



Finance & Admin Update

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

Upcoming Events & Dates

2021 Benefits Open Enrollment: Due Nov 2, 11:59PM

DON'T FORGET TO VOTE! Tuesday, Nov 3rd

Finance Information Forum: Nov 20, 10AM-12PM

Thanksgiving Holiday: Nov 26 & Nov 27

COVID-19 Training: Due Dec 1st

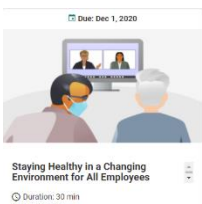
Open Enrollment Starts TODAY!

The 2021 Benefits Open Enrollment period is from October 19, 8AM to November 2, 11:59PM.

The [Open Enrollment Guide](#) outlines your benefit options for 2021. Dartmouth offers a comprehensive benefits package as part of a long-standing commitment to the health and well-being of its faculty and staff. Your annual opportunity to review and change your benefits is here for 2021.

Please note, your current FSA(s) and/or HSA elections will not automatically re-enroll in 2021. If you would like to continue to contribute to an FSA or an HSA, you must re-enroll for the new plan year during this Open Enrollment period. **If no action is taken, you will be defaulted to the medical, dental, life insurance, long-term disability and wellness program coverage you had at the end of 2020. You will not have elections for your FSAs or HSA in 2021.**

"Staying Healthy in a Changing Environment" COVID-19 Training



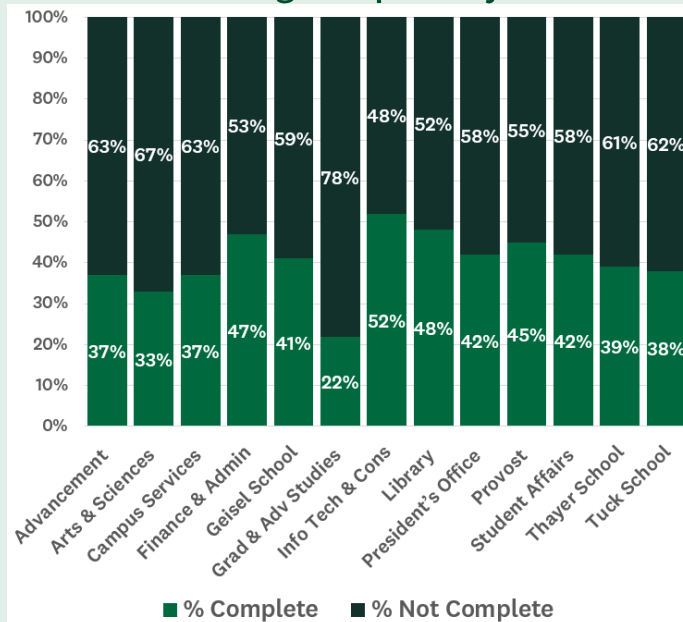
As previously announced, Dartmouth has partnered with **EVERFI** to provide a COVID-19 Prevention Course. All staff and faculty recently received an email invitation to complete this training (*please check your junk or clutter folders or [click here to access the training](#)*).

This training, which takes 20-30 minutes to complete, reviews basic information regarding COVID-19, Dartmouth College policies, procedures and workplace expectations, as well as resources available to support your well-being during this challenging time. Thank you in advance for completing this training. Let's all continue doing our part to keep ourselves and our community healthy. We are in this together.

[Click Here to Subscribe to the Finance & Admin Update](#)

Chart of the Month

COVID-19 Training Complete by Division



Source: HR Wellness COVID-19 Training Report

Human Resources recommends that all faculty and staff complete the "[Staying Healthy in a Changing Environment](#)" COVID-19 training. As of October 14, 39% of all employees have started or completed this training. Above are the most recent divisional results. If you haven't done your training yet, schedule it on your calendars today or *just do it!*

Let's get to 100% before December 1!

Don't forget your Flu Shot!

[The Centers for Disease Control and Prevention](#)

recommend an annual flu vaccine for anyone over the age of 6 months. If you are enrolled in any of the Cigna health plans through Dartmouth College the flu vaccine is covered under your medical benefit so you can receive a free flu shot, with no copay.

For employees working **on campus**, Dick's House is offering flu shots at Leverone Field House on Thursdays from 10AM-2PM through November 12. For a list of additional Flu Vaccine Clinics and resources, check out the [Wellness at Dartmouth Flu Vaccine Clinics](#) site.

Dartmouth Skiway



The [Early Bird Season Pass Sale](#) is on now. Discounted price for College employees and dependent **ends on October 31, 2020.**

New Miscellaneous Receipt Form

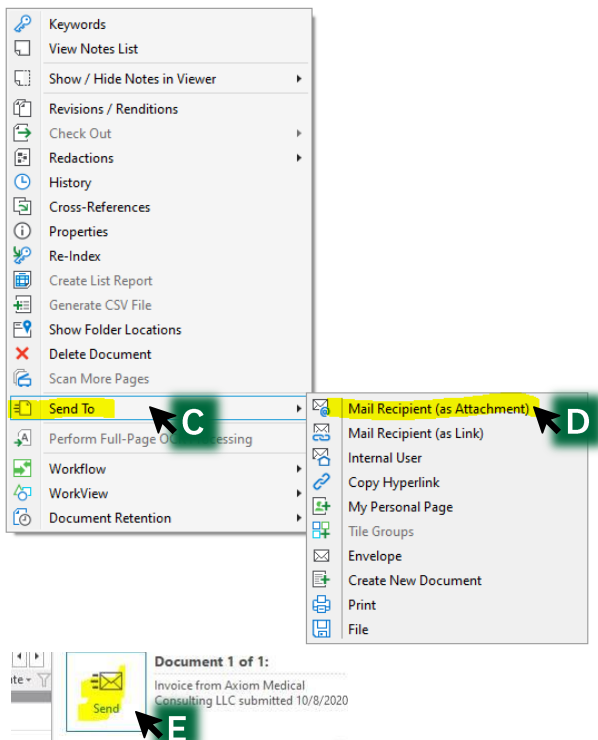
A new [Miscellaneous Receipt Form](#) is now available for cash and check deposits within the [Finance Forms Library](#). Check deposit receipts will no longer be provided, and Cash receipts will be emailed to the submitting department.

As a reminder, the Cashier's Office window within Campus Billing and DartCard Services is not open for in person service. Departmental deposits, accounts receivable and student account payments are being processed weekly.

OnBase Quick Tip

Emailing Invoices or Other Documents

- In OnBase, go to Related Items of the eForm request
- Right-click on the document to be to attach to an email
- Choose Send To
- Mail Recipient (as Attachment)
- An action frame on the right will open with a box will open giving you the option to Send
- Outlook will create an email with the attached document



Congratulations to Keysi Montás!

Congratulations to Keiselim “Keysi” Montás for his recent appointment as **Director for Safety & Security**. Keysi joined Dartmouth in 2007 as Associate Director for Safety & Security and was appointed Interim Director in 2017. We are genuinely thrilled to have Keysi’s dynamic and service-focused leadership solidified in this role.



Congratulations, Keysi!

Approved Food Truck Providers

In collaboration with colleagues from across campus, Procurement has released new [Approved Food Truck Providers Guidelines](#) for individuals with responsibility for oversight or coordination of College-sponsored events that engage food truck providers to provide for the event.

Wellness Resources

Wellness at Dartmouth continues to support the well-being of employees and their families through a variety of programs and resources including:

- ✓ [Webinars](#)
- ✓ [COVID-19 coping resources](#)
- ✓ [Wellness benefits](#)
- ✓ [Well-being calendars](#) and [newsletters](#)
- ✓ [Dartmouth Health Connect primary care practice](#)
- ✓ [Omada pre-diabetes program](#)
- ✓ and more.

Visit dartmouth.edu/wellness to learn more!



We want to hear from YOU!

- ? Are these Finance & Admin Updates helpful?
- ? Are there other things from within Finance & Admin you want to know more about?
- ? What can we do better to improve transparency, access to or exchange of information?

We look forward to hearing from you!

Please complete this:

[Dartmouth Finance Communication Survey.](#)