



# Finance & Admin Update

Announcements and updates from Finance, Campus Services, Human Resources, & Risk & Internal Controls

## Labor Day Holiday

The Labor Day Holiday is Monday, 9/7/2020. All regular Biweekly employees should record 'Holiday' for 9/7/2020. Supervisors and Kronos Timekeepers should verify accurate reporting of the Labor Day Holiday for the pay period ending 9/12/2020.

Divisions reporting time within the APFC will have an accelerated Student Payroll deadline of noon, Friday, 9/4/2020 for pay period ending 9/5/2020.

## Occupational Medicine Update

As of Thursday, 8/20/2020, **Axiom Medical** has been contracted to respond to phone calls from Dartmouth employees who responded affirmatively to the Temperature Self-Assessment (TSA) questions regarding known exposure to a person with COVID-19 or symptoms associated with COVID-19.

If during the phone assessment the employee is instructed to not report to work, the employee will be told to notify their supervisor directly regarding the employee's anticipated time out of work. It is also possible that the employee will be cleared to return to work immediately, and in these cases, the employee will simply report to work as expected.

*Axiom Medical is Dartmouth College's contracted Occupational Medicine provider. All medical information will be maintained by Axiom and will not be included in an employee's personnel file. Axiom Medical's phone lines are staffed by medical professionals and the calls are answered 24/7.*

## International Wires for Students

Many students residing outside of the U.S. and Canada have reported issues in receiving and cashing accounts payable (AP) checks in foreign countries. We encourage AP payments be issued by wire transfer to students residing outside the U.S./Canada, even if their bank is within the U.S. See the [Outgoing Wire Policy](#) for guidance.

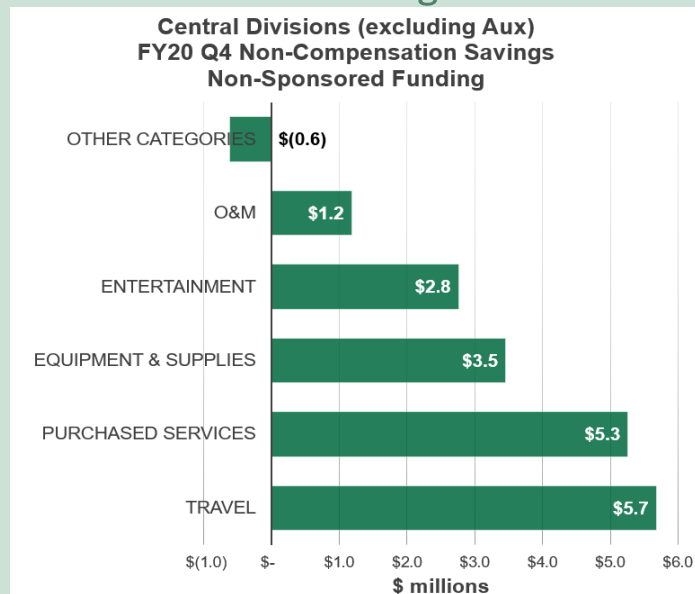
## Hiring Students to Work Remotely

Earlier this month the Student Employment Office held their SEO Roundtable to discuss important topic, such as hiring and training students to work remotely, as well as, sharing many of the SEO resources, activities, and program updates. [Click here for guidance on Hiring and Training students to work remotely.](#)

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## Chart of the Month

### Collaborative Cost-Savings



Source: Financial Planning and Budget

In the final quarter of Fiscal Year 20, the Central Divisions (excluding Aux) were able to save a total of \$17.7 million in non-compensation expenses compared to a target of \$9.6 million, exceeding the target by \$8.1 million. Efforts to explore cost-savings in our non-compensation expenses continue from institutional initiatives to department & program operational activities. If you have ideas or suggestions, we encourage you to raise them with your department & divisional leaders.

## Don't Toss Hand Sanitizer Pumps

Please hold onto the Deb Pump Hand Sanitizer bottles when they are empty. Due to a shortage of the pump dispensers, SC Johnson is shipping only one pump dispenser per six bottles. So, the bottles that you order through Central Stores will be replacement bottles only. You will need to use the pump from your empty bottle on the new bottle. Let us know when ordering if you have a pump or not. If you have any questions, please reach out to Denise Moses at [Denise.L.Moses@dartmouth.edu](mailto:Denise.L.Moses@dartmouth.edu) or 6-3228.

## Contract Management Coming Soon

Over the next couple months, Procurement will begin rolling out a new Contract Management System that will standardize and automate the contracting process and improve contract reporting and transparency. We recently met with many of our Project Stakeholders to provide an update and receive feedback. If you are interested in these discussions, we've made them available at:

[CMS Stakeholder Meeting, 8/10/2020](#)

[CMS Stakeholder Meeting, 8/12/2020](#)

Please reach out to [Jordana Jusidman](#) and [Lisa Wallace](#) with questions or feedback.

## Contracting Consultant/ Independent Contractor Services

When using the [Independent Consultant/Independent Contractor Services Agreement Form](#) to contract with an individual to provide services to Dartmouth, the entire form must be completed before it is submitted for processing through the [Purchase Request eForm](#).

All Dartmouth approvals, in accordance with the [Signature Authority Policy](#), must be obtained and the form must be signed to demonstrate approvals. For example, if the individual will be paid with grant funds the form must be signed by the PI, OSP, and others (depending on the contract value). Once signed by both Dartmouth and the Consultant/Independent Contractor, the [Independent Consultant/Independent Contractor Services Agreement Form](#) is a contract for services.

Because the form is a contract, it is important to

1. clearly describe the commercial terms (such as a description of the services, price, duration, etc.) in the text boxes provided on the form; and
2. be careful only to knowingly accept alternative proposed terms and conditions that may create additional liability for your business unit or the Trustees of Dartmouth College.

If before you submit the completed form, you have questions about alternative terms and conditions proposed by the individual, please reach out to [Procurement Services](#).

We ask that at the time of your request to review additional proposed terms and conditions, you demonstrate that you have proper approval to engage the individual. That way, we can be confident that we are not reviewing terms on an agreement that isn't otherwise supported by the required approvers.

## Vendor & Contractor Protocols

To minimize the potential spread of COVID-19 on campus and effective immediately, all service-providing vendors who plan to visit the Dartmouth College campus must agree to abide by Dartmouth's minimum COVID-19 safety protocols and procedures, or submit their own safety plan to will meet Dartmouth's requirements. Please visit the [COVID-19 Contractor Safety Protocols website](#) for details on Dartmouth's protocols, the latest State of NH travel requirements, and a list of contractors/vendors who are already approved to visit campus.

Employees who invite contractors and/or service-providing vendors to campus should direct vendors to the [COVID-19 Contractor Safety Protocols website](#).

Questions on the above should be directed to [Bree Carlson](#) or [Lisa Celone](#).



### REAL ID Reminder

The deadline for obtaining a REAL ID has been extended, however, we encourage anyone that will be traveling to obtain your REAL ID sooner rather than waiting. On October 1, 2021, every traveler will be required to present a REAL ID compliant driver's license, or another acceptable form of identification, to fly within the United States. For more information go to the [Department of Homeland Security](#) site and review your states' Division of Motor Vehicles site.

## Return to Work Guidelines

Dartmouth places the highest priority on the health, safety, and well-being of our community, while protecting the continuity of academic programs and essential services. Dartmouth workplace policies will be updated as circumstances related to the COVID-19 virus change. Faculty and staff should continue to check the [Workplace Policies and Resources page](#) for updates. Questions can be directed to the [Office of Human Resources](#).

Dartmouth's priorities in setting these workplace policies are to:

- Maintain a safe and healthy workplace, including minimizing the transmission of contagious disease;
- Sustain academic programs and operational continuity;
- Encourage a culture of fairness, open communications, and concern for the well-being of our faculty and staff.

## Employee guidelines for on-site work

- All faculty and staff are urged to take [basic preventive measures](#) to avoid exposure to or infection by the virus causing COVID-19.
- Faculty and staff who have symptoms consistent with COVID-19 [must stay home and not work on campus](#).
- On each day they come to campus, Dartmouth employees, students, and postdocs are required to take their temperature and record it on a website called the [Temperature Self-Assessment](#).
- Dartmouth requires all persons to wear cloth face coverings at all times when using or accessing shared or communal spaces at any Dartmouth worksite and also when a minimum of six feet of physical distancing is difficult to maintain. Please review full policy [here](#).
- Please review the [office safety video](#) for proper handwashing and disinfecting techniques and cleaning protocols, including information in how viruses are transmitted and the need for frequent disinfection especially in high risk areas.

## Additional Employee Resources

- [Staff Frequently Asked Questions](#)

Contact the Employee Assistance Program at [844-216-8308](#) for help with feelings of stress or anxiety about these events.