



Finance Organizational Update

Patricia 'Tricia' Spellman, Assistant Vice President for Financial Services, has accepted the Chief Financial and Administrative Officer position at the Thayer School of Engineering. We are so grateful for Tricia's service and leadership of the Finance Centers, Procurement, and in moving Finance forward. She will be missed in Finance, but we look forward to our continued partnership in her new role.

Year-End Reminder

The Fiscal Year-End is upon us. Please take a moment to verify and submit any outstanding invoices, corporate card and/or PCard transactions are FY2020 expenses. As a reminder, there is no need to hold FY21 invoices. Please submit invoice as you receive them with a note indicating FY21. Refer to your Finance Center for submission deadlines. Center deadlines allow for materials to be processed in time to meet system deadlines outlined in the [Year-End Memo and Calendar](#).

COVID-19 Updates

Reopening Operational Levels

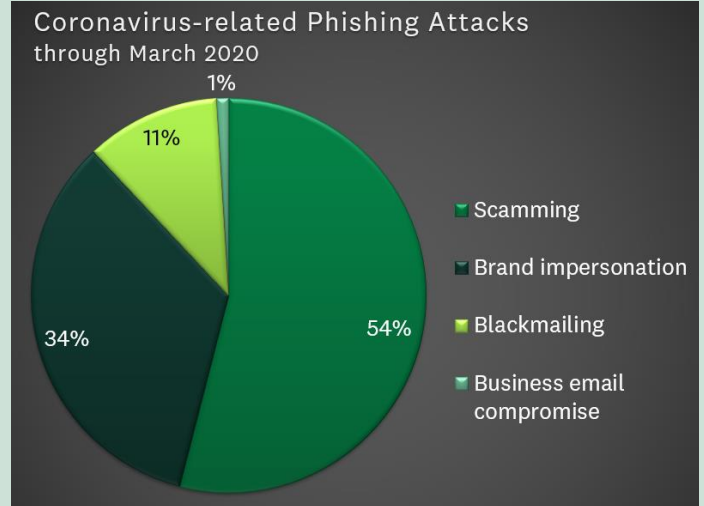
Dartmouth has moved the [Reopening Level for Operations to Highly Limited Access](#). Limited activities that cannot be performed remotely and are critical to Dartmouth's mission must obtain approval of a [COVID-19 On-site Work Plan](#) to resume on site. Departments should work with your Divisional Leaders for guidance.

COVID Supplies & Personal Protective Equipment (PPE)

The demand for COVID-19 supplies (cleaning/disinfecting, face coverings, hand sanitizer, etc.) and personal protective equipment (PPE) will increase as individuals return to campus. It is challenging to source these supplies so the Procurement Team, in collaboration with Campus Services, and COVID-19 taskforce leaders, will prioritize supply orders for departments that have been approved to be onsite. COVID-19 related supplies and PPE will be available through Central Stores and charged to chart strings using the COVID-19 activity [Click Here to Subscribe to the Finance & Admin Update](#)

Chart of the Month

Coronavirus-related Phishing Attacks



Source: [Barracuda: Threat Spotlight Coronavirus-related Phishing](#)

COVID-19 has provided criminals with another platform to distribute malware, steal credentials, and scam individuals. A [recent alert issued by the FBI](#) warns the public about the increased phishing campaigns and the types of attacks.

and sub activity. Individuals should order these supplies from Central Stores instead of on an individual basis so we can buy in bulk and obtain better pricing.

Natural Class for Expanded Use

Three natural classes have been renamed to be more explicit and expand their use and help reduce the number of transactions being charged to 7789-PURCHASED SERVICES OTHER: Other Services.

- 7331-MAINTENANCE CONTRACTS OTHER: Software Maintenance and Licensing (previously Computer Software) is for the use of on-going software maintenance and/or licensing agreements.
- 7753-PROFESSIONAL FEES: Media or Event Production (previously Media Production) is for the use of professional fees associated with the production of either media or events.
- 7784-PURCHASED SERVICES OTHER: Web or IT Services (previously Software Development) is for the use of purchased web or IT services from external providers.

Restricted Funds Management (RFM) Policy Update

The [Restricted Funds Management Policy](#) has been updated to define and clarify responsibilities for monitoring and spending restricted funds. The roles of the Department and Program Administrators and Fiscal Officers in the Accountabilities section have been expanded to ensure accessibility to gift terms information. Additionally, this policy update aims to emphasize the importance of spending restricted funds in a timely manner, as well as, spending restricted funds before unrestricted resources for purposes that meet the restriction.

Supervisor Health Screening Report

Supervisors who have employees working on site, have access to the [Dartmouth Health Screening Report](#). This report provides supervisors up-to-date visibility of employees who are expected to be on site and their daily Health Screening status. Employees are expected to complete the [health screening survey](#) each day prior to reporting to work on site.

Legend:

Gray	Unreported
Green	Available to Work
Red	Not Available to Work

The Health Screening report will show supervisors their

employee's daily status for Health Screening for all employees they supervise. (Note: Supervisor data is managed in HRMS. Any updates for supervisor data should be directed to your [Finance Center](#).)

Supervisors are asked to review the report at least once per day, primarily to check for two things:

- If any of employees are in **RED** status, they should NOT be reporting to work on site
- Equally as important is to check to make sure that any employees who are on site have a **GREEN** status – meaning they have completed the screening survey for the day. . .if they are in **GREY** status and are planning to work on site, should be encouraged to complete the screening

For further guidance, please see the [FAQ's for supervisors on managing health screening results with employees](#) (pdf).

July 3rd is a Holiday

In observation of the July 4th Independence Day Holiday, July 3rd is a Dartmouth Holiday. Unless you are required to work Friday, July 3rd, it should be recorded in **Kronos** as 'Holiday'.



PwC Digital Fitness App

PricewaterhouseCoopers has released a [Digital Fitness Assessment app](#) designed to assist in the exploration of digital trends and adapting to new ways of working and learning. Sign-up is free! Go to: www.pwc.com/us/en/products/digital-fitness.html and use the invite code "LRNALL" to get started or search for the PWC Digital Fitness App through the Apple App Store or Google Play.

2020 NCCI Virtual Conference Transforming Today's Reality into Tomorrow's Opportunity July 8 – 9, 2020



The Network for Change and Continuous Innovation (NCCI) is offering its annual conference virtually and Dartmouth is registered as an institution so there is no cost to you if you'd like to attend.

Themes at this year's conference are:

- Emerging Trends and Innovation
- Collaboration and Partnerships Across the Institution
- Tricks of the Trade
- Evolving Processes and the Agile Organization
- Empowering Change Management Success

We invite you to join us for free. If you have an NCCI Account, go to: www.ncci-cu.org/annualconference/ and select Register Now. You will see a \$0 unlimited registration option when registering for the event online.

If you are new to NCCI, you can create an account following these easy steps:

- Go to ncci-cu.org and click on "My Account"
- Click "Get Started" under "New Member? Forgot Your Password?" You will be prompted to create an account
- There will be a place for them to enter their affiliated account. That is where they will enter Dartmouth College to get affiliated with the membership.
- Once they have an account, they can register for the event for the \$0 rate as described above.