





Fall Finance Information Forum

Finance and Operations Vision

Dartmouth will deliver an administrative experience that enables the global aspirations of its faculty, students, and staff by providing real-time access to rational processes and accurate information from anywhere in the world.

December 2, 2021



Agenda

- Project Updates
- Policy Updates & Reminders
- Upcoming Dates & Deadlines





Project Updates

- Contract Management
- Central Credit Card Acceptance
- Student Digital Payments in 2022





Contract Management System

Objectives

- Increase transaction velocity without increasing exposure
- Standardize contracting process through automation
- Improve transparency and reporting

Goals

- End-User/Requestor Portal
- Automated Approval Workflows
- Reporting and Notification Functionality
- Centralized and Accessible Document Repository

January 2022: All requests for Procurement Contracts coming in through the system



Contracting Resources and Training

The screenshot shows the 'Finance' website with a green header and navigation menu. The main content area is titled 'Contract Management'. It includes a sidebar with links like 'Buying & Paying', 'Contract Management', 'Business & Travel', etc. The main text describes the 'Procurement Contract Management System' and provides an email for assistance: agiloft_help@dartmouth.edu. There are also links for 'Access the Contract Management System', 'Contract Management System Instructions', 'Contract Management System Video Training', and 'Relevant Policies'. A green box on the left says 'USING THE CONTRACT MANAGEMENT SYSTEM'.

Live Training session available through December Contract Management Guidance

- Contract Types
- Relevant Policies
- Sourcing
- Diligence

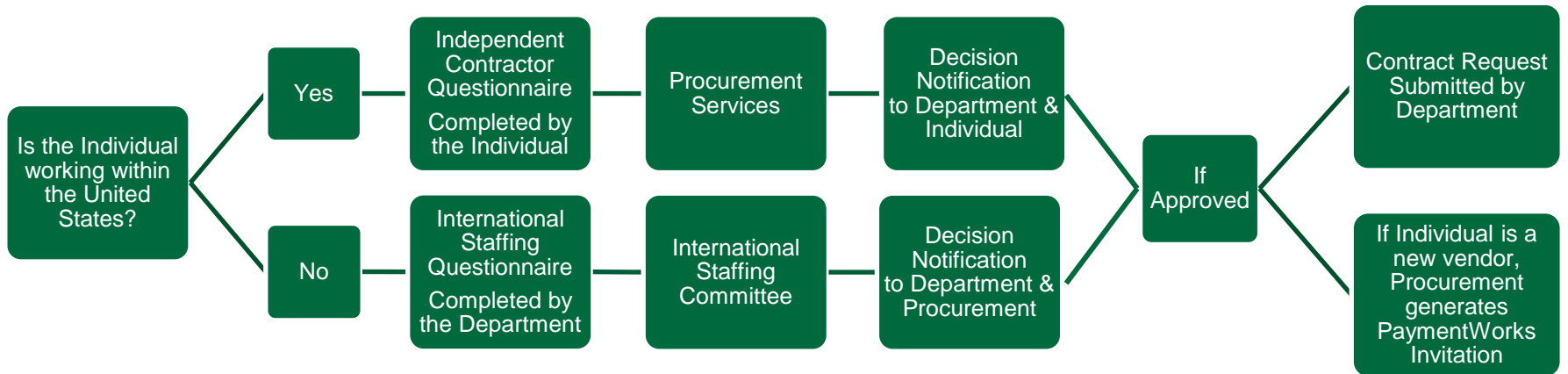
Contract Management System Training

- [About the Contract Management System](#)
- [Submitting a Contract Request](#)
- [Effective Searching](#)
- [Approving a Contract](#)
- [Navigating the Contract Management System](#)
- [Setting Work Status to “On Vacation” and adding a Backup Person](#)
- [Creating a Digital ID Signature in Adobe](#)
- [Signing a PDF with a Digital ID](#)

The screenshot shows the 'Finance' website with a green header and navigation menu. The main content area is titled 'Contract Management System Training Videos'. It includes a sidebar with links like 'Forms Library', 'Policy & Procedures Library', 'Financial Systems', 'Training & Guidance', etc. The main text is titled 'CONTRACT MANAGEMENT SYSTEM TRAINING VIDEOS' and lists 'CONTENTS' such as 'Contracting & Diligence', 'Contract Request', 'Approval', and 'CMS Navigation'. It also lists 'By User Group' trainings: 'All Users Trainings', 'Contract Requester Specific Training', 'Approver Specific Training', and 'Department Admin Specific Training'. A small graphic at the bottom left says 'TELL US WHAT YOU THINK'.



Process of Hiring an Individual





For individuals performing services within the United States Independent Contractor Questionnaire

- The Questionnaire does not incorporate the Agreement
- Simple form that is completed by the individual
- Annual review and renewal
- Contract Request following evaluation
- May be used for multiple agreements or master agreement

DARTMOUTH **Submit**

Independent Consultant/Independent Contractor Questionnaire

This form must be filled out by the individual who wishes to perform services provided **within** the United States as an Independent Consultant/Independent Contractor for Dartmouth College. *Note: If services will be performed outside of the United States, see the [International Staffing Policy](#) and do not complete this form.*

Once completed and signed, this form should be sent to Procurement.Services@dartmouth.edu. *Note: No services should be performed prior to the approval of an individual as an Independent Consultant/Independent Contractor and the execution of a formal agreement.* Once reviewed, this form will be routed to the Dartmouth Contact listed below.

Note to New Vendors: Upon completion of this form new vendors will receive an email invitation from PaymentWorks to register in Dartmouth's vendor portal. More information is available within our [PaymentWorks](#) site within the Vendor Guide.

Part I: Dartmouth College Contact Information

1. Primary Contact: _____ Email: _____
 2. Administrative Contact: _____ Email: _____
 3. Department Requesting Services: _____

Part II: Independent Consultant/Contractor Information

1. Legal Entity Name: _____ Phone: _____ Email: _____
 2. D.B.A.(Company Name): _____ Website: _____
 3. Are you US citizen/permanent resident? Yes No If No, please provide visa type: _____
 4. Are you currently of have you ever been a Dartmouth College employee? Yes No
 If Yes, please indicate dates of employment: _____
 5. Have you previously been engaged by Dartmouth College to provide services? Yes No
 If Yes, please provide the last-four of your Tax ID: _____
 If Yes, please indicate month(s) and year(s) of previous engagement(s): _____
 6. Describe the **general services** provided and generally how services will be provided: _____

	Yes	No
Behavior Control Factors		
1. Do you make decisions as to when, where, and how the work is to be performed?	<input type="radio"/>	<input type="radio"/>
2. Do you have the necessary training or skills to perform the task?	<input type="radio"/>	<input type="radio"/>
3. Do you hire, supervise, and pay your own employees or assistants? a. If yes, please provide number of employees, excluding yourself: _____	<input type="radio"/>	<input type="radio"/>
4. Do you set your own work hours?	<input type="radio"/>	<input type="radio"/>
5. Do you determine the sequence of tasks required to complete the work?	<input type="radio"/>	<input type="radio"/>
6. Are regular written or oral reports required to be submitted to Dartmouth College?	<input type="radio"/>	<input type="radio"/>
Financial Factors:		
7. Do you perform your services as a separate company with a Federal Tax ID?	<input type="radio"/>	<input type="radio"/>
8. Do you receive payments on the basis of set deliverables?	<input type="radio"/>	<input type="radio"/>
9. Do you furnish your own space, tools, and materials?	<input type="radio"/>	<input type="radio"/>
10. Are you able to make a profit or potentially suffer a loss for this work?	<input type="radio"/>	<input type="radio"/>
Relationship Factors:		
11. Do you provide similar services to other non-Dartmouth clients or advertise services to the public?	<input type="radio"/>	<input type="radio"/>
12. If goods or services are not delivered, would you expect payment to be withheld from Dartmouth College or be required to refund money back to the Dartmouth College?	<input type="radio"/>	<input type="radio"/>

Explanation(s) for any "No" answers: _____

I confirm that the answers provided above are true and complete to the best of my knowledge.

Signature of Independent Contractor _____
 Print Name: _____ Date: _____

Independent Contractor Review:
 Approved Denied
 Reviewer: _____
 Decision Date: _____



Central Credit Card Acceptance

Returning Funds for Personal Expenses

- Charged to a Corporate Card:
 1. Click
 2. Enter Amount Due & Security Code
 3. Provide OIE Number, “Personal Expense for [cardholder name], Personal Card information to charge, email address
- Charged to a Procurement Card
 1. Click
 2. Enter Amount Due & Security Code
 3. Provide OB Number, Chart string where the PCard charge posted, Personal Card information to charge, email address

Central Merchant Account

- Register your billable service or event
 - Name of department of program
 - Department Contact & Phone number
 - Chart string for Revenue
 - Description of service or event

Once Approved:

- For Services:
 - Submit Invoice Generation Request
 - Payee Name
 - Payee Email Address
 - Amount Due
- For Events:
 - Event Simple Checkout Request



Central Credit Card Acceptance

Submit a Central Credit Card Processing Request:

Name of department or program

Department Contact & Phone number

Chart string for Revenue

Description of service or event

Once Approved

For Services Submit:

Invoice Generation Request

Payee Name

Payee Email Address

Amount Due

For Events Submit:

Event Simple Checkout Request

Provides a **Buy Now** button for each item to be embedded on your event website for registrants to sign-up and pay for your event



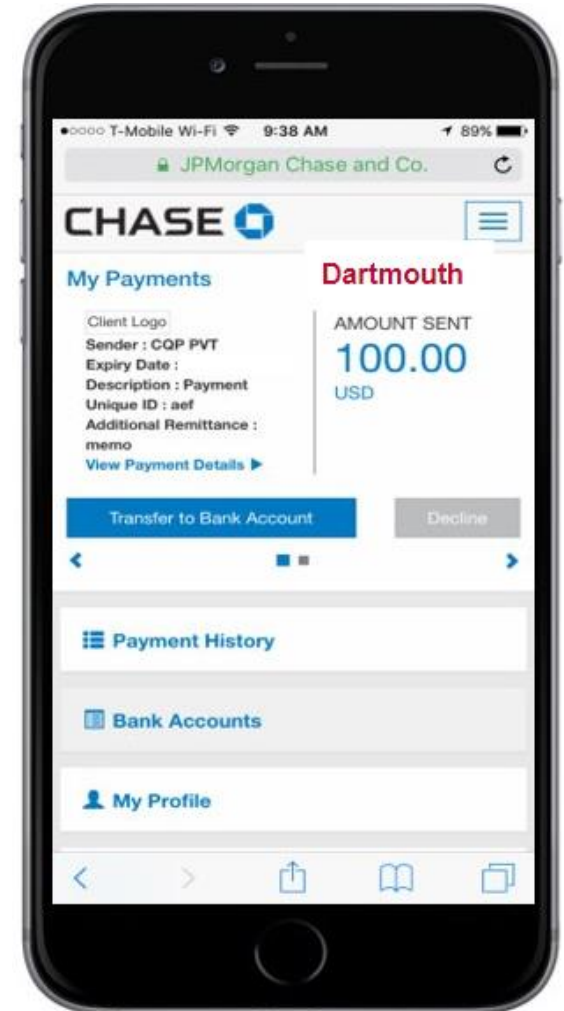
Student Digital Payments for Accounts Payable *Coming 2022*

Students will be offered ACH or Zelle payments directly to their US bank account

- Payment Request or Student Prize & Award is submitted and processed through AP to J.P. Morgan
- Students will receive an email:
 - “You Have Received a Payment From Dartmouth College”
 - Payment Details and Amount
 - Link to Register (1st time) and to Accept payment
 - 14 Days to accept payment or a check will be printed and mailed to the address on original request

No process change for submitting Student Payments:

- Provide Student Name, NetID and Address
- Resident or Non-Resident (for tax purposes)
- If non-Resident, do you have a US bank?
- If no, select International Wire or Check Pick-up





Policy Updates & Reminders

- Employee & Student Gifts Policy
- Supplemental Payments & Payroll Corrections
- Employee Self-Service
- Honoraria
- Confidentiality Agreement
- Compliance & Ethics





Employee and Student Gift Policy Clarification

Allowable Gifts

(charged to a GL string only):

- Gifts or gift cards (under \$50 per person) in recognition of a work-related accomplishment or event
- An item in recognition of the death or serious illness of an employee or immediate family member (up to \$100). (Flowers are not taxable but any other item over \$50 would be)
- Institutional or divisional service awards
- Gifts for long-service or retiring employee (Dartmouth recommends \$15 per year of service with a max of \$400 for retirement gifts)

Non-allowable Gifts:

- Gifts recognizing non-work-related achievements or events:
 - Birthdays
 - Weddings
 - Baby Showers
 - Housewarming

Questions?

Any questions about gifts should be made to your Fiscal Officer or Finance Center



Employee and Student Gift Policy Clarification (con't)

Taxability:

Gifts paid for by Dartmouth funds are taxable and must be reported as income:

- Gift cards or certificates \geq \$50 in a calendar year
- Gifts of tangible personal property \geq \$50 in a calendar year
- Gifts of tangible personal property \geq \$400 to a long-service or retiring employee

Reporting:

Regardless of expenditure amount, documentation for **all** gifts/gift cards purchased must include:

- Detailed receipt
- Specific business purpose
- Recipient name(s)

Use:

- [PCard eForm](#) if gift purchased on a Procurement Card (PCard)
- [iExpense Expense Report/Expense Report eForm](#) if gift purchased on a Corporate Card
- [Payment Request eForm](#) if submitting an invoice for a gift purchase
- [General Request eForm](#) if recipient is identified after the time of purchase



Supplement Pay Requests and Payroll Corrections Policies

The following criteria should be used to determine if the supplemental pay will be included in the employee's next payroll cycle or processed as an off-cycle paper check (Quick Pay):

Next Payroll Cycle:

Supplemental Pay Requests → Discretionary

- Any amount not received over an employee's base pay, including but not limited to:
 - overtime,
 - shift differential,
 - paid compensatory time,
 - retroactive pay
 - and other supplemental payments
- Any amount that is 15% or less than the employee's base pay
- Signing Bonus
- Performance Bonus
- Incentive Bonus
- Taxable Business Expense Reimbursement
- Pay In Lieu of Notice (PILN)
- Termination Vacation
- Lay Off Lump Sum

Quick Pay:

Supplemental Pay Requests → Compliance Issues

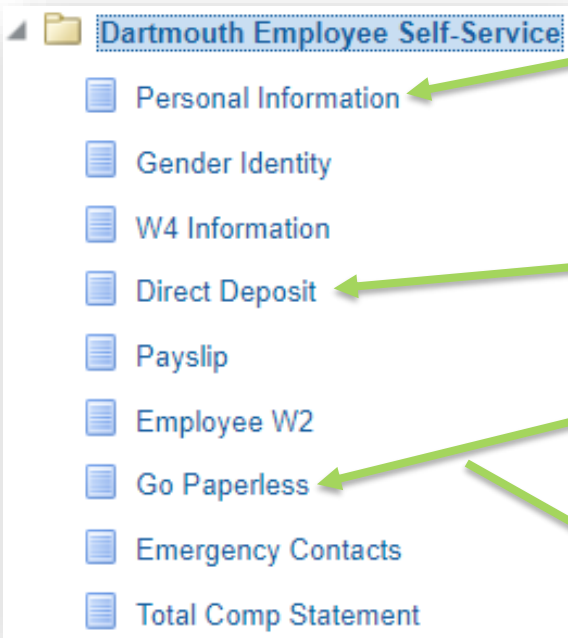
- Advance: SEIU Vacation, Financial Burden
- Pay not received for base pay due
- Paid less than 85% of base pay due
- Admin Error: Kronos
- Admin Error: Benefit
- Late PASF
- Termination: 72 72-Hour payment
- Estate/Beneficiary

Process:

1. Complete the Supplemental Pay Request
2. Attach all applicable documentation to the Supplemental Pay Request, including Time Sheets, PASF forms, or other documents as required
3. Once completed, submitted through the General Request eForm to Payroll for review and processing.
4. There is a three (3) day turnaround for all Quickpay payments due to banking and tax requirements.



Employee Self-Service and Legal Addresses



- Verify Personal Information & Update your Legal Residence & Legal Mailing Addresses

- Direct Deposit for Payroll & AP Checks

Preferred AP Account Yes

- Go Paperless

- Employee W2s
- Payslips

Self Service Preference for Person

Select Object: | ...

Select	Status	Document Type	Online	Paper
<input checked="" type="radio"/>		W-2	Yes	No
<input type="radio"/>		Payslip	Yes	No
<input type="radio"/>		W-2C	Yes	No



Honoraria

What is an Honorarium?

- An honorarium is a payment given for special, professional services that don't technically require compensation or are rendered nominally without charge. It typically is given as a token of gratitude and to assist in off-setting the expense of providing the service (travel, meals, etc.)

How do I provide an individual an honorarium?

- For non-employees, an honorarium is requested through the Payment Request eForm as an Other Payment and processed through Accounts Payable
- For employees, an honorarium is processed through Payroll and submitted on the PASF or General Request eForm as HR/Payroll/Tax Reporting request type

What if the non-employee doesn't come up in the Payee Name field of the Payment Request eForm?

- All individuals receiving a payment through Accounts Payable must be in our Oracle Vendor Table. Individuals not affiliated with Dartmouth (employees or students), must register through our PaymentWorks Vendor Portal



Confidentiality Agreement

Encourage Annual Review with your Team:

- I acknowledge that in the course of my employment, I may have access to personally identifiable and/or transaction-specific information concerning faculty, staff, students, alumni, donors, and/or vendors, such as social security numbers, dates of birth, credit card numbers, and negotiated prices for goods and services, as well as other non-public financial and business records of Dartmouth ("Confidential Information"). I agree that, except as permitted by law or College policy, or as necessary to perform the functions of my job, I will not, either during my employment by Dartmouth or thereafter, use or disclose Confidential Information without the prior written consent of Dartmouth. I further agree that I will use my best efforts to protect the security and integrity of Confidential Information by, for example, storing it on a secure file server rather than my desktop computer. Compliance with applicable College or department information security procedures constitutes compliance with this requirement.
- Any documents that I receive from any department of Dartmouth shall remain the property of Dartmouth. I agree to return all such documents to Dartmouth upon the termination of my employment and will not retain or distribute copies thereof.
- I acknowledge that the Dartmouth College Copyright Ownership Policy applies to the work that I prepare within the scope of my employment by Dartmouth.
- I have been directed to Dartmouth College's [Code of Ethical Business Conduct](#) and will abide by it.



Dartmouth Compliance & Ethics

"A college administrator is expected to be more than a financier, more than a school master. [They] must be in some tangible and expressive way 'the corporate consciousness of the College.'"

William Jewett Tucker, My Generation (1919), p. 250.

Dartmouth College is committed to advancing the frontiers of knowledge through research and education, while maintaining the highest standards of ethics and integrity. We reaffirm our commitment to operating in full compliance with all laws, regulations, and policies.

*Joseph Helble and Richard Mills
Dartmouth's co-compliance officers*

To review Dartmouth's Code of Ethical Business Conduct

- www.dartmouth.edu/rmi/compliance/index.html
- policies.dartmouth.edu/policy/code-ethical-business-conduct

EthicsPoint - In situations where you prefer to place an anonymous confidential report, we advise you to use this hotline, hosted by a third party, EthicsPoint.

- 888-497-0516
- secure.ethicspoint.com/domain/media/en/gui/35378/index.html



Upcoming Dates & Deadlines

- Winter Break
- End of 2nd Quarter





Winter Break

Accelerated Winter Break Deadlines

Task	System	Date
All PASF for Bi-Weekly & Monthly HRMS	General Request HR/Payroll eForm	Wednesday, December 1
All MYLS and Wage Transfers	MYLS eForm, Wage Transfer eForm	Wednesday, December 15
All Corrections, Journals, Transfers	Corrections and Journal eForm	Wednesday, December 15
All PCard transactions	PCard eForm	Monday, December 13
All AP Entry	Payment Request eForms	Monday, December 13
AP Pickup checks cut***	7 Lebanon St, 302	Wednesday, December 15
Last AP Run: check printing/mailing/ACH	Controller's Office	Wednesday, December 22

***Any checks at 7 Lebanon St, 302 after 3:00pm on Thursday, December 16th will be mailed.



Winter Break

PCard Sweep Dates

PCard Transactions for the week of:	Sweep Date
December 5, 2021 (expectation to have these allocated before Winter Break)	January 7, 2022
December 12, 19, and 26 th	January 14, 2022



Winter Break

Biweekly Payroll – December 20th Accelerated Deadline

Task	Responsible Person	Date
Record all hours for 12/5 -12/18	All Biweekly Non-Union Employees	Thursday, December 16, 4:00pm
Time Detail Report Run	Finance Center	Friday, December 17, 7:00am
Corrections and Approval Complete	Biweekly Non-Union Supervisors	Friday, December 17, 11:00am
Finance Center Approval Complete	Finance Center (Non-Union)	Friday, December 17, 4:00pm
Weekly Union Approval Complete	Union Payroll Supervisors	Sunday, December 19, 9:00am
Finance Center Approval Complete	Finance Center	Sunday, December 19, 4:00pm
Record all hours for 12/5 -12/18	All Biweekly Non-Union Employees	Thursday, December 16, 4:00pm

Recording Time for Winter Break 2021:

For pay Employee period ending January 2nd, 2022

All Regular Non-Exempt employees NOT working will need to:

- Record the Holiday Pay “HOL” for December 23rd, December 24th, and December 31st, 2021
- Record “Winter Brk” for December 20th, 21st, 22nd, 27th, 28th, 29th, and 30th

If you work any of the Winter Break days, you should record your hours as normal.



Winter Break

Student Payroll – December 27th Accelerated Deadline

Task	Responsible Person	Date
Record all hours for 12/12-12/25	All Student Employees	Saturday, December 25
Time Detail Report Run	Finance Center	Sunday, December 26, 7:00am
Corrections and Approval Complete	Student Supervisors	Sunday December 26, 9:00am
Finance Center Approval Complete	Finance Center	Sunday, December 26, 4:00pm
Record all hours for 12/12-12/25	All Student Employees	Saturday, December 25



End of FY'22, 2nd Quarter – January 5, 2022

HALF-WAY POINT:

- Review Financial Reports
- Submit transactions to be posted before FY22,Q2 close
 - Invoices and Payments
 - iExpense Expense Reports, including Corporate Card expenses
 - PCard Transactions
 - Journal Entry or Source System Corrections



Need Help?

Vendors should submit Invoices to:

- Invoice@dartmouth.edu

Use Department accounts, instead of individuals:

- Admin.and.Provost.Finance.Center@Dartmouth.edu
- Arts.and.Sciences.Finance.Center@Dartmouth.edu
- Geisel.Finance.Center@Dartmouth.edu
- Accounts.Payable@Dartmouth.edu
- Institutional.Accounting@Dartmouth.edu for Incoming Payments
- Procurement.Services@Dartmouth.edu for contracts
- Procure-to-Pay@Dartmouth.edu for pcard & corporate card

Technical Help

- Agiloft.Help@Dartmouth.edu for Contract Management System
- Expense.Reporting@Dartmouth.edu for iExpense
- Oracle.Processing@Dartmouth.edu for System Access (Subject: Name/NetID)



Questions?