

# Covid-19 Campus Guide



## Comptroller's Office



IAS

INSTITUTE FOR  
ADVANCED STUDY

# Key Contacts:

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Debra Blatz, Accounts Payable Specialist

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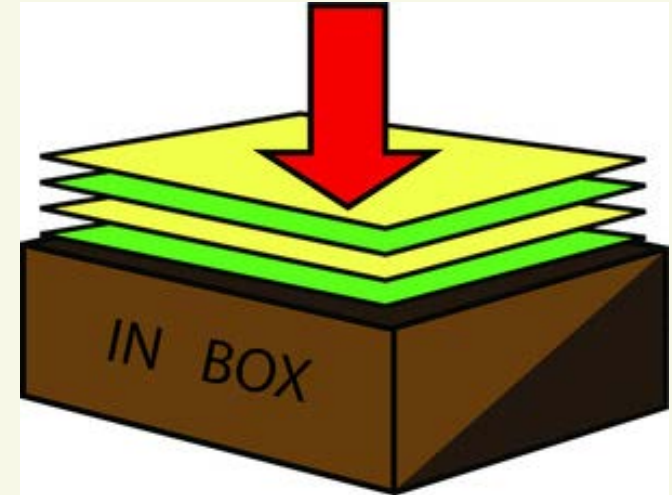
[bbruning@ias.edu](mailto:bbruning@ias.edu)

Carol Kuna, Payroll Specialist (Faculty & Staff)

[kuna@ias.edu](mailto:kuna@ias.edu)

# Comptroller's Office Appointments

- The Comptroller's Office will operate on an appointment only schedule. Most appointments will take place on Zoom. Please note, any appointments in person will require all parties to wear a mask.
- To leave documents for the Comptroller's Office, a drop box has been set up outside of the ECP building. The box will be checked daily, or alternatively, please ring the door bell to notify us a document has been left.

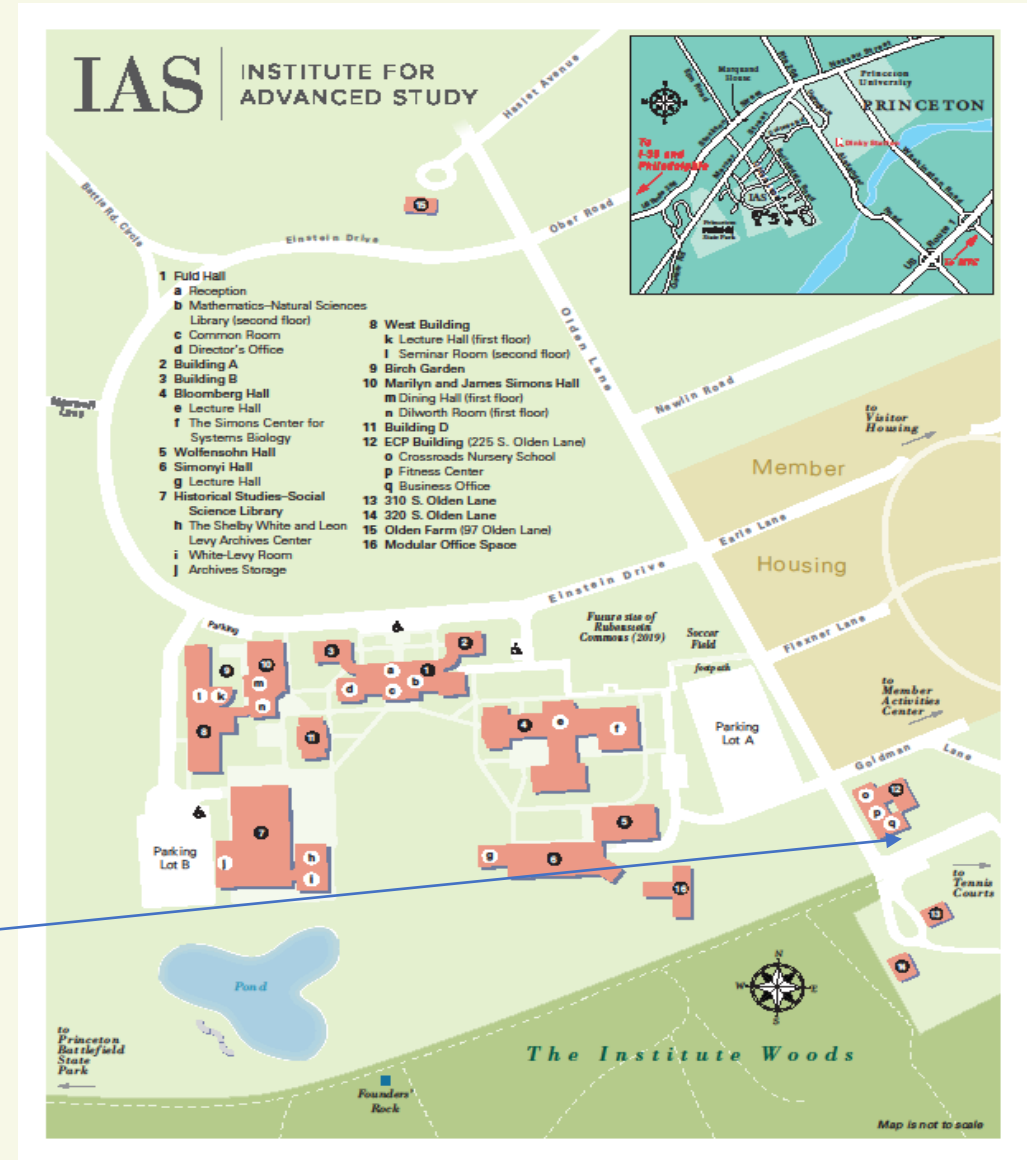


# Comptroller's Office Location

The Comptroller's Office is located in the last brick building on the left at the end of Olden Lane.

The building also houses the Child Care Center and the Fitness Center.

The Comptroller's Office entrance is on the side face of the building, facing the rear parking lot.



## For New Incoming Members Being Paid Directly by IAS

- All appointments will be conducted virtually via Zoom.
- Appointments can be scheduled via Appointment Plus
- Select “New Member Payroll Enrollment” in Appointment Plus to schedule your appointment
- Payroll enrollment deadline for Academic Year 2021-2022 Term 1 – 5pm, Wednesday, September 22, 2021
- Payroll forms will be distributed to members prior to appointment via AdobeSign.
- Completed forms will be returned through AdobeSign.
- Reimbursements for Travel to IAS (New Members Only)
  - If submitting documentation electronically, please email the receipts to [compoffi@ias.edu](mailto:compoffi@ias.edu)
  - If submitting documentation in hardcopy, receipts should be taped to a 8.5 x 11 sheet of paper and returned along with completed payroll forms
- Member’s name and IAS school affiliation should be clearly indicated on any paperwork submitted
- Payroll and deduction process will be discussed at appointment. Fact sheet detailing information discussed can be found on our website: <https://www.ias.edu/member-payroll-information>.

For questions, please contact Tina Gaspari via email ( [compoff@ias.edu](mailto:compoff@ias.edu) )

## For New Incoming Members NOT Being Paid Directly by IAS

- Monthly statements are sent out the third week of the month and mailed to your IAS office
- Payments made via US Dollar check can be made by the following methods:
  - Placed in inter-office mail to the attention of Accounts Receivable
  - Left in the drop box outside of the Comptroller's Office (ECP Building)
  - Mail payment via US Postal Service to the following address:
    - Institute for Advanced Study, Accounts Receivable,  
1 Einstein Drive, Princeton, NJ 08540

For additional information please reference:

<https://www.ias.edu/member-billable-information>

For further questions, please contact Accounts Receivable via email [acctrec@ias.edu](mailto:acctrec@ias.edu)

## For Departing Members

- All appointments will be conducted virtually via Zoom.
- Appointments can be scheduled via Appointment Plus
- Select “Accounts Receivable” and then “Departing Member Checkout” in Appointment Plus to schedule your appointment
- Payments made via US Dollar check can be made by the following methods:
  - Placed in inter-office mail to the attention of Accounts Receivable
  - Left in the drop box outside of the Comptroller’s Office (ECP Building)
  - Mail payment via US Postal Service to the following address:
    - Institute for Advanced Study, Accounts Receivable,  
1 Einstein Drive, Princeton, NJ 08540

For questions, please contact Accounts Receivable via email ( [acctrec@ias.edu](mailto:acctrec@ias.edu) )



# Reimbursement Requests and Vendor Payments (Accounts Payable)

- Reimbursement requests from faculty and staff are now being accepted electronically by emailing: [acctpay@ias.edu](mailto:acctpay@ias.edu) Member reimbursement requests during the academic year should be sent to their respective School Administrative Officer.
- Email should contain all the necessary information for payment:
  - Request for Travel Reimbursement and/or Requisitions for Payment Form (<https://www.ias.edu/campus-resources/working-at-ias/comptrollers-office/online-forms>)
  - Receipts and other backup
- All confidential and sensitive information (W-9 form, bank account details, social security number) should be send to Accounts Payable ([acctpay@ias.edu](mailto:acctpay@ias.edu)) via secure method such as Filelocker
- Vendor Payments
  - Accounts Payable will accept vendor invoices electronically, via interoffice mail or the Comptroller's Office lock box
  - If submitting electronically, IAS staff approval and a valid account number should be included in the body of the email

For questions, please contact Accounts Payable via email ( [acctpay@ias.edu](mailto:acctpay@ias.edu) )



# Petty Cash

Petty cash services have resumed for requests under \$100. All petty cash requests can be submitted via

- Placed in inter-office mail to the attention of Accounts Receivable
- Left in the drop box outside of the Comptroller's Office (ECP Building)

# Payroll check distribution

- Faculty and staff direct deposit and payroll deduction records are accessible on Employee Self Service
- Any questions related to deductions for faculty and staff should be addressed to Carol Kuna ([kuna@ias.edu](mailto:kuna@ias.edu))
- For further questions, please contact the following:
  - Faculty and staff– Carol Kuna at [kuna@ias.edu](mailto:kuna@ias.edu)
  - Members – Linda Lee at [llee@ias.edu](mailto:llee@ias.edu)

# Procurement/Purchasing

- Our current purchasing process remains in effect. All staff designated by their departments to purchase goods and services, will continue to use Nexonia for purchases totaling more than \$3,000, or those which require a physical Purchase Order to complete the transaction. Purchases less than \$3,000 can be made by email request which should include any pertinent information.
- Requests for office and general supplies should be made via email only. Please send the request to [supplies@ias.edu](mailto:supplies@ias.edu).
- If there are specific office supply items you need from WB Mason, please email [supplies@ias.edu](mailto:supplies@ias.edu) with the link to the item(s), the quantity and the cost center to charge. Orders from this vendor are usually delivered on the next business day, and will be available with your daily mail pick up.
- Orders from Amazon placed by staff should continue as they have in the past. Those without an IAS Amazon account, should send an email with a link to the product to [purchase@ias.edu](mailto:purchase@ias.edu).

For questions not covered in this pdf - email [compoff@ias.edu](mailto:compoff@ias.edu) for assistance.