurately.

If there is any discrepancy to your understanding of the employee’s time, you should contact your employee immediately to correct their hours. All time entry corrections and approvals must be made by 12:00PM the Monday following the close of the pay period.

Review the Supervisor Responsibilities within Time Reporting for Hourly Staff and Student Employees on the Employment Policies and Procuers Manual site.

If you have any questions, contact your Finance Center.

Vendor Invoicing & Payments
Dartmouth encourages invoices to be submitted centrally to invoice@dartmouth.edu to prevent delays in processing your payment.

Each invoice should be a separate attachment. You may submit multiple invoice attachments in a single email.

Vendors should clearly identify:
• Bill To: Dartmouth College
• Invoice Number (invoice number must be unique)
• Invoice Date
• PO Number (if available)
• WO Number (if working with Campus Services or FO&M)
• Description
• Invoice Amount Due
• Department & Department Contact
Department contacts will receive the invoice on a Payment Request eForm to apply chart string(s), allocate line amounts, and submit for approval.

Electronic Payments
Most vendors currently receive a paper check from Dartmouth. One alternative to paper checks is a Single-Use Account (SUA), a credit card-based electronic payment solution. A vendor needs to enroll in the program through JP Morgan to participate. Please direct vendors to the how to enroll in the SUA Program information on the Finance website within the Vendor Guide to learn more.

Work at Home
Working at home is an adjustment for many but has proven to be very successful for many areas and a wonderful benefit for those who have embarked on the adventure.

Here are a few tips from some of your local experts:
1. Minimize distractions by creating a separate workspace, if possible. When it’s not possible, a headset is effective for blocking noise & getting in the zone.
   **Stay away from social media & newsfeeds!**
2. Set a routine
   a. Get ready for the day as though you were going to the office
   b. Get your coffee, tea, or water
   c. Review & plan your goals, meetings, & prioritize your to-do list (do this before you check your email)
   d. Plan for meetings: purpose, agenda, desired outcomes, & your personal contribution
   e. Check email, address inquiries, prioritize new work, as necessary
   f. Get to work
3. Don’t forget to take breaks, go outside, put a load of laundry in the wash (take advantage of the convenience, but just like water cooler chitchat, be mindful of the time!)

Words of warning: Pets! We love them and they LOVE you, particularly when you are stationary. Cats want to be on your lap, dogs want to be in your business, and they all want your attention. Sometime the best thing to do is to block them out of the work area, but make sure to give them extra love on break.

Confidentiality
When working from home, employees are responsible for safeguarding Dartmouth’s information and records from unauthorized disclosure or damage. We recommend employees review the Confidentiality Agreement regularly.

Equipment Needs
Laptop, Wi-Fi, headset, adaptors for peripheral equipment as needed (monitors, keyboard, mouse), surge protectors, and an office chair.

Software & Communication Tools
Working from home can feel isolating, but it doesn’t need to be. We have many tools at our fingertips to stay productive and connected.

• Global Protect (Virtual Private Network)
• GoToConnect (Jive) software-based phone service*
• Zoom (video and audio conferencing, remote meetings)
• 0365.Dartmouth.edu for all of Microsoft 0365 tools, including Teams, OneNote, SharePoint, and Yammer
• Google Applications for all G-Suite (Google Drive, Gmail, calendar, sites, and more)
• Dropbox (independent accounts need to merge before April 1)

*if your team has not moved to Jive yet, talk with your Department Admins about the options.
Financial Operations Status and Contacts

Finance and Finance Center staff are working remotely and are available to answer questions during office hours. Please email or call them – see contact information on the Finance website.

There are plans to have a small number of staff at certain offices, although that is subject to change. Please call first to see if your specific situation can be handled over the phone or to ensure someone will be present to assist you.

<table>
<thead>
<tr>
<th>Financial Operation</th>
<th>Current Status</th>
<th>Email Contact for Questions</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Paychecks</td>
<td>Sign up for direct deposit or paper checks will be distributed in a number of ways (more info will be provided to affected individuals)</td>
<td><a href="mailto:Dartmouth.Payroll@Dartmouth.edu">Dartmouth.Payroll@Dartmouth.edu</a></td>
<td>(603) 646-2697</td>
</tr>
<tr>
<td>Employee Payslips</td>
<td>Sign up for paperless option or paper payslips will be distributed to the address on file (may be Hinman). These are also available on Employee Self-Service.</td>
<td><a href="mailto:Dartmouth.Payroll@Dartmouth.edu">Dartmouth.Payroll@Dartmouth.edu</a></td>
<td>(603) 646-2697</td>
</tr>
<tr>
<td>Business Expense Reimbursements</td>
<td>Sign up for direct deposit or paper check will be mailed to the address on file</td>
<td>Contact the appropriate finance center: <a href="mailto:Admin.and.Provost.Finance.Center@Dartmouth.edu">Admin.and.Provost.Finance.Center@Dartmouth.edu</a> <a href="mailto:ASFC@Dartmouth.edu">ASFC@Dartmouth.edu</a> <a href="mailto:Geisel.Finance.Center@Dartmouth.edu">Geisel.Finance.Center@Dartmouth.edu</a></td>
<td>(603) 646-1310 (603) 646-2028 (603) 650-1238</td>
</tr>
<tr>
<td>Cash or Deposits</td>
<td>Contact Cashier’s Office for an appointment</td>
<td><a href="mailto:Cashiers.Office@Dartmouth.edu">Cashiers.Office@Dartmouth.edu</a></td>
<td>(603) 646-2433</td>
</tr>
<tr>
<td>Credit Card pick up</td>
<td>Arrange with Procure-to-Pay for pick up once card is available</td>
<td><a href="mailto:Procure-to-Pay@Dartmouth.edu">Procure-to-Pay@Dartmouth.edu</a></td>
<td>(603) 646-2435 (603) 646-2811</td>
</tr>
<tr>
<td>Lost or stolen credit card</td>
<td>Notify JPMorgan Chase Bank immediately at 1-800-270-7760 and then report it to Procure-to-Pay.</td>
<td><a href="mailto:Procure-to-Pay@Dartmouth.edu">Procure-to-Pay@Dartmouth.edu</a></td>
<td>(603) 646-2435 (603) 646-2811</td>
</tr>
<tr>
<td>Vendor checks</td>
<td>Will be mailed to the addresses on file unless the vendor has signed up for SUA</td>
<td>Contact the appropriate finance center: <a href="mailto:Admin.and.Provost.Finance.Center@Dartmouth.edu">Admin.and.Provost.Finance.Center@Dartmouth.edu</a> <a href="mailto:ASFC@Dartmouth.edu">ASFC@Dartmouth.edu</a> <a href="mailto:Geisel.Finance.Center@Dartmouth.edu">Geisel.Finance.Center@Dartmouth.edu</a></td>
<td>(603) 646-1310 (603) 646-2028 (603) 650-1238</td>
</tr>
<tr>
<td>Accounts payable checks for pick up</td>
<td>Note pick up check on the Payment Request eForm and you will be contacted once the check is ready for pick up</td>
<td>Contact the appropriate finance center: <a href="mailto:Admin.and.Provost.Finance.Center@Dartmouth.edu">Admin.and.Provost.Finance.Center@Dartmouth.edu</a> <a href="mailto:ASFC@Dartmouth.edu">ASFC@Dartmouth.edu</a> <a href="mailto:Geisel.Finance.Center@Dartmouth.edu">Geisel.Finance.Center@Dartmouth.edu</a></td>
<td>(603) 646-1310 (603) 646-2028 (603) 650-1238</td>
</tr>
<tr>
<td>I9s</td>
<td>Arrange time for new employees to complete paperwork with the Payroll Office or Human Resources</td>
<td><a href="mailto:Human.Resources@Dartmouth.edu">Human.Resources@Dartmouth.edu</a> <a href="mailto:Dartmouth.Payroll@Dartmouth.edu">Dartmouth.Payroll@Dartmouth.edu</a></td>
<td>(603) 646-3411 (603) 646-2697</td>
</tr>
<tr>
<td>Grant Related</td>
<td>Any grant related items should be directed to the Office of Sponsored Projects</td>
<td><a href="mailto:Sponsored.Projects@Dartmouth.edu">Sponsored.Projects@Dartmouth.edu</a></td>
<td>(603) 646-3007</td>
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