

Dear colleagues,

Thank you for continuing to support financial management in your Schools and Divisions amongst all your other priorities.

I'd be grateful if you could take the time to read this email which explains some ways in which we can support each other as we adjust to new ways of working. Specifically, it contains information on:

- getting help with finance and accessing the finance system
- fraud risk, and what to do if you suspect fraud
- helping your School or Division with financial planning and decision making
- purchasing IT equipment to help you work from home.

Getting help and support with finance

First and foremost, our Finance Service Desk remains on hand Monday-Friday to take your call between 8.30am and 5pm on 01273 87(7172). Alternatively, you can email your query to rt-finance-servicedesk@sussex.ac.uk.

Please continue to use your University address to email us and remember that the Service Desk manages all finance enquiries, including getting you the right insurance and procurement team support.

Casual payroll is managed within Human Resources - enquiries about this should be directed to Payroll.Casual@sussex.ac.uk

Accessing the finance system

Wherever you are working you can continue to access the finance system from any secure internet-enabled device through the usual [web access](#). Please use your normal log-in details and don't worry if you forget your password, you can reset it yourself through this link as well.

You can also continue to use the popular [authorisation](#) and [expenses](#) apps.

Being fraud aware

It is being reported that there has been a huge increase in cyber-attacks since the start of the pandemic.

Adjusting to new ways of working, combined with anxiety due to self-isolation, social distancing and concerns over relatives, is leaving individuals and organisations even more vulnerable to fraud risk.

We are here to help with this so please don't hesitate to contact the [Finance Service Desk](#) if you have even the slightest doubt about a financial transaction or request you've received, whatever the apparent source or urgency.

If you have any other suspicion of finance-related fraud or irregularity, please report it to me directly at dof@sussex.ac.uk.

To help protect yourselves and your families, you can look at the useful fraud awareness communications from the [Brighton & Hove Prevention Support Team](#), [HMRC](#), and the [BBC](#).

Helping School and Divisional financial planning and decision making

To be able to manage finances effectively, budget holders need their records to be as up to date as possible. You can help this by:

- Making sure you submit out-of-pocket expense claims and reconcile Barclaycard statements as promptly as possible. If receipts aren't available due to the exceptional circumstances, please contact the [Finance Service Desk](#) for guidance on what to do so things still get paid quickly.
- Making sure you have nominated and briefed a substitute who can cover finance tasks in the event of sickness or other absence (the form to request a substitute can be found [here](#). In the current circumstances we won't require a signature where it is emailed from your Head of School or Director of Professional Service, or their nominees.
- Asking the [Finance Service Desk](#) to close any purchase orders that are no longer needed whilst we work off campus, and closing any relevant open requisitions as well. Guidance on requisitions can be found [here](#).
- Contacting the [Finance Service Desk](#) for advice if suppliers ask you about alternative terms or payments. This is so we can work consistently within Cabinet Office guidance to support the cashflow of suppliers whilst make the best use of our resources in the current situation.

Purchasing IT equipment for home working

It's important that we can all work effectively and comfortably from home and this may mean that extra kit is required.

All major items such as laptops and mobile devices should be purchased as normal using [this link](#). Once authorized, ITS will source the equipment you request and arrange for this to be sent to your home address.

Smaller peripheral items listed below should be purchased using a University purchasing card or through out of pocket expenses if necessary.

Please consult your line manager or school office before you make any purchases to see what works best in your area. In all cases you'll need prior e-mail authorisation from your Head of School or Director or their nominee to attach to the purchasing card reconciliation or expense claim.

If you require any further guidance on the items listed please contact the [ITS Service Desk](#).

Item	Max guide price	Spec/considerations	Possible sources
Headsets (USB)	£30	headset should be USB	Amazon, Currys, Argos, Novatech, Scan.co.uk, Staples, John Lewis, Viking Direct
Webcam (HD)	£40	webcam should at least be HD	
Keyboard (wired or wireless)	£20	Check connections (likely USB)	
Mouse (wired or wireless)	£15	Check connections (likely USB)	
Mouse mat	£10		
Wrist support	£15		
Cables	£15	check your connections to ensure	

As ever please don't hesitate to get in touch if you need further help or to share your thoughts.

With best wishes,

Allan Spencer
Director of Finance