





# Fall Finance Information Forum

*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 28 , 2023**



# Agenda

- Process Updates
- Resource Updates
- System & Project Updates
- Policy Reminders
- Upcoming Dates & Deadlines





# Process Updates

- Invoice Review for Contracts
- TimesheetX Compliance





# Invoice Review for Contracts

## Verify Contract Information:

- Contract number is related to:
  - Purchase of Goods or Services Agreement
  - Campus Services Agreement
  - Statement of Work (SOW)
  - Not a Master Agreement or Amendment

## Contract Details Coming Soon!

Agiloft Contract Number  
(Agreement/SOW number only, no  
MSA/Amendments)

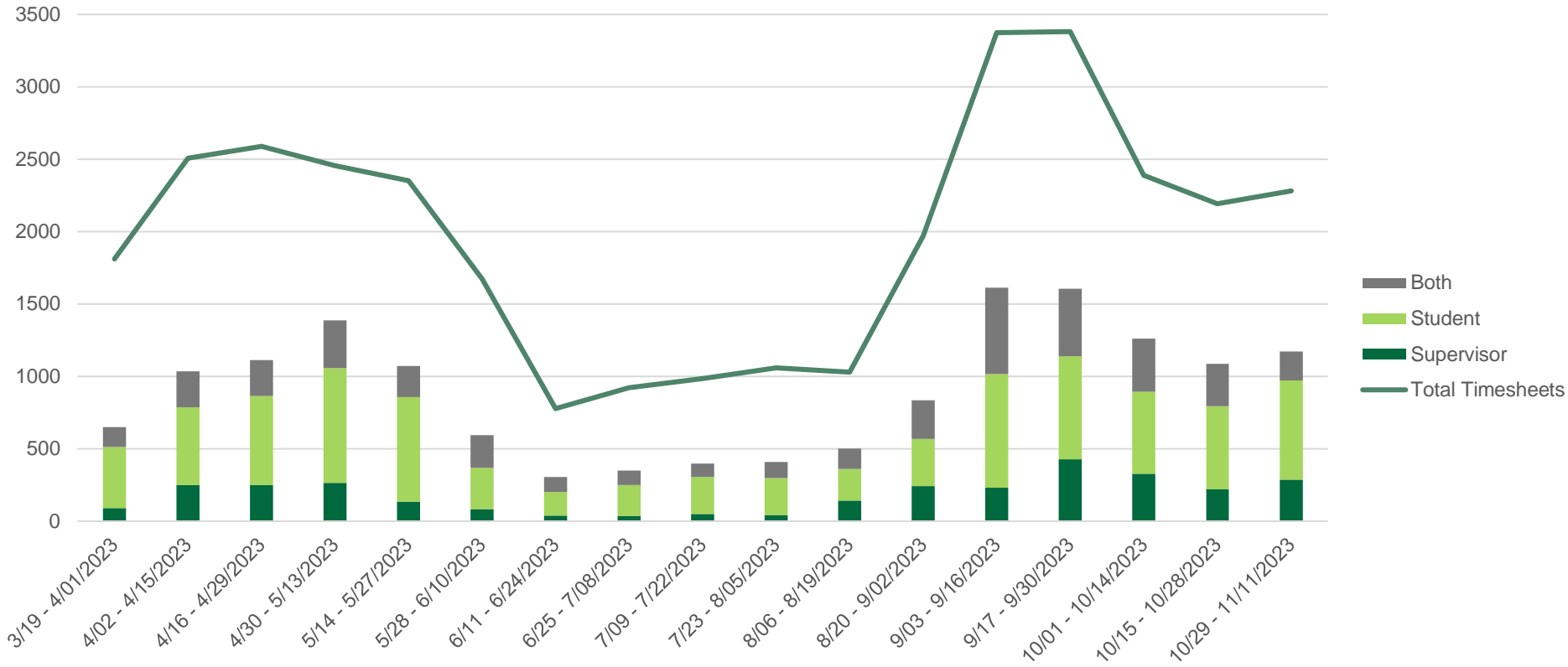
6556

UKG Kronos SaaS Agreement; Kronos, Inc.; \$296100; 2023-05-16 to 2026-05-15

- Invoiced services align with description of goods or scope of work
- Dates of service or delivery fall within the contract term (between effective and end dates)
- Invoiced amount does not exceed the Total Amount of the agreement
- If Org on the agreement is different from Payment Request, provide rationale in the “Comments” field



# TimesheetX Compliance



## Non-Compliant Timesheets are:

- Student Employee does not submit or submits timesheet after the Student Employee Deadline
- Supervisor Approves timesheet after the Supervisor Deadline - or -
- Finance Center Approves timesheet on behalf of the Supervisor



# TimesheetX Time Reporting Responsibilities and Compliance for Supervisors

## Supervisor Responsibilities:

- Maintain open communication and set clear expectations with student employees.
- Review and Approve Timesheet before  
Deadline: by 11:00AM on Monday following the end of the Pay Period
  - Timesheets are a legal and required employment record under Federal and NH Labor Laws
  - Accurate and timely time reporting is critical

## Timesheet Visibility:

- Ensure all student employees can access and view their timesheets.
- If the timesheet is not visible, immediate action may be needed to adjust their Hire Record.

## Need Help:

- Dartmouth Payroll Office for time reporting questions
- Student Employment Office for hiring questions

## Student Employee Responsibilities:

- Accurate recording of hours.
- Specify start and end times for each shift.
- Record benefit time and comments.
- Verify accuracy before submission.
- Submit time following the final shift of the pay period.
- Deadline: 11:59 PM on Saturday at the end of the Pay Period

## Class Exceptions Request:

- Used for recording time during canceled class period.

## Timesheet Edit Request:

- Corrections should be rare
- Use to correct a submitted and approved or prior timesheet



# Resource Updates

- Dartmouth Integrity & Compliance Office
- Finance Website Updates
- *New* Dartmouth Finance Collaborative



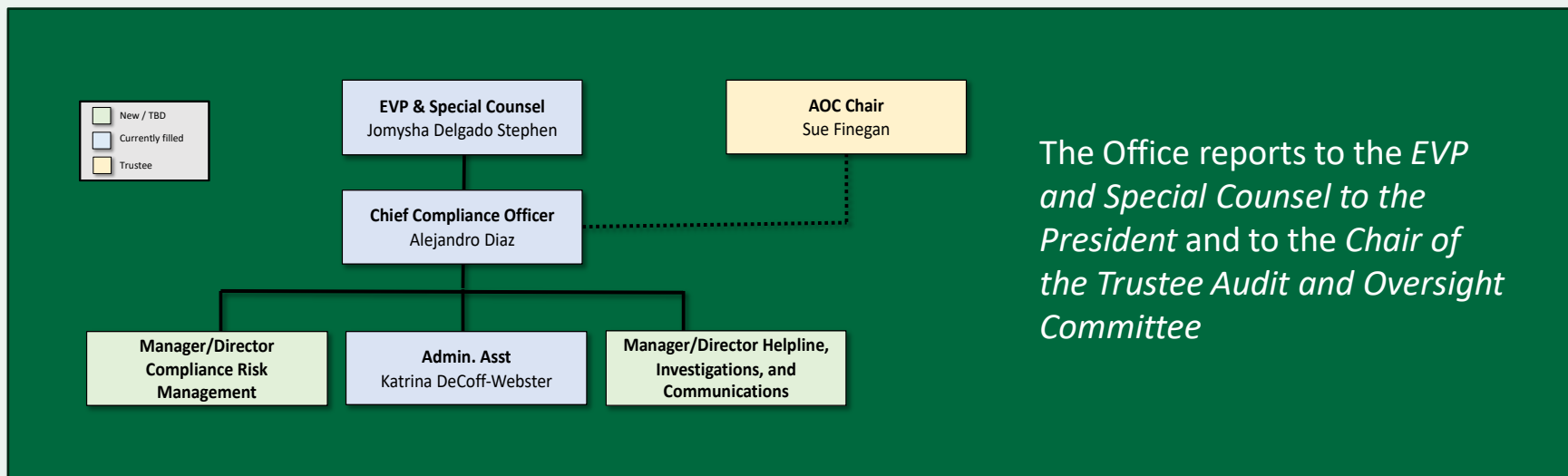




## Dartmouth Integrity and Compliance Office

### Creating a College-Wide Ethics and Compliance Program that:

- Fosters a culture of integrity and respect
- Manages risk and protects the value and reputation of the College
- Meets/exceeds the standards for an effective compliance program under the US Federal Sentencing Guidelines and DOJ guidance.
- Provides an appropriate information flow to senior leadership and the board





## Dartmouth Integrity and Compliance Office

### Compliance Management

- **Compliance activities led by specialist offices**
- Coordinated through ICO
- ICO constant monitoring and reporting

### Helpline and Matter Resolution

- **Resolution efforts led by specialist offices and ICO**
- Support “Speak Up” culture
- Capture risk data
- Ensure escalation
- Best practices / process improvement

### Training and Communication

- **Led by ICO**
- **Coordinated with HR and other offices**
- Foster culture of integrity
- Annual code training
- Risk-based curriculum
- Lessons Learned

- Board Reporting

- Continuous Improvement

- Program Evaluation



# Dartmouth Integrity and Compliance Office

HOME HELPLINE RESOURCES PEOPLE & CONTACT

[HOME](#)

[Home](#)  
CODE OF ETHICAL BUSINESS CONDUCT

[DARTMOUTH INTEGRITY HELPLINE](#)

[RESOURCES](#)

[WHO WE ARE](#)

Search this Site

[Integrity & Compliance](#)

Parkhurst Hall  
Hanover, New Hampshire 03755  
Hinman: HB 6008  
Email: [Integrity@dartmouth.edu](mailto:Integrity@dartmouth.edu)

## Integrity & Compliance

All members of the Dartmouth community have the responsibility to nurture a culture distinguished by *integrity, quality, trust, openness, diversity, inclusion, and respect*. The Office of Integrity and Compliance serves to provide all members of the Dartmouth community with the resources and guidance needed to uphold and demonstrate these core values in everything we do. Our staff are available to anyone who has questions or would like to discuss an ethical dilemma, report a concern, or receive guidance on relevant rules and procedures.

We provide many [resources](#) to assist you in finding answers to your ethics and compliance questions. We also maintain the [Dartmouth Integrity Helpline](#), a 24-hour communication channel hosted by an independent third party. The helpline is a safe resource for asking questions, raising concerns, or seeking guidance.

## Dartmouth Integrity Helpline

- It is essential that we hear from the community when there are questions or concerns about ethics and compliance
- Available 24/7/365 for you to ask questions or report any concerns you have about ethics, compliance, and integrity at Dartmouth

Click Here to Access the Helpline  
or Dial Toll-Free:  
888-497-0515



# Finance Website Updates

## Updated Home Page

<p><b>FOR Faculty &amp; Staff</b></p> <p><a href="#">Guidance and Best Practices</a>  <a href="#">Employee Self-Service</a> (direct link)  <a href="#">Finance eForms</a>  <a href="#">Financial Systems</a>  <a href="#">Paying Individuals</a> (Honoraria/Independent Contractors)</p>	<p><b>FOR Students</b></p> <p><a href="#">Billing &amp; Paying Tuition</a> <a href="#">DartCard</a>  <a href="#">Reimbursement &amp; Expense Reporting</a>  <a href="#">Student Digital Payment Guidance</a>  <a href="#">Student Employee Time Reporting</a>  <a href="#">Student Time Reporting Corrections</a></p>	<p><b>FOR Vendors</b></p> <p><a href="#">Vendor Guide</a>  <a href="#">Becoming a Supplier</a>  <a href="#">PaymentWorks Vendor Portal</a>  <a href="#">Invoicing</a>  <a href="#">Payments</a>  <a href="#">Supplier Diversity</a></p>
<p><b>About</b></p> <p><a href="#">Organizational Overview</a>  <a href="#">Get in Touch</a>  <a href="#">Departments &amp; Staff</a>  <a href="#">Financial Operations &amp; Contacts</a>  <a href="#">Updates &amp; News</a>  <a href="#">Glossary</a>  <a href="#">Sitemap</a></p>	<p><b>Employee Services</b></p> <p><a href="#">Payroll</a>  <a href="#">Paycheck &amp; W2 Forms</a>  <a href="#">Other Services</a>  <a href="#">Expense Reporting</a>  <a href="#">Employee Lifecycle</a>  <a href="#">Employee Resources</a>  <a href="#">Working Remotely</a></p>	<p><b>Forms, Policies &amp; Systems</b></p> <p><a href="#">Forms Library</a> <a href="#">Forms (A-Z)</a>  <a href="#">Policy &amp; Procedure Library</a> <a href="#">Policies (A-Z)</a>  <a href="#">Financial System</a>  <a href="#">Financial System Access</a>  <a href="#">Training &amp; Guidance</a>  <a href="#">Best Practices</a>  <a href="#">System Training &amp; Guidance</a></p>
<p><b>Tuition &amp; Payments to Dartmouth</b></p> <p><a href="#">Billing &amp; Paying Tuition</a>  <a href="#">D-Pay</a>  <a href="#">Paying Student Loans</a>  <a href="#">Other Payments</a>  <a href="#">Merchant Accounts</a>  <a href="#">Dartmouth Card</a></p>	<p><b>Purchasing &amp; Payments</b></p> <p><a href="#">Burying &amp; Paying</a>  <a href="#">Procure-to-Pay Guide</a>  <a href="#">Business &amp; Travel</a> (Expense Reporting, PCard, Corporate Card)  <a href="#">Working with Suppliers</a>  <a href="#">Inventory Operations</a></p>	<p><b>Financial &amp; Risk Management</b></p> <p><a href="#">Accounting</a>  <a href="#">Budgeting &amp; Planning</a>  <a href="#">Reporting &amp; Financial Stewardship</a>  <a href="#">Risk Management &amp; Insurance</a>  <a href="#">Claims &amp; Incident Reporting</a>  <a href="#">Tax Compliance</a></p>

New Sitemap →

## Finance Glossary of Key Terms

Organizational Overview

Updates & News

Resources

› **Finance Glossary**

Professional Development

Sitemap

### Finance Glossary

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**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

—

**FINANCIAL TERMS**


**A**

**APC (Associated Program Costs):** is a levy on the distribution from an endowment fund to cover costs incurred to support the endowed program but that are not charged directly to it.

**Assets:** amounts reported in a balance sheet for the items an organization owns (e.g., cash, investments, property, etc.) or is owed (receivables).

**Audited Financial Statements:** financial report of an organization, comprised of balance sheet, statement of activities, statement of cash flows, and accompanying footnotes prepared in accordance with generally accepted accounting principles (GAAP); audited by an independent accounting firm.

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FINANCE WEBSITE SURVEY  
**WE WANT TO HEAR FROM**

## Sitemap

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# Dartmouth Finance Collaborative

- 1<sup>st</sup> Wednesday of the Month
- Discuss Finance topics, ask questions, share your tips and tricks, provide input and feedback
- Zoom channel for collaborating and communicating
- Discussion Topics: Suggest a topic – We'll cover it (or get the answers)
  - People – Who does what?
  - Policies – What and why?
  - Processes – How and why?
  - Systems – How and what?
  - Projects – Where are we going?

## Next meeting

Wednesday, December 6, 9:00 – 10:00AM

Topic: Agiloft Navigation

Dashboards, Searching, Views and Reports

Join us by registering at: [dartgo.org/joindfc](https://dartgo.org/joindfc)



# System & Project Updates

- TimesheetX Upgrade coming soon
- Oracle Self-Service Analytics
- Kronos to the Cloud
- OnBase Upgrade





# TimesheetX Upgrade coming soon

- Additional filters on Timesheet Control Panel (e.g. hire dates)
- Timesheet will display all dates, versus student adding the day to enter time

Manage Time Sheet

Employee [Roy a Rogers1](#)

Hire Title SEO Administrative Assistant

Status Incomplete

Pay Period 11/12/2023 - 11/25/2023

Deadline November 25, 2023 11:59 PM

Pay Period Info | Accruals | Hire Details | Awards | Supervisors | Accounts | Notes

- Start - Sunday, November 12, 2023
- End - Saturday, November 25, 2023
- Employee Deadline - Saturday, November 25, 2023 (11:59PM)
- Supervisor Deadline - Monday, November 27, 2023 (12:00PM)
- Pay Date - Friday, December 1, 2023

[Return to Hire](#)

Manage Time Sheet

Employee [Roy a Rogers1](#)

Hire Title Studio Art Assistant

Status Incomplete

Pay Period 10/08/2023 - 10/21/2023

Deadline October 22, 2023 11:59 PM

Pay Period Info | Accruals | Hire Details | Awards | Supervisors | Accounts | Notes

10/08/2023 - 10/21/2023

- Start - Sunday, October 8, 2023
- End - Saturday, October 21, 2023
- Employee Deadline - Sunday, October 22, 2023 (11:59PM)
- Supervisor Deadline - Monday, October 23, 2023 (11:59PM)
- Pay Date - Friday, October 27, 2023

[Return to Hire](#)

Time Sheet Entries

Date  Pay Code

There are no entries to display.

[Add New Entry](#)

Date	Pay Code	Start	End	Break	Total
Sunday, October 8, 2023	Regular Hours	8:00 AM	8:00 AM	No Break	<a href="#">Save</a>
	<a href="#">Choose File</a> No file chosen			Enter any notes here	
Monday, October 9, 2023	Regular Hours	8:00 AM	8:00 AM	No Break	<a href="#">Save</a>
	<a href="#">Choose File</a> No file chosen			Enter any notes here	
Tuesday, October 10, 2023	Regular Hours	8:00 AM	8:00 AM	No Break	<a href="#">Save</a>
	<a href="#">Choose File</a> No file chosen			Enter any notes here	
Wednesday, October 11, 2023	Regular Hours	8:00 AM	8:00 AM	No Break	<a href="#">Save</a>
	<a href="#">Choose File</a> No file chosen			Enter any notes here	
Thursday, October 12, 2023	Regular Hours	8:00 AM	8:00 AM	No Break	<a href="#">Save</a>
	<a href="#">Choose File</a> No file chosen			Enter any notes here	
Friday, October 13, 2023	Regular Hours	8:00 AM	8:00 AM	No Break	<a href="#">Save</a>
	<a href="#">Choose File</a> No file chosen			Enter any notes here	
Saturday, October 14, 2023	Regular Hours	8:00 AM	8:00 AM	No Break	<a href="#">Save</a>







# Oracle Self-Service Analytics

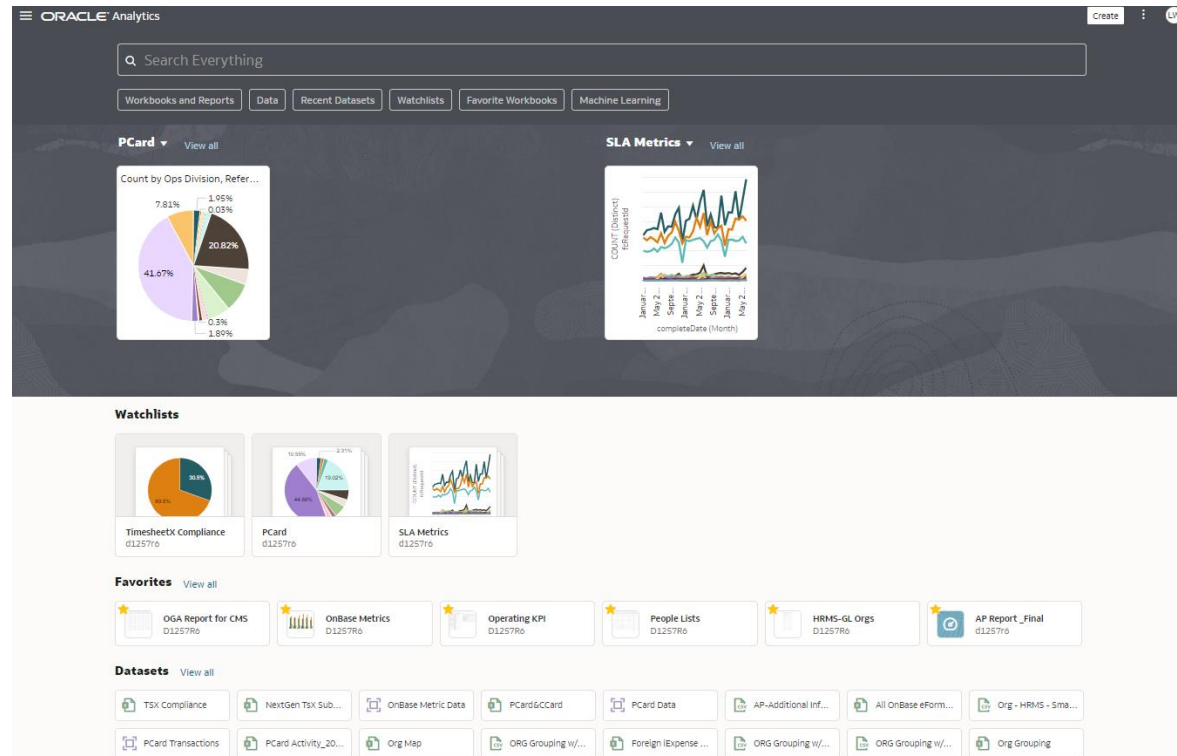
Powerful business intelligence tool that enable users to independently access, analyze, and visualize data securely without the need for extensive technical expertise or support from IT professionals. The goal is to empower business users to explore and understand data on their own, facilitating quicker and more informed decision-making.

## Create custom reports and visualization

- Regularly ran reports with your specifications
- Combine with your own data
- Create Proof of Concept reports

## Guidance KB available

- [Join](#) in Slack: #oracle-ssa
- [Getting Started](#)
- [How Do I Visualize Data?](#)
- [How Do I Share Analytics Content?](#)
- [Advanced Content Authoring](#)





## Kronos to the Cloud – 2024 Go Live

- Moving Kronos from “On Prem” to the Cloud
- End of Life for current platform (WFC) is 3/31/27.
- Moving to Workforce Dimensions cloud application
- “Lift and Shift” – little change to end user experience
- Possible integration with data warehouse

### Timeline:

- 11/8/23 – Project Kickoff
- December 2023 – Development Workshops
- Feb/March 2024 – User Acceptance Testing
- April 2024 – Go Live



## OnBase Unity Client System Upgrade in 2024

- No change to Functionality and Features
- Primarily back-end infrastructure updates
- Minimal disruption for end-users
- Unity Client should seamlessly push for most end-users

### Upgrade Timeline:

1. Dev Upgrade: January - February 2024
2. Pre-Prod Upgrade & Testing: early March 2024
3. User Testing in Pre-prod: mid-March - April 2024
4. Production Upgrade: late-May 2024



# Policy Reminders!

- Gift Policy
- Confidentiality Agreement





# 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

## Annual Review with your Team is Encouraged:

- 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.



# Upcoming Dates & Deadlines

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







## 2023 Dartmouth United Way Campaign



# DRIVING IMPACT IN THE UPPER VALLEY

**It's Giving Tuesday!!**

**Today only - your  
gift is DOUBLED!**

[Dartmouth's United Way Campaign](#) is underway!! Join us as we come together to create positive and transformative impacts in our community.

**2023 Goal is \$250,000**

You can give:

one-time donation or throughout the year via a payroll deduction  
to non-profit organization(s) of your choice

*It's fast, secure, and easy!*

Donation through Payroll Deduction are due  
**Wednesday, December 14, 2023**

Deductions begin in January 2024

[2023 United Way Campaign Video](#)



# Winter Break

## Accelerated Winter Break Deadlines

Task	System	Date
All PASF for Bi-Weekly & Monthly HRMS	<a href="#">General Request HR/Payroll eForm</a> <a href="#">PASE</a> , if authorized for direct entry	Friday, December 8
All MYLS and Wage Transfers	<a href="#">MYLS eForm</a> , <a href="#">Wage Transfer eForm</a>	Wednesday, December 20
All Corrections, Journals, Transfers	<a href="#">Corrections and Journal eForm</a>	Friday, December 15
All PCard transactions	<a href="#">PCard eForm</a>	Monday, December 11
All AP Entry	<a href="#">Payment Request eForm</a>	Monday, December 11
AP Pickup checks cut***	7 Lebanon St, 302	Wednesday, December 20

\*\*\*Any checks at 7 Lebanon St, 302 after 3:00pm on Wednesday, December 20<sup>th</sup> will be mailed.



# Winter Break

## PCard Sweep Dates

<b>PCard Transactions for the week of:</b>	<b>Sweep Date</b>
December 3, 2023 (expectation to have these allocated before Winter Break)	Friday, January 5, 2024
December 10, 17, and 24, 2023	Friday, January 12, 2024



# Winter Break

## Biweekly Payroll – Accelerated Deadline

Task	Responsible Person	Date
Record all hours for 12/17 - 12/30	All Biweekly Non-Union Employees	Thursday, December 21, 4:00pm
Time Detail Report Run	Finance Center	Friday, December 22, 7:00am
Corrections and Approval Complete	Biweekly Non-Union Supervisors	Friday, December 22, 11:00am
Finance Center Approval Complete	Finance Center (Non-Union)	Friday, December 22, 4:00pm
Weekly Union Approval Complete	Union Payroll Supervisors	Sunday, December 31, 9:00am
Finance Center Approval Complete	Finance Center	Sunday, December 31, 4:00pm

### Recording Time for Winter Break 2023:

For pay Employee period ending December 30, 2023

All Regular Benefited Non-Exempt employees will need to:

Record Holiday Pay “Hol” for December 25th and December 26th

Record “Winter Brk” for December 27th, 28th, and 29th\*

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



# Winter Break

## Student Payroll – December 22nd Accelerated Deadline

Task	Responsible Person	Date
Record all hours for 12/10-12/23	All Student Employees	Thursday, December 21, 11:59pm
Corrections and Approval Complete	Student Supervisors	Friday, December 22, 11:00am
Finance Center Approval Complete	Finance Center	Friday, December 22, 4:00pm



# End of FY24, 2<sup>nd</sup> Quarter – January 4th, 2024

## **FISCAL YEAR HALF-WAY POINT:**

- Review Financial Reports
- Submit transactions to be posted before FY24,Q2 close
  - Invoices and Payments
  - iExpense Expense Reports, including Corporate Card expenses
  - PCard Transactions
  - Journal Entry or Source System Corrections



# Resources





# 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**