

From: UFS Communications
Sent: 06 May 2020 16:21
Subject: COVID-19 Finance Departmental Guidance Issue 22

Dear All

Please find today's round up of news from the Finance Division. Key Contacts are asked to share with staff in their areas.

- [iProcurement reminders – use of Marketplace suppliers and receipting goods](#)
- [Fraud – keep alert phishing is on the increase](#)
- [Financial Implications – round up of guidance available and in development](#)

This information is also available from the [Finance Division website](#). However, if you have any additional queries please do continue to contact the Help Desk on 01223 (7)65999 or at UFS_enquiries@admin.cam.ac.uk

COVID-19
FINANCE DEPARTMENTAL GUIDANCE – ISSUE 22
6th May 2020

iProcurement reminders

Although you cannot at the moment raise a Marketplace order for deliveries to home, remember to still check these suppliers for the best prices before raising a non-catalogue order. They are often able to offer similar products to others at cheaper prices with no delivery charges

Also don't forget to receipt on CUFS home deliveries and to please keep a record of delivery notes (ideally by taking a scan or a photo).

Fraud – keep alert !

We are still experiencing a number of attempted email phishing attacks, so everyone is reminded to stay vigilant. In particular please be very careful when opening attachments and to double-check the authenticity of the sender's email address and the source of any links or attachments by hovering over the items before actually opening them.

Other best practice advice includes:

- Whilst working at home remember if you are using your own devices keep your software up to date, use a secure wifi and run anti-malware and anti-virus software. If able to consider the use of a virtual private network (VPN). UIS have produced some useful best practice guidelines to keep secure whilst at home and on using ZOOM securely. Staff and students can also download free McAfee antivirus software – see <https://help.uis.cam.ac.uk/service/security/wfh-security>
- Be vigilant for any urgent or unusual messages trying to rush you to make a decision, particularly any that involve making or amending a payment or providing sensitive banking details.
- Make sure that any urgent or unusual payment requests, including changes to payee details, are checked **verbally** using a known and trusted number before making the payment. Even if the request appears to come from a contact within the University that you are familiar with, it's still important to check first. Use Teams video calls, or traditional telephone calls, rather than just sending another email back to a potential fraudster who may be impersonating them and/or hacked into their email account.

Barclays have also shared with us a list of COVID-19 related fraud buzz words to look out for in emails - see <https://www.barclayscorporate.com/insights/fraud-protection/covid-19-fraud/>

If you receive anything suspicious, or accidentally open something you subsequently realise was not a good idea, please don't hesitate to contact the Help Desk on ufsenquiries@admin.cam.ac.uk or at (7)65999

Financial Implications Group - round up of guidance available

This group have been working closely with others across the University to assess the financial impact of new, or emerging aspects that have arisen as a consequence of COVID-19. In addition to identifying and tracking costs they have also provided guidance for Departments in a number of areas. This continues to be an evolving area but below is a reminder of the guidance that has been issued to date and a note of areas which are currently under development.

| Category and brief description | Status |
|---|---|
| Employee welfare loans Welfare loans (up to £1k) for employees | Launched 16th April. Documents published on https://www.hr.admin.cam.ac.uk/ Welfare loan information: https://www.hr.admin.cam.ac.uk/coronavirus-employee-welfare-loan |
| Staff hardship grants Hardship grant (up to £1.25k gross) for staff not eligible for welfare loan | Launched 16th April. Documents published on https://www.hr.admin.cam.ac.uk/ Hardship grant information: https://www.hr.admin.cam.ac.uk/staff-hardship-grant-covid19 |

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| Staff expenses Addendum to existing expenses policy to cover exceptional business related costs incurred due to COVID19 outbreak | Addendum to expenses policy published on the Finance Division website on 2 nd April https://www.finance.admin.cam.ac.uk/Coronavirus-expense-policy |
| Department/Institution spending Guidance to departments/ institutions about spending (i) outside budget to meet exceptional COVID19 costs or (ii) within budget where funding reduced (e.g. trading income, research) | Guidance to departments re. spending published on the Finance Division website on 2nd April https://www.finance.admin.cam.ac.uk/financial-implications-coronavirus-outbreak Further guidance on funding of extension of fixed term contracts is under development. |
| Contract Extension Scheme Extension /reinstatement of contracts for staff on fixed terms | Communications have been sent to Departmental Administrators via the University COVID bulletins issued by OEAC. HR and Finance are preparing communications confirming the position as regards costs arising as a result of the University's announcement of the scheme |
| Staff furloughing Furloughing of staff unable to work, with potential for University to claim Government support | Mentioned in OEAC bulletin at a high level. HRBMs have started a series of communications with DA's and departments in order to identify staff who are not working. FAQs for employees have been prepared and will be issues to DA's shortly. HR and Finance are working on a further communication to departments. The approach as regards research workers is in discussion, with the view to creating guidance for Head of departments, researchers and funders (separate communications - see below). |
| Third party suppliers Principles for dealing with third party suppliers | Guidance completed and highlighted in OEAC bulletin. Emailed to finance contacts and posted on Finance Division website 01 May https://www.finance.admin.cam.ac.uk/covid-19-dept-guidance-re-third-party-contracts#ann1 |
| Research funding | |

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| Approach to research funders that are seeking to defer funding or have stopped funding | Guidance in development. |
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