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Dear Colleagues,

Recent changes to the episodic telework period for UMB have prompted me to provide an update regarding Administration and Finance's (A&F) operations during the telework period.

In follow-up to the memo dated March 13, 2020, A&F will be extending "until further notice" all efforts of replicating services by working remotely. A&F will continue to operate the following main functions during the extended telework period (some of which have changed from the March 13th memo):

- Budget Activities
- Payroll
- Accounts Payable
- Mail Operations & Deliveries to Campus (Limited to Designated Locations)
- Curtailed Parking Options (Shuttle Buses have been suspended.)
- Strategic Sourcing and Acquisition Services
- CASS Support for Administrative Departments
- New Employee Orientations, Recruiting and Hiring Activities in HR
- Labor Relations
- Responding to Benefits Questions
- Quantum Training and Problem Solving
- Construction & Renovation Projects
- Sponsored Projects and Accounting Compliance (SPAC)
- Front Desk Security in **Open** Buildings, Policing, Safe Walk (Safe Ride has been suspended.)
- Operations and Maintenance will have limited staff
- Limited Environment Services staff will focus on cleaning restrooms, breakrooms/kitchenettes, trash removal on the occupied floors of buildings.
- Environmental Health Services will have limited staff available for non-COVID-19 activities.

We continue to appreciate your patience and cooperation during this period of time.

Sincerely,

Dawn M. Rhodes

Chief Business and Finance Officer Vice President