



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**.

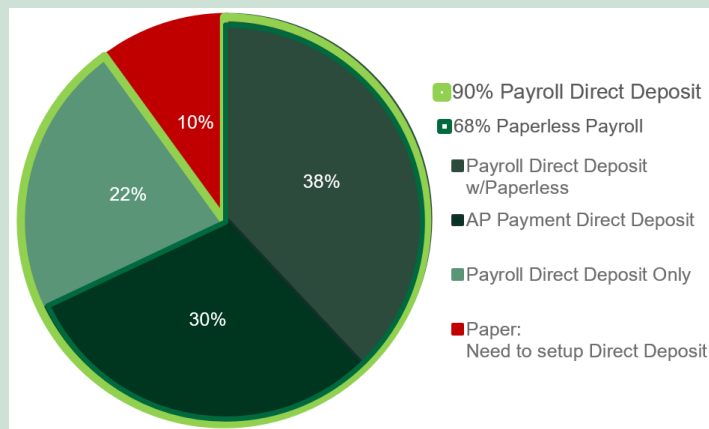
Set up Direct Deposit for All Payments

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**.

Subscribe to the Finance & Admin Update

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 Procures 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)
- [O365.Dartmouth.edu](#) for all of Microsoft O365 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.

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