





# 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.*

**November 30, 2022**



# Agenda

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





# System & Project Updates

- Contract Management Interface Update
- Student Employee Lifecycle Management





# Agiloft Contract Management System Interface Update

➤ MORE SPACE FOR VIEWING

### New View

The 'New View' interface features a clean, modern design. At the top, there is a search bar and user information. A navigation menu includes 'General', 'Home', 'My Assigned', 'Contracts', and 'System Access'. A sidebar on the left contains 'Useful Hyperlinks' and 'All Contracts' sections. The main content area displays three summary cards: 'Contracts Pending Approval' (1), 'Contracts Expiring Within 60 Days' (132), and 'Contracts Expiring Within 30 Days' (44). Below these is a table of contracts with columns for Edit, Contract ID, Status, Contract Type, Vendor Name (Legal Name), and New Vendor Name.

Edit	Contract ID	Status	Contract Type	Vendor Name (Legal Name)	New Vendor Name
	4898	Request Pending Contract Manager Review	Amendment	Alberto Rodriguez Paniagua	
	4895	Request Pending Contract Manager Review	Procurement Goods and/or Services Agreement		Michael Vari
	4890	Draft Request	Event/Travel Agreement		CJ Washington Street SPE LLC
	4887	Effective	Limited Engagement Agreement	Strong II, Robert Chamberlain	
	4886	Request Pending Contract Manager Review	Event/Travel Agreement		Canal Sound & Light

### Current View

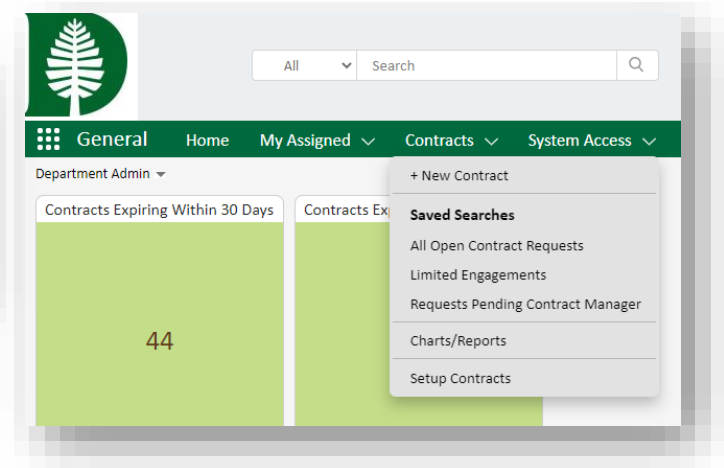
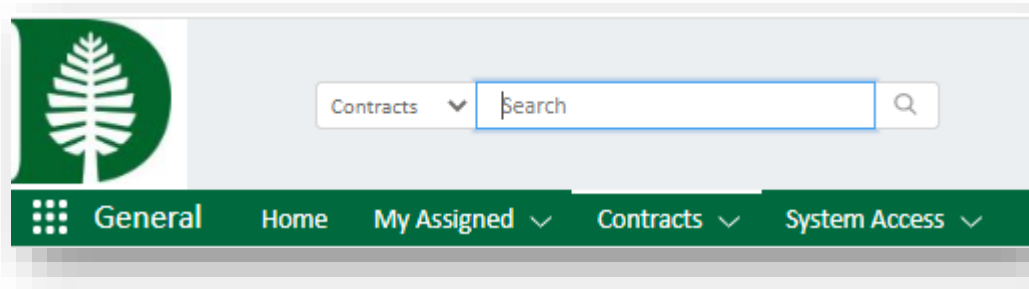
The 'Current View' interface is more cluttered. It features a sidebar on the left with sections for 'Home', 'My Assigned', 'Last Opened', 'Tables', 'People and Companies', 'Contract Management', and 'System Access'. The main content area includes 'Useful Hyperlinks', three summary cards (0, 11, 8), and a table of contracts. The table has columns for Edit, Contract ID, Status, Contract Type, and Vendor Name (Legal Name).

Edit	Contract ID	Status	Contract Type	Vendor Name (Legal Name)
	4884	Pending Signature	Procurement Goods and/or Services Agreement	Bassett, William
	4879	Draft Request	Procurement Goods and/or Services Agreement	RinkNet Software, Inc.
	4845	Drafting and Negotiation	Procurement Goods and/or Services Agreement	Mike McLaughlin Photography
	4820	Effective	Event/Travel Agreement	Dahlie, Radharani
	4799	Effective	Event/Travel Agreement	

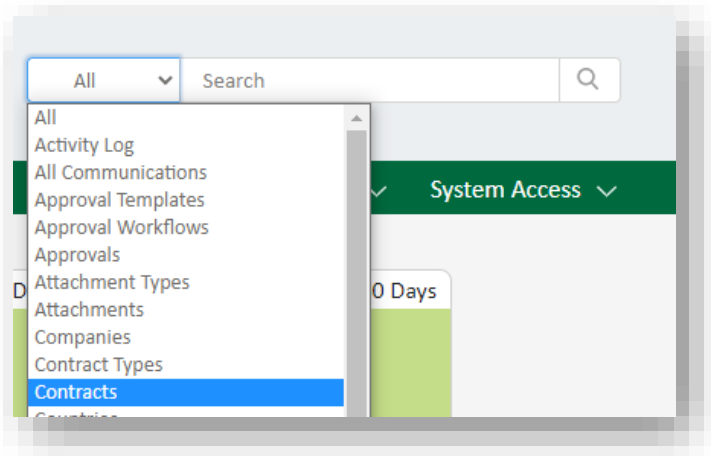


# Agiloft Contract Management System Interface Update

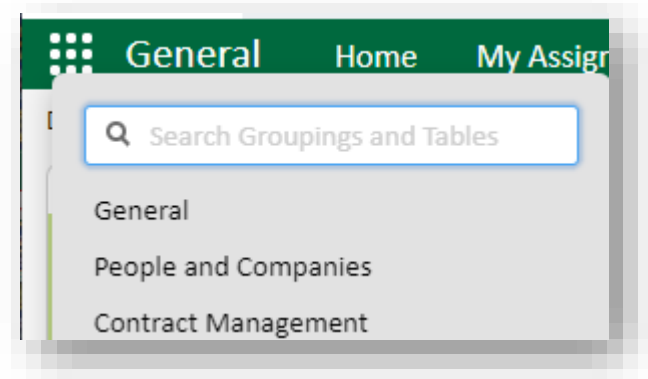
- New Navigation bar:  
items available on convenient toolbar across the top of the screen



- Enhanced Global Searching



- Switch & Search between table groups





# Next Gen Update





**Jobnet:** database of student positions, website listings, Jobnet position numbers



**PASmartForm (PASF):** Hourly-paid student Hiring & Termination system



**Kronos:** Hourly-paid student e-timesheet system



**Lump-Sum Pay Questionnaire:** Process for requesting lump-sum payments to student employees



**TempJobs Listserv:** Positions will instead be listed in JobX

## What is being replaced in Student Employment?





# Modules being introduced:



- Create job positions & postings
- Supervisor control of job posting
- Student Job Searching
- Job Applications collected from students
- Job Offers to selected students, student action is required to accept job
- Messaging to students not selected for job

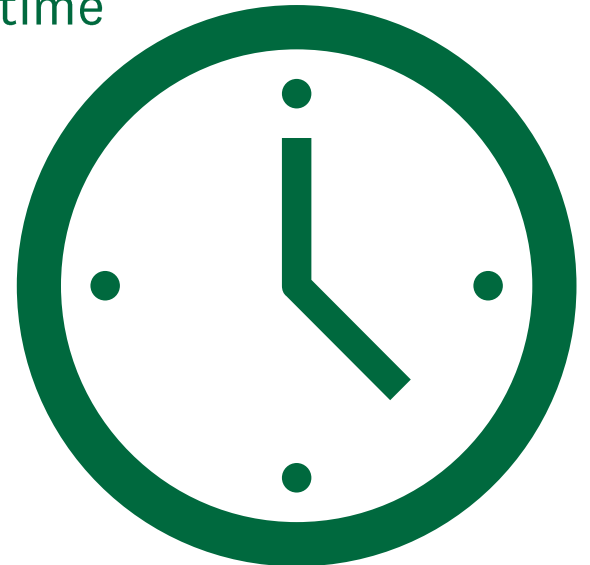


- Timecard is created when student accepts job
- Time entry options: 'punch' or drop-down web-entry of start and end shifts for each student position via mobile or web browser
- Student actively completes and submits timecard each pay period
- Supervisors actively approve student timecard each pay period (passive approval no longer permitted)



# Discontinuing Student Employee Timesheet Rounding

- Effective Pay Period Start Date: 12/25/2022
- Time reported on the timesheet will be calculated and paid to the minute
- Quarterly hourly rounding will be disabled in Kronos
- Why?
  - TimesheetX does not support quarterly rounding while also allowing employees to report actual time





# Next Gen Ambassadors

## What is a Next Gen Ambassador?

Divisional/subdivisional resource who:

- serve as a partner of the Next Gen Student Employee System Implementation team and advocate for the Next Gen Student Employment System;
- serve as a frontline person and local first point of contact for questions and concerns;
- support other employers to understand how to use the system: learning to enter and create jobs, review applications, hire students, review and approve timesheets;
- report issues, gather and share feedback, and suggest improvements.

## When do we start?

- December - orient ambassadors to the role
- January – support and advocate for employer access and job description creation
- February - encourage and support employers to post jobs for interim and spring term, and review applications
- March - support employers in their efforts to hire students, and review and approve timesheets
- Ongoing support and collaboration based on divisional/subdivisional hiring cycle



# Next Gen Timeline

## January

- Zoom Show 'n Tell sessions by division or request
- Every supervisor needs to request access to the system
  - Indicate dept they need access to
  - Accept confidentiality agreement

## February

- Supervisors create jobs in the system
  - Online Training materials provided
  - Zoom Drop-in times for questions
  - Start posting jobs available for interim & Spring term

## Early March

- Students start using JobX to find & apply for jobs available in interim & spring term
- Supervisor Timesheet Approval Training
- Supervisor Hire students to work with employment dates of 3/19 & later
- Students accept jobs with start date of 3/19 or later

## March 19 & later

- Students record time using clock in/out in TimesheetX
- Students submit time each pay period
- Supervisors approve time each pay period



## SEO Supervisor Roundtable – Join Us!

- TOMORROW: Thursday, December 1<sup>st</sup>: 11:00 – 12:00 PM
- Agenda
  - Caring for our student employees:
  - Preparing for Winter Term
  - Next Gen



# Policy Updates

- Revised: Property, Plant, and Equipment & Material Management Policies
- Independent Contractors & Guests Policy





# Revised Property, Plant, and Equipment Policies





## What's Changed

- Updates align the policy name with the policy content
- Definitions of common terminology included
- Roles and responsibilities are clarified
- Processing guidelines are provided in detail
- **The way we do things hasn't changed**





## Who should care?

Review of these revised policies is recommended if any of the following applies to you or your position.

- You are:
  - A central, departmental, or division staff with procurement or financial responsibilities
  - A departmental property manager/custodian, PI, and/or lab manager
  - A project manager
- Or your responsibilities include:
  - Request, submission, approval, or upload of Oracle purchase requisitions
  - Procurement of goods through any method
  - Disposal or recycle of equipment, material, and other assets
  - Transfer or sell of equipment, material, and other assets
  - CIP set-up, management, or approval



# Revised Policies

Effective December 1, 2022

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Property, Plant and Equipment Policy (ID 024-0001)	<i>Previously: Capitalization Equipment Threshold Policy</i>	This is the main policy that clarifies organizational responsibilities by role, provides a definition of property by type, and specifies the proper treatment for costs incurred for the procurement of equipment and other assets, including, fabricated equipment, new construction, renovations, improvements, and maintenance projects.
Constructed and Fabricated Asset Policy (ID 024-0006)	<i>Previously: Capitalization Policy (024-0006) and Fabricated Equipment Policy (024-0009)</i>	This policy aids project managers and others in distinguishing between capital and non-capital costs, determining the proper accounting treatment for those costs, and in specifying the process to set up capital or fabricated projects.
Moveable Equipment Inventory Policy (ID 024-0011)	No title change	This policy outlines the requirements for the tracking and physical inventorying of moveable equipment/assets with an acquisition cost of \$5,000 or more and a useful life greater than one year.
Property Disposition Policy (ID 024-0008)	<i>Previously: Disposal Policy</i>	This policy clarifies organizational responsibilities by role, provides requirements by disposition type (donation, sale, trade-in, recycle, scrap or salvage), and defines the proper methods of cost recovery.
Computer Transfer Policy (ID 024-0007)	No title change	This policy provides guidance for the sale, donation, or transfer of Dartmouth-owned computers or hardware to or from Dartmouth faculty, staff, fellows, students, visitors, and external entities.



## The Revised Policies cont'd

- Appendices
  - Appendix A Definitions
  - Appendix B Useful Life and Depreciation
  - Appendix C Additional Guidance for Specific Types of Equipment
  - Appendix D Procurement Decision Tree
  - Appendix E Property Plant and Equipment Thresholds
  - Appendix F Constructed Asset
  - Appendix G Trade in and Credit Processing
  - Appendix H Capital Projects Natural Class Guidance
  - Appendix I Corrections to Chart String or PTAE0
- Forms
  - CIP Account Setup Form
  - Componentization Template
  - Disposal Request Form
  - Equipment/Asset Transfer Request Form
  - Equipment Off Campus Request Form
  - Equipment Onboarding Form
  - Intent to Fabricate Request Form
  - Materials Management Disposal Request Form
  - Vehicle and Equipment Transfer Form



## Where can I find the revised policies?

- Dartmouth Finance website in a new location under: “Purchase & Payments From Dartmouth”



- Dartmouth Policy Portal (<https://policies.dartmouth.edu>)
- Policy information forums to be announced
  - Vox Daily
  - Finance Website
  - Email/calendar invite
- Contact Art Hanchett, Emily Lopez, or Susan Mockus for questions or to request a meeting/training

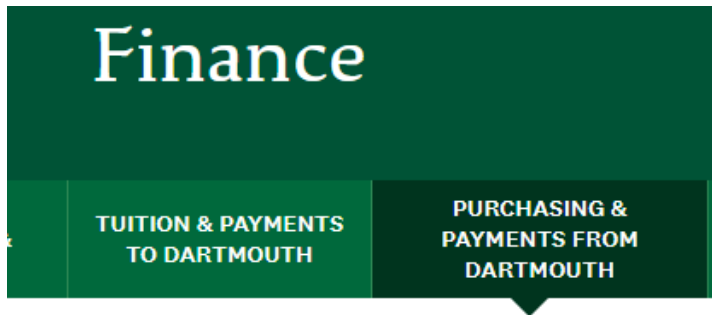


# Independent Contractors and Guests Policy

## Reason for the Policy

- To provide guidance when engaging individuals for a service
- Streamline the process for engaging individuals for low-risk, low-cost services

Resources and guidance available within  
 “**Working with Suppliers**” section on the Finance site



### WORKING WITH SUPPLIERS

Vendor Guide

PaymentWorks FAQ for Departments

[Independent Contractors](#)

Construction & Maintenance of Facilities

COVID-19 Contractor & Vendor Safety Protocols & Procedures

### INVENTORY OPERATIONS

Central Stores Stockroom

Additional Stockrooms

## Hiring Independent Contractors & Guests

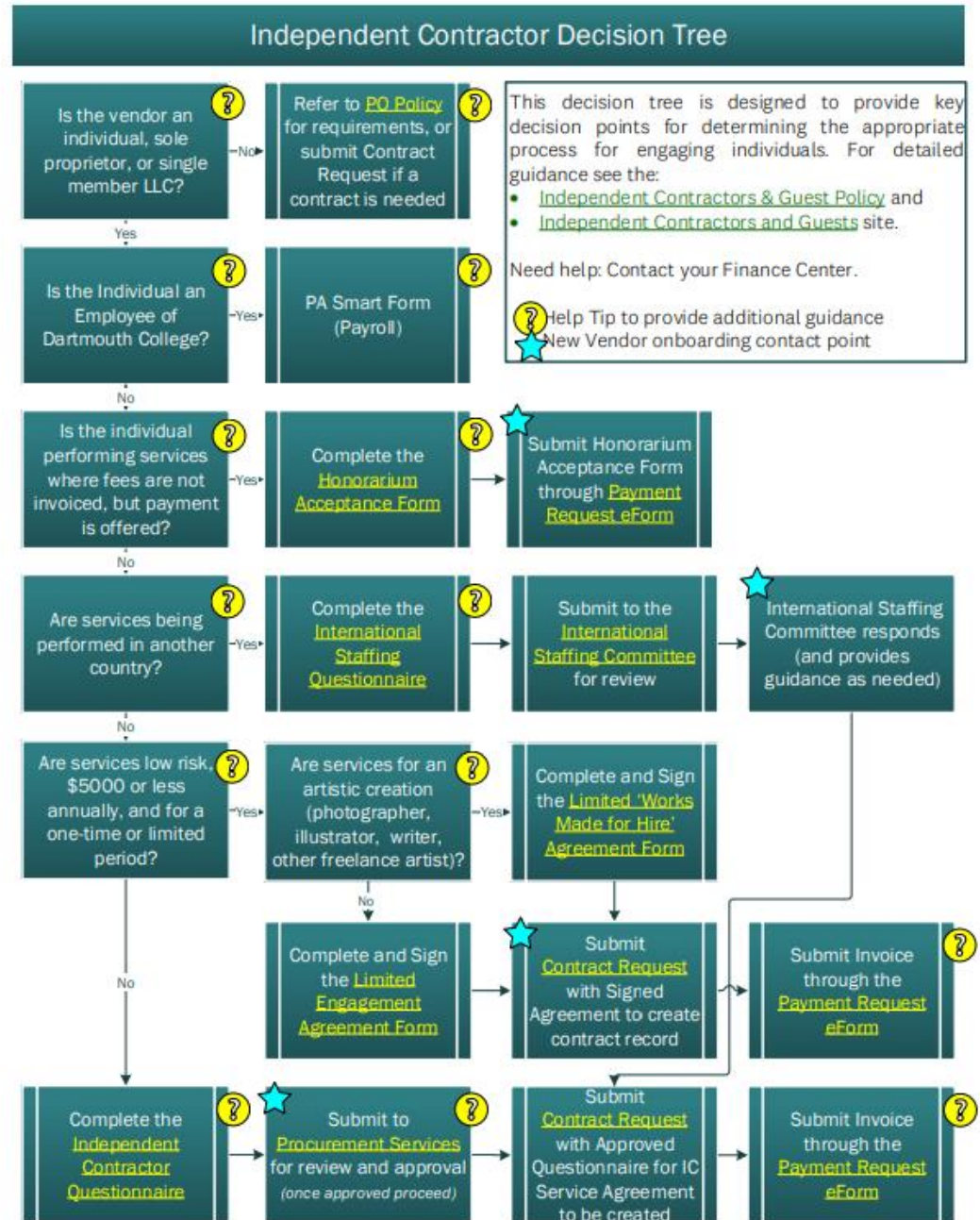
### CONTENTS:

- [What is an Independent Contractor?](#)
- [Independent Contractor Policy at Dartmouth](#)
- [Definitions](#)
- [Before you Hire an Independent Contractor](#)
- Processing:
  - [Honoraria](#)
  - [Limited Engagements & Limited 'Works Made for Hire' Engagements](#)
  - [Independent Contractor Services Agreements](#)
  - [Contracting through the Contract Management System](#)
- [New Independent Contractors](#)



# Independent Contractor Decision Tree

- Designed to provide guidance when engaging individuals to perform services for Dartmouth College





# Individuals Performing Services: HONORARIUM

## DEFINITION:

Honoraria are payments to guests. An honorarium payment is a modest gesture of appreciation for the individual's efforts of preparing and performing a service without expectation of payment. An honorarium payment may be of any amount and is taxable income to the recipient.

## PROCEDURE:

1. Individual completes and signs the "Honorarium Acceptance Form."
2. Department submits through the Payment Request – Other Payment eForm.



# Individuals Performing Services: LIMITED ENGAGEMENT

## DEFINITION:

A Limited Engagement is defined as an engagement between Dartmouth and an Independent Contractor, where:

- services are performed within the U.S. (excluding U.S. Territories);
- total fees are \$5,000 or less annually
- services are performed as a one-time service or multiple services over a limited period of time, and
- the engagement does not involve the following high-risk services, identified in the Purchase Order (PO) Policy

Limited 'Works Made for Hire' Agreement can be used for photography, videography, illustration, written work or other artistic creations

## PROCEDURE:

1. Individual and Department completes and signs the “Limited Engagement Agreement” or “Limited ‘Works Made for Hire’ Agreement” Form
2. Department submits through Agiloft Contract Management System Limited Engagement Contract Type  
\*\*\*Contract Record immediately moves to signed and executed
3. Invoice submitted to [invoice@dartmouth.edu](mailto:invoice@dartmouth.edu) or through the Payment Request eForm  
\*\*\*Don't forget to share the contract number with your vendor, to reference on the invoice.





# Individuals Performing Services

## **INDEPENDENT CONTRACTOR SERVICES AGREEMENT**

### DEFINITION:

Independent Contractors that do not qualify as an Honorarium or Limited Engagement, example:

- Fee for services over \$5,000 in a year.
- Services are performed outside of the US.
- High risk area

### PROCEDURE:

1. Are services being performed within the United States?
  - Yes, Individual complete the Independent Contractor Questionnaire and submit to [Procurement.Services@Dartmouth.edu](mailto:Procurement.Services@Dartmouth.edu)
  - No, Business Unit complete the International Staffing Questionnaire and submit to: [International.Staffing.Committee@groups.Dartmouth.edu](mailto:International.Staffing.Committee@groups.Dartmouth.edu) (NEW EMAIL ADDRESS)
2. Once Approved, Submit Contract Request to have an Independent Contractor Services Agreement drafted, negotiated, approved, and executed.
3. Once contract is executed, invoice submitted to [invoice@dartmouth.edu](mailto:invoice@dartmouth.edu) or through the Payment Request eForm.

\*\*\*Don't forget to share the contract number with your vendor, to reference on the invoice.



# Policy Reminders!





# Employee and Student Gift Policy Reminder

## 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 Reminder (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



# 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

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.

--Richard Mills and David Kotz,  
Dartmouth's co-compliance officers

## To review Dartmouth's Code of Ethical Business Conduct

- [www.dartmouth.edu/rmi/compliance/index.html](http://www.dartmouth.edu/rmi/compliance/index.html)
- [policies.dartmouth.edu/policy/code-ethical-business-conduct](http://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](http://secure.ethicspoint.com/domain/media/en/gui/35378/index.html)



# Upcoming Dates & Deadlines

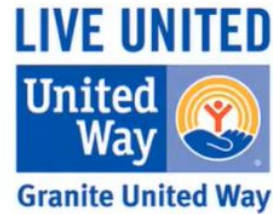
- Dartmouth United Way Campaign
- Winter Break
- End of 2<sup>nd</sup> Quarter





Click image to play video

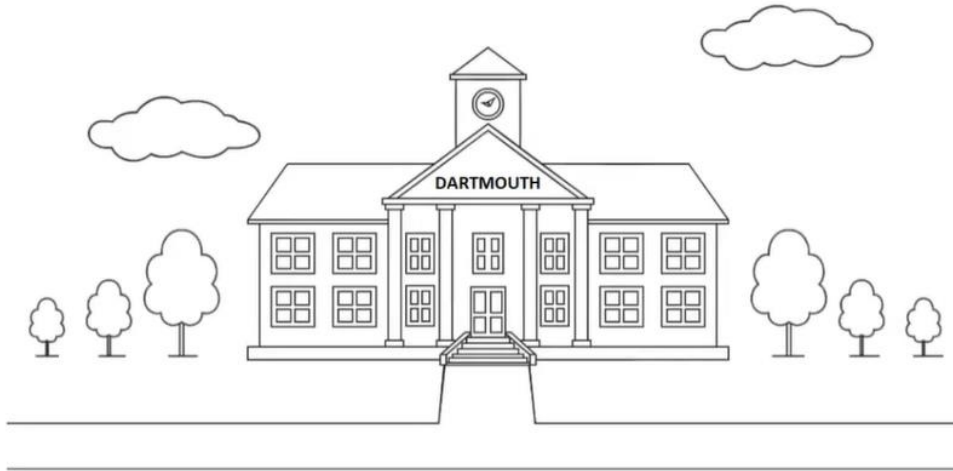
# 2022 Dartmouth United Way Campaign Neighbors Helping Neighbors



**Donate**



**Volunteer**



For more information go to:  
<https://www.dartmouth.edu/unitedway/>





# Winter Break

## Accelerated Winter Break Deadlines

Task	System	Date
<b>All PASF for Bi-Weekly &amp; Monthly HRMS</b>	General Request HR/Payroll eForm	Wednesday, December 1
<b>All MYLS and Wage Transfers</b>	MYLS eForm, Wage Transfer eForm	Wednesday, December 14
<b>All Corrections, Journals, Transfers</b>	Corrections and Journal eForm	Wednesday, December 14
<b>All PCard transactions prior to 12/10</b>	PCard eForm	Monday, December 12
<b>All AP Entry</b>	Payment Request eForms	Monday, December 12
<b>AP Pickup checks cut***</b>	7 Lebanon St, 302	Wednesday, December 21

**\*\*\*Any checks at 7 Lebanon St, 302 after 3:00pm on Wednesday, December 21<sup>st</sup> will be mailed.**



# Winter Break

## PCard Sweep Dates

<b>PCard Transactions for the week of:</b>	<b>Sweep Date</b>
December 4, 2022 (expectation to have these allocated before Winter Break)	Friday, January 6, 2023
December 11, 18, and 25, 2022	Friday, January 13, 2023



# Winter Break

## Biweekly Payroll – Accelerated Deadline

Task	Responsible Person	Date
<b>Record all hours for 12/4 -12/17</b>	All Biweekly Non-Union Employees	Thursday, December 15, 4:00pm
<b>Time Detail Report Run</b>	Finance Center	Friday, December 16, 7:00am
<b>Corrections and Approval Complete</b>	Biweekly Non-Union Supervisors	Friday, December 16, 11:00am
<b>Finance Center Approval Complete</b>	Finance Center (Non-Union)	Friday, December 16, 4:00pm
<b>Weekly Union Approval Complete</b>	Union Payroll Supervisors	Sunday, December 18, 9:00am
<b>Finance Center Approval Complete</b>	Finance Center	Sunday, December 18, 4:00pm

### Recording Time for Winter Break 2022:

For pay Employee period ending December 31<sup>st</sup>, 2022

All Regular Benefited Non-Exempt employees will need to:

Record the Holiday Pay “**Hol**” for **December 23<sup>rd</sup>, December 26<sup>th</sup>, and January 2<sup>nd</sup>, 2023**

Record “**Winter Brk**” for **December 22<sup>nd</sup>, 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup>, and 30<sup>th</sup>\***

\*If you work any Winter Break days, you should record your hours as normal.



# Winter Break

## Student Payroll – December 26th Accelerated Deadline

Task	Responsible Person	Date
<b>Record all hours for 12/11-12/24</b>	All Student Employees	Saturday, December 24
<b>Time Detail Report Run</b>	Finance Center	Monday, December 26, 7:00am
<b>Corrections and Approval Complete</b>	Student Supervisors	Monday, December 26, 9:00am
<b>Finance Center Approval Complete</b>	Finance Center	Monday, December 26, 4:00pm



## End of FY'23, 2<sup>nd</sup> Quarter – January 5, 2022

### **HALF-WAY POINT:**

- Review Financial Reports
- Submit transactions to be posted before FY23,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](mailto:Invoice@dartmouth.edu)

**Use Department accounts, instead of contacting individuals:**

- [Admin.and.Provost.Finance.Center@Dartmouth.edu](mailto:Admin.and.Provost.Finance.Center@Dartmouth.edu)
- [Arts.and.Sciences.Finance.Center@Dartmouth.edu](mailto:Arts.and.Sciences.Finance.Center@Dartmouth.edu)
- [Geisel.Finance.Center@Dartmouth.edu](mailto:Geisel.Finance.Center@Dartmouth.edu)
- [Accounts.Payable@Dartmouth.edu](mailto:Accounts.Payable@Dartmouth.edu)
- [Institutional.Accounting@Dartmouth.edu](mailto:Institutional.Accounting@Dartmouth.edu) for Incoming Payments
- [Financial.Reporting@Dartmouth.edu](mailto:Financial.Reporting@Dartmouth.edu) for help with IRA reports
- [Financial.System.Access@Dartmouth.edu](mailto:Financial.System.Access@Dartmouth.edu) for system access assistance
- [Procurement.Services@Dartmouth.edu](mailto:Procurement.Services@Dartmouth.edu) for contracts & purchasing assistance
- [Procure-to-Pay@Dartmouth.edu](mailto:Procure-to-Pay@Dartmouth.edu) for pcard & corporate card

## Technical Help

- [Agiloft.Help@Dartmouth.edu](mailto:Agiloft.Help@Dartmouth.edu) for Contract Management System
- [Expense.Reporting@Dartmouth.edu](mailto:Expense.Reporting@Dartmouth.edu) for iExpense
- [Financial.System.Access@Dartmouth.edu](mailto:Financial.System.Access@Dartmouth.edu) for system access (Subject: Name/NetID)
- [Finance.Webmasters@groups.Dartmouth.edu](mailto:Finance.Webmasters@groups.Dartmouth.edu) for website feedback and questions



**Thank you**