UMBC is open, but the physical campus is closed. Employees are asked to work remotely to ensure that we stay on track to maintain our regular operations. Please note that in the short-term, as we transition to working remotely, it may take longer or it may not be possible to do everything that we would normally expect to accomplish. In some instances, some business functions may have to be carried out by staff other than the usual personnel. The Dean’s Office will continue to work with central offices to fine-tune and revise processes as necessary. We want to emphasize that the situation and the arrangements outlined here are subject to change. We appreciate your flexibility and your patience at this uncertain time.

As usual, Tammy Brown will be available to assist in all the ways she does best. Please be mindful of demands on her time under these difficult circumstances.

**Academic Appointments:** Chairs, Directors, and staff should continue to work directly with Lisa Harris (lisah@umbc.edu) to ensure that appointments, especially new hires, are completed in a timely manner. Lisa works routinely with Chairs & Directors on this process. She can guide you through the PageUp process and advise you on other steps.

As we continue to adjust to working remotely, please use the Business Continuity spreadsheet to submit your questions and comments.

Dean’s Office staff will be available as backups for payroll and procurement. Eva Dominguez will be the primary contact, and Donna Hart will serve as the alternate during this period. In addition, Dan Dubyoski, Kelly Hodges, Jamie Jung, and Shakeara Lynch will round out the College finance support team.

**HR Updates:**

**Payroll:** As payroll preparers are being asked to work remotely. A core group of Dean’s Office staff are available to assist staff or to serve as payroll alternates to ensure that routine payroll continues throughout this period. However, please understand that there may be limits on what can be done, as we adjust to changes in payroll processes. Use this table to submit any payroll questions to the Dean’s Office staff.

**Timesheet Instructions:** Please follow this link to the HR website for detailed instruction on how to complete timesheets. This is especially important to ensure that contingent staff and students continue to receive their correct pay.

**Hiring Pause:** UMBC is implementing a hiring process pause for all vacant regular and contingent I and II exempt and non-exempt staff positions. This applies to all state-supported and unrestricted non-state-supported (auxiliary, DRIF, revolving) exempt, non-exempt and contingent I and II positions. The hiring pause does not apply to graduate assistants, students, faculty, or 100 percent restricted funded (i.e., grants and contracts) positions. Please see HR announcement for details.

**Payroll & HR Transaction Submissions:** Please remember for all electronic submission: (i) include Eva Dominguez (edomin2@umbc.edu) as the secondary approver and cc Dan Dubyoski (dan23@umbc.edu) for regular faculty and staff; (ii) include Dan Dubyoski as the secondary approver for contractual faculty.

For adjunct faculty payroll, we are asking that you hold off submitting the paperwork for the fall semester until you hear from us.

Use the following link to submit to HR (electronically via Docusign) completed and signed new hire packets, Change PARS or Position Management changes. (If you problems with this link, you can navigate to the Docusign form from Payroll Submission Process site.)
Use the following link to submit to HR (electronically via DocuSign) a new New Hire/Rehire PAR that has not been completed by the employee and signed by the preparer/approver. (If you have problems with this link, you can navigate to the DocuSign form from Payroll Submission Process site.)

Remote I-9: The following link provides revised instructions for submitted I-9 paperwork.

**Direct Deposit:** Please encourage employees to sign up for direct deposit.

**Payroll dates for next academic year:** (i) Fall semester pay dates are pay period 4 (08/02/20) through pay period 14 (01/02/21); (ii) full-year contract pay dates are pay period 4 (08/02/20) through pay period 25 (06/05/21).

**Adjunct Contracts:** The Dean’s Office staff is working with DoIT to shift adjunct contracts to DocuSign. We hope to have more information early in April.

**Procurement:** The State of Maryland has alerted the University that only critical payments will be processed during this time. We also want to advise you that the logistics for delivering purchases to campus will be challenging. Decisions about off-campus deliveries will be considered on a case-by-case basis, and will only be approved by Procurement if there is no other alternative. Please refer to the email about current purchasing guidelines, sent by Elizabeth Moss, Executive Director of Procurement, on March 18, 2020. Elizabeth Moss (emoss@umbc.edu) and Rapha Espinoza (espinoza@umbc.edu) are the primary contacts in Procurement. Please be mindful of demands on their time.

The Dean's Office staff are available to assist or to serve as alternates for critical purchases during this period. Use this table to submit any procurement requests or questions to the Dean's Office staff. Assume that there will be fewer purchases approved during the closure of campus buildings.

**P-card Updates:**

**P-card statements:** Procurement is working to enable cardholder access to electronic statements on the US Bank platform. In the interim, please email Ann Fusselbaugh (fusselba@umbc.edu) for an electronic copy of your statement.

**Expiring P-cards:** If your p-card expires, and you require a p-card for mission critical purchases during this time, please contact Elizabeth Moss directly at emoss@umbc.edu. Elizabeth will provide you with the information necessary to continue to make electronic payments. The physical distribution of cards will not occur until after the campus physically reopens.

**New P-cards:** All new card requests are currently on hold, as in-person training is required prior to issuing a card.

Please see the email sent out by Elizabeth Moss on March 27, P-card Guidance during COVID-19, for additional information and revised process for P-Card reconciliations.

**Travel:** Travel arrangements should not be made at this time.

**Travel Reimbursement Update:** Please follow this link for COVID-19 travel and travel reimbursement information. Approved travel reimbursements should be submitted as an RT ticket in the Financial Services & Accounting-AP ticket queue. Original receipts are not required. Department need to be careful not to submit duplicate expense-reimbursement forms once everything is back to normal.

Travel reimbursements that require Dean’s Office approval (foreign travel and Dean’s supported travel) should be sent to Eva Dominguez (edomin2@umbc.edu) as a PDF for approval before the request is submitted through the RT ticket system.

**Foundation reimbursements:** The following instructions and screenshots have been provided by the Foundation to help with their electronic reimbursement system. Approvers will be prompted by e-mail when a reimbursement is ready to approve. Questions on the new process should be sent to Dawn R. James, Executive Assistant to the CFO, djames@usmd.edu.
COVID-19 Expenses: UMBC is required to track expenses directly related to COVID-19. To track the expenses, new projects have been created in each department with the following chartstring, COV(dept ID) 1113 dept ID 021. Please read the guidelines carefully before charging expenses to the new project.

Access to REX reports via the online VPN: If you are having trouble getting access to REX reports through GlobalProtect, you may want to try the following address, https://gpvpn.umbc.edu/https/rex.umbc.edu/

Grad admissions: We understand that many of you have completed and submitted your admission decisions to the Grad School. For those who have not, Teresa Michel (tmiche2@umbc.edu) is there to assist you in the Grad School.

GA/RA award letters: Staff responsible for graduate award letters are expected to work remotely. Please advise the Dean’s Office staff if your Graduate Coordinators have difficulty accessing the electronic forms. Here is the link to the Grad School page for processing award letters: https://gradschool.umbc.edu/funding/assistantships/forms/

Grant proposal routing: Grant proposal review and approval will continue as normal in the Dean’s Office. Jamie Jung (jjung@umbc.edu) is the primary point of contact.

In order to track proposals related to COVID – 19, OSP is asking that relevant proposal titles begin with “COVID-19”. Please contact your OSP manager if the new titles don’t comply with agency naming conventions. Also, we are working with DoIT to get a few OSP forms, Pre-Award, Waived F&A, and Cost Share forms onto Docusign. In the meanwhile, you can continue to submit these forms as signed PDFs.

IT support: The CAHSS IT team will provide IT support to faculty and staff through supporting UMBC owned computers and personal computers that are being used to run UMBC provided and/or supported programs. All IT support requests should be submitted through the RT system In order to ensure efficient and timely processing. Please note that remote support for hardware, printers, peripherals, etc. may not be possible.