

the general ledger

News from the Princeton University Office of Finance & Treasury

NEW TEMPORARY STAFFING LAW IN NEW JERSEY

In February 2023, Governor Murphy signed the New Jersey Temporary Workers' Bill of Rights into law. This law, aimed at protecting temporary workers, will create significant obligations for both temporary staffing agencies and the University. Key provisions include equal pay & benefits, certain recordkeeping requirements, and anti-retaliation protection, and became effective on August 5, 2023.

The Offices of Human Resources, Finance & Treasury, and the General Counsel have partnered with several temporary staffing agencies and affected departments to understand and implement both contractual and operational changes to ensure compliance with the law. Most aspects of the compliance requirements will be performed centrally though there are important considerations for your department as follows:



Covered Workers: The law only applies to hourly (non-exempt) workers performing work in certain occupations, such as but not limited to, food servers, building and grounds cleaning and maintenance workers, and construction laborers provided by a temporary staffing agency. Office workers and other professional workers are not covered under this law. Details of the types of workers covered under this law are available on the HR website, [here](#).



Approved Agencies: Hiring covered workers will be limited to approved agencies who have contractually agreed to ensure compliance. Provisions are in place for engaging new agencies should a hiring need not be met by a contracted agency. Please refer to the HR [Temporary Staffing Agencies](#) website for a list of the approved agencies.



Equal Pay: Departments may experience increased costs when hiring covered workers as the law requires agency workers to not be paid less than the average rate of pay and benefits as a Princeton employee performing similar tasks. If you have questions about the payrates, contact Human Resources at hr-tempworkers@princeton.edu.



Recordkeeping: Both the University and temporary staffing agencies are required to collect, retain, and share specific information regarding temporary assignments. Hiring managers may be asked by the agency for more information when requesting temporary workers and are expected to remit accurate and timely records of the hours worked. More details will follow as the NJ Department of Labor finalizes the regulations.

For more information, please contact HR at hr-tempworkers@princeton.edu for operational assistance and Procurement Services at purchase@princeton.edu with questions about agencies and contractual obligations.



GUIDANCE FOR FALL BREAK TRAVEL

- For all course travel and other group travel that will take place over fall break, please reach out to the [group department at World Travel](#) as soon as possible with the anticipated travel needs for your program. Group air space for October travel should be booked now in order to assure flight availability.
- Passport processing is currently taking 10-13 weeks for routine requests and 7-9 weeks for expedited service. If students do not have a valid passport and are traveling for fall break, they will need to file an urgent request. To do so, students must schedule an appointment at a [passport agency or center](#) within 14 calendar days of their international travel date. If the student has already applied for a passport and not received it, the appointment must be scheduled within 5 calendar days of the international travel date. An air itinerary is required for all urgent requests. Visit the [Urgent Travel section](#) of the [Travel.State.Gov site](#) for details.
- Please keep in mind, all members of the Princeton University community, including faculty and staff, are required to enroll the details of domestic and international University-sanctioned travel with the Global Safety & Security (GS&S) office. To meet this requirement, travelers must use the '[Enroll My Trip](#)' tool. Download the 'Enroll My Trip' [Quick Start Guide](#). Questions about the 'Enroll My Trip' process should be directed to Global Safety & Security at globalsafety@princeton.edu.

Avoid Onboarding and Reimbursements by Pre-authorizing Guests



University guests who book their air tickets and other travel arrangements directly through World Travel can avoid out-of-pocket expenses and have their travel costs prepaid on their behalf. This eliminates the need for onboarding and travel reimbursements. Additionally, this allows guests to leverage the University's discounted air and hotel rates.

[The Guest Travel Authorization Form](#) authorizes your guests to call and book directly with World Travel. Your University credit card will be charged for the tickets and you will receive a complete copy

of the guest's itinerary. Departments are encouraged to prepay guest travel utilizing this form. For instructions and to download a copy of the form, [click here](#).

Departments may also contact [World Travel](#) to make arrangements on behalf of the guest or book guests online using Concur. (Contact the [Financial Service Center](#) to request access to Concur's guest-booking feature.) All reservations booked through World Travel or via Concur will benefit from the University's negotiated rates.



Transaction Authority and Signing Contracts

“Who may sign this contract?” is a frequent question posed to Procurement Services when University departments purchase goods and services. The University’s longstanding Transaction Authority Policy, initiated at the request of the University Trustees, provides a general framework for understanding who can bind the University to transactions with third parties.

University employees may bind the University only if they have been delegated specific authorization to do so. Transaction authority has limits that are delineated by type of transaction and dollar value, both of which require compliance with other University policies. The policy grants authority at a high level but also provides a pathway for further delegation by department leaders.

Details of the policy are available here: <https://contracting.princeton.edu/transaction-authority-policy>, but there are a few points to highlight related to the purchase of goods and services:

- Anyone acting within the scope of their employment and limits of departmental delegated authority may bind the University to agreements with third parties up to \$25,000 so long as they comply with other University policies.
- Generally, Department Chairs and Directors may bind the University to agreements with third parties up to \$100,000, and certain Deans, Directors, and VPs may bind the University up to \$500,000, but transactions above \$500,000 require Cabinet level signature with some exceptions.

- Even transactions with no dollar value may create unfavorable obligations and should be carefully reviewed, especially if they are documented with a supplier-provided contract. Contact Procurement Services in these situations.

If you are planning to sign a contract for the purchase of goods or services, consider the following:

- Confirm whether you have the authority to sign the contract. Work with your manager should you have questions about who may sign.
- Avoid signing a contract document provided by the supplier as these are typically unfavorable to the University.

Use one of the University’s standard contract forms from the University’s Contracting site, here:

<https://contracting.princeton.edu>.

- Perform the necessary due diligence to ensure what you are expecting from the supplier is clearly defined and meets expectations.

As always, should you have any questions about a particular transaction, contact Procurement Services for assistance.

Contact your manager if you have questions about who in your unit is authorized to sign a contract. General questions about the Transaction Authority Policy may be addressed to University Counsel Yoo-Kyeong Kudo in the Office of the General Counsel.



SUPPLIER SPOTLIGHT: BDJ Ventures

<http://www.bdjventuresllc.com>
Promotional Products

A Minority Business Enterprise, BDJ Ventures, LLC is a recipient of the Small Business of the Year Award from the African-American Chamber of Commerce of PA, NJ & DE. BDJ provides the highest quality custom apparel and promotional products. According to Principal and Senior Director,

Bernard Wright, “Our focus is on providing products that assist and enhance the organizational branding efforts of the clients we serve and consistent with their desired objectives. We do that by focusing on listening to our clients and a total value approach -- price, quality, service, and reliability.”

EXPENSE POLICY REMINDERS



- All computers and technology equipment should be purchased through the Prime Marketplace.
- Gift cards are not an allowable expense. Because of IRS regulations, cash or cash equivalents (such as gift cards, gift certificates, or points on a University card) are not appropriate as gifts or awards.
- All expenses must be substantiated in Concur each month. Training sessions are provided on how to use Concur on a regular basis that can provide helpful tips and tricks as well as best practices. Additionally, training videos on various concur topics are available on demand. Learn more in the [Employee Learning Center](#).



INVOICE SUBMISSION REMINDER

- As noted in contracts and purchase order agreements, all invoices must be submitted from the supplier. If you are receiving an invoice, please ensure the supplier is sending directly to either invoices@princeton.edu or through the portal. This ensures timely payment as the pay terms do not start until invoices are received by Procurement Services.

FINANCE & TREASURY TRAINING



As we welcome back students, faculty, and staff to campus, remember that training is available on the [Employee Learning Center](#). The offerings focus on various Finance and Treasury related topics and are open to staff at all experience levels. Our trainings can help participants learn a new skill/function or serve as a reminder of how to process common financial transactions.

STAFF SPOTLIGHT

SUSAN
GODFREY

ASSOCIATE DIRECTOR, TRAVEL PROGRAM

In her role as Associate Director, Travel Program...

Susan is responsible for the University's travel program, including oversight of the relationship with the University's travel management company. The program's primary goal is to support the complex travel needs of faculty, staff, and students both domestically and internationally. The travel program develops policies and procedures that are efficient, compliant, and supportive of the University's mission of teaching and research. The travel program manages group as well as individual travel. "We have built a really robust group travel program that supports all course travel, global seminars, internships, and study abroad, among others – providing logistical support for the University's experiential learning programs," Susan said.

In addition to booking and managing outgoing travel, the travel program handles the guests and groups coming to the University including large-scale initiatives such as Princeton Preview. Last year, the travel program issued nearly 13,000 tickets. This is all manageable thanks to the team of four dedicated travel consultants at World Travel, who provide services exclusively to the University.

In her role, Susan is most excited about "the opportunity to collaborate with campus partners to provide solutions for their department or program travel needs. It's my job to listen to their needs and their pain points and take the burden off them by designing and implementing a plan that helps them achieve their goals." Susan meets annually with some departments to determine how the travel program can most effectively support them, and looks forward growing and expanding these relationships in the years ahead.

When not at work...

"I am most likely off on one of my own adventures to some new part of the world. I have one daughter, Dana, who is my most frequent travel companion. We both enjoy scuba diving, skiing, and exploring any country we have not been to before!"

Thank You!

Thanks to all in the Princeton community who support our diverse suppliers! Building on President Eisgruber's 2020 call to action, and a desire to recognize talented providers from all sectors of society, this past fiscal year Princeton saw greater engagement with diverse suppliers than ever. As our campus physically expands, the rate of growth in spending with diverse suppliers has significantly outpaced overall growth in University expenditures. In just the last four years, we've seen a nearly 300% increase in spending with diverse-owned businesses.

According to Jim Matteo, Vice President for Finance and Treasurer, "Achieving and sustaining supplier diversity is an ongoing effort that requires commitment and collaboration from all levels of the University. By continuing to encourage actions that diversify and broaden our supplier base, you contribute to a more inclusive and thriving Princeton community."

Watch this short [video](#) to learn more about some of our diverse suppliers.



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In the Nation's Service and
the Service of Humanity