

From: UFS Communications
Sent: 19 March 2020 09:14
Subject: UPDATED LINKS: CORONAVIRUS/COVID-19 Departmental Financial Guidance
- Issue 1

CORONAVIRUS/COVID-19 DEPARTMENTAL FINANCIAL GUIDANCE –ISSUE 1

Sent to: UFS Key Contacts; UFS Communications

An identical message will also be sent to Administrators – GB Departments; Administrators – Council Institutions and Finance Division staff

Administrators and Key Contacts are asked to share with staff in their areas.

Dear colleagues,

As the University has today moved into its Red phase in response to the Coronavirus pandemic, we have updated the [Finance Division website](#) to include guidance for departments during these unusual times. This communication highlights the current guidance on the following :

[Payroll](#) – monthly, weekly payrolls ,UPS, new starters/leavers, overtime, changing bank details and payslips

[Cash Office](#) – closure, alternative arrangements for petty cash

[Accounts Payable](#) – cheque runs, IPOs and new Barclaycards, supplier's invoices

[eSales](#) – refunds for existing events that have been cancelled and the possible suspension of products

[Procurement](#) – new suppliers, University frameworks and preferred suppliers, electronic contract execution, supplier terms, department support

Plans and guidance will continue to develop and we will issue further communications and endeavour to make FAQs available on the website as they appear. The Helpdesk will also continue to operate normally as much as possible – they will still be available on the usual [helpdesk phone numbers](#) to assist with phone queries. Likewise they will have access to HEAT to deal with all emails and requests – email ufsenquiries@admin.cam.ac.uk

Issued by [Karen Sheldon, Manager Finance Training](#)

Payroll

Payroll is a critical activity of the University and contingency plans are in place to ensure its continued operation. The University has confirmed workers paid via TES or UPS will continue to be paid for the assignment for which they have been engaged, even if it is not possible to complete the work because of business disruption.

Monthly payroll

Continue to submit data **electronically** in the usual way in a continuous manner. Submissions should be from a payroll signatory, so ensure adequate cover is in place to achieve this. Where forms cannot be signed by depts. e.g. CHRIS/22's, due to limited/no access to scanning facilities, a photo from a mobile will be accepted if of good quality or the unsigned form can be email by a payroll signatory and confirmation of the start date and job title included in the body of the email. Deadlines are available on the payroll website, please adhere to these. Under contingency conditions we cannot guarantee late data will be processed in time for the desired payroll.

Weekly payroll

As above – we have liaised with TES on their processes. Amended deadlines due to staff training and bank holidays are now available on the [payroll website](#).

University Payment System (UPS)

Departments should ensure adequate cover is in place to continue to input and authorise UPS payments during contingency periods. Payroll section will have extremely limited resources available to assist due to the nature of processing. HR have issued recent guidelines regarding continued payment of workers which depts. should note. Change of bank forms – please email over a copy of the individual's UPS form highlighting the new details to payroll enquiries.

New starters / leavers

Continue to submit forms **electronically** in the usual way in a continuous manner. Submissions should be from a payroll signatory, so ensure adequate cover is in place to achieve this. Where forms cannot be signed by depts. e.g. CHRIS/22's, due to limited/no access to scanning facilities, a photo from a mobile will be accepted if of good quality or the unsigned form can be email by a payroll signatory and confirmation of the start date and job title included in the body of the email.

Overtime claims etc.

Continue to submit data electronically in the usual way in a continuous manner. Under contingency conditions we cannot guarantee late data will be processed in time for the desired payroll.

Changes of bank details

Due to the heightened risk of fraud staff should be encouraged not to change accounts during this time, if at all possible. If this cannot be avoided staff should make use of the BACS Switching Service who will inform the payroll section of the change securely.

Payslips

Monthly paid staff are reminded to make use of employer self-service to access payslips and P60 information as it may not be possible for the payroll team to access facilities to be able to print and despatch paper versions to staff. If staff wish to turn their payslip off please contact the payroll team who will do this for them.

Cash Office

From the week commencing 23 March, 2020 the Cash Office at the Old Schools will be closed until further notice. If a department requires Petty Cash from next week please email ufscashier@admin.cam.ac.uk and we shall make appropriate arrangements.

Accounts Payable

Cheque Payments

It is our intention to continue Cheque payments at least once a week going forward. Further information on this will be issued shortly.

International Payment Orders (IPOs)

We will continue to make IPO payments whilst working outside of the office. If you use Shared Services please follow your usual process, for departments who do not please email a PDF of the invoice to be paid to IPO@admin.cam.ac.uk.

Barclaycard

Any new cards currently awaiting collection and their PINs will be mailed out separately to the card holder's home address.

Suppliers' invoices

We are currently reviewing the options available to access suppliers' invoices that have been (or will be) sent to departments and that may then be sitting in empty buildings. Further information will be issued shortly.

eSales

Conferences and events

We appreciate that departments wish to keep their delegates on board as they need to postpone and rearrange events that were planned for the forthcoming months. However, we would ask you to consider cancellation and refund at this stage to minimise difficulties in the coming months. This is because our online system stores cardholder data for a period of 18 months to enable refunds, but in addition to this delegates also have a finite expiry date on their cards. If you hold over payments already received for a period of 12 months and beyond whilst renegotiating a new date for your event, refunding in the future could cause administrative issues. The refund goes back on to the card used for the original booking.

Products

Departments are encouraged to consider if they need to suspend sales listing if they will be unable to deliver the items. Please contact the eSales team by telephone on extension 65004 or by email at shirley.bidgood@admin.cam.ac.uk.

Procurement

New suppliers

In the event you need to purchase Covid19 related items from a supplier who is not currently registered with CUFS – please see [CUFS Supplier Database](#). Contact procurement.services.enquiries@admin.cam.ac.uk and we will walk you through an expedited process to keep you moving. This inbox is serviced in standard working hours Monday to Friday.

Electronic contract execution

With the growing number of staff working from home, execution of contracts with 'wet' signatures becomes difficult. To address this, we are encouraging departments to utilise DocuSign (<https://www.docusign.co.uk/>) who are currently offering a 30 free trial followed by subscriptions starting from £8 per calendar month. If you consider using this system please ensure:

- The person executing a contract is authorised to do so (<https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-regulations/c-contract-execution-and-commencement>)
- The document you are signing is complete
- You understand the details you are signing and the implication of entering into contract

Supplier contractual terms

The University has confirmed workers paid via TES or UPS will continue to be paid for the assignment for which they have been engaged, even if it is not possible to complete the work because of business disruption. For those suppliers who provide goods, works or services across the University, we would encourage departments familiarise themselves with the terms and conditions of contract.

The [University supplier database](#) or the [Procurement framework spreadsheet](#) both provide information where a centrally negotiated contract in use is that you may be accessing. In the event small or medium suppliers, as defined by HMRC find themselves in difficulty, the University may be able to shorten payment terms to aid with cash flow, please let us know if you become aware of such instances. Further advice and support for businesses can be found on the [Gov.UK website](#).

Departmental purchasing support and contacting Procurement

In the event, as a department, you find yourself unable to purchase needs and requirements due to illness and/or absence, please contact procurement.services.enquiries@admin.cam.ac.uk and we will endeavor to provide professional support in the short term. This inbox is serviced in standard working hours Monday to Friday. The Procurement team are doing everything we can to ensure it is business as usual whilst working remotely wherever possible as advised by the Government. We continue to transact via our usual land lines and emails. We have categorised all work currently with us to enable the team to work on business critical activities and may need to talk to you around how we can amend timelines for certain activities to support all. We're fairly comfortable we have processes in place to sustain this way of working for as long as is necessary so please continue to contact me or your usual contact if you have any questions or concerns.