



# Finance & Admin Update

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

## On-Campus Finance Operations

As a reminder, Finance staff continue to be primarily remote. Select staff located at 7 Lebanon St. are available on Wednesdays, 10:00AM – 3:00PM. AP Check Pick-ups are available this day in Suite 302. See [Financial Operations & Contacts](#) for a full-list.

## Hiring Students Fall Term

Remote employment should be the default option for all student positions whenever feasible. The college is VERY CAREFULLY managing the volume of students permitted to have a physical presence on campus each term. Undergraduate students have participated in a priorities preference process and have been assigned academic terms in which they are approved for on-campus enrollment. ONLY those students who have been formally approved for on-campus fall enrollment may be considered for in-person employment.

If you determine that you need students employed in person this term, you must:

1. [Notify SEO](#) that you need in-person student employees. Indicate your department name and any individuals who may be responsible for hiring student employees.
2. Include student employees in your departmental re-opening plan
3. Follow SEO's in-person student hiring guidelines, which will be provided to employers with a need to hire in-person student employee.
4. Once hired, train your student employees regarding all workplace safety protocols in place.

Undergraduate students who have returned to the Upper Valley may ONLY work in-person if:

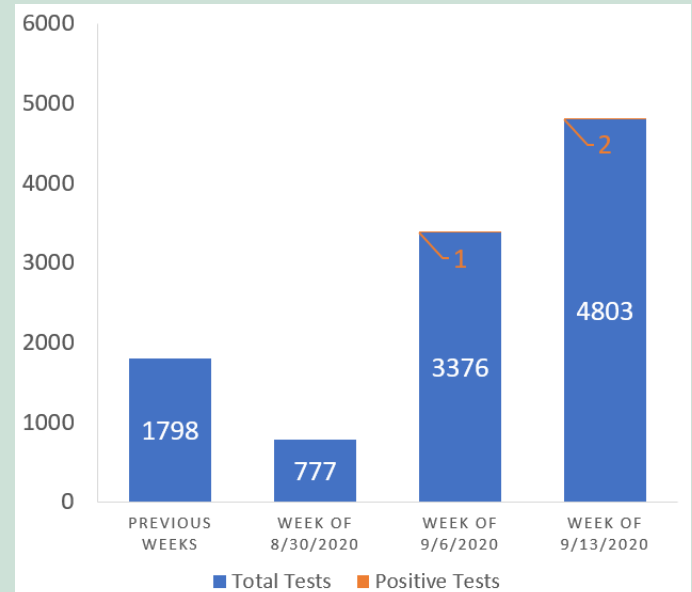
1. The position cannot be completed remotely -and-
2. The student has been approved for Fall Term on-campus enrollment.

Note: *There are some students living locally in the Upper Valley who are approved for fall on-campus enrollment. Most are not approved and may not access campus or any campus facilities. It is critical that you ask each applicant to confirm whether they are approved. You may not employ an undergraduate in an on-campus role who is not approved to be here.*

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## Chart of the Month

### COVID-19 Dashboard



Source: COVID-19 reporting dashboard 9/20/2020

Dartmouth updates a [COVID-19 Dashboards](#) for our community that provides a series COVID-19 metrics designed to inform on not only confirmed and active cases, but insure adequate quarantine and isolation space is available for our on-campus student body. We are so appreciative of the commitment of our students and staff for their mindful dedication and efforts to keep our community safe and our Fall term in session.

All undergraduates approved for on-campus fall enrollment are subject to a [14-day residential quarantine](#) after their arrival, whether living on-campus or off-campus. **No undergraduates may perform in-person work before September 25 under any circumstance.** Once an undergraduate has been approved by SEO to work in-person, they will be required to complete the [Temperature Self-Assessment screening](#) daily and cannot enter college facilities or move about the campus until it is completed. They must also wear a face covering and maintain 6' physical distancing while working, like all college employees.



## Thank You All!

Photos by Eli Burakian '00

The work leading up to this Fall Term and particularly these last few weeks has required intensive planning, preparation, and careful execution. We want to thank all of you for your diligence in addressing thousands of emails and phone calls vetting questions and concerns and your thoughtfulness as we continue to provide both on-campus and remote learning and collaborative environments for our students, faculty, and staff.

We want to extend a special thank you to the many, many volunteers and on-campus staff support during the last couple weeks in welcoming our returning students with orientation packets, Dartmouth ID's, personal protection supplies, COVID testing and general guidance. We are off to a wonderful and successful start and we could not have done it with out you.



Photo by Heidi Bellimer

## Coming this Fall: Vendor Portal & Electronic Payments

Over the next few months, Procurement Services and Accounts Payable will be implementing a vendor portal and offering additional electronic payment options. The portal is a secure web-based, self-service solution that manages vendor onboarding and maintenance. Vendors will login to the portal and enter their classification data, tax information, insurance information, payment method, and banking information. Departments will no longer need to gather the classification form, tax forms or insurance certificates.

Electronic payments via ACH will be offered to vendors through the portal. This will allow vendors to receive payments in a more efficient way.

More information to follow over the next few months. If you have questions please contact [Laurie Noblet](#).

## Contract Management System & Payment Request eForm

The Payment Request eForm will be adding a new field in the coming weeks to accommodate the Contract Management System Contract Number for PO and Non-PO Invoices. By adding the Contract Number to the Payment Request, this will allow for reporting Contract spending down within IRA Financials in the future. More to come on the new Contract Management System soon!

Department	Finance Center
Admin/Prov Fin Ctr	Admin/Prov Fin Ctr

Expenditure Date (for PTAE0 validation)	Contract Number
<input type="text"/>	<input type="text"/>
Business Purpose (will display on check)	

Contract Number
<input type="text"/>