Finance Information Forum
Spring 2023

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.

April 28, 2023

Agenda

Policy & Processing Updates

- Business Expense Policy Updates
- Credit Card Application Process
- Hiring Graduating Students

Upcoming Projects

- Agiloft CMS IRA Reports
- Kronos to the Cloud
- Employee Address and Work Location

Reminders

- Student Prizes & Awards Season
- Student Digital Payments
- Next Gen TimesheetX Supervisor Responsibilities

Upcoming Dates & Deadlines

- Accelerated Student Payroll
- Year-End Reminders
- Year-End Processing Deadlines

Business Expense Policy Updates

Bus Travel:

- The Dartmouth P-Card should never be used for travel related items, except for Dartmouth Coach, Concord Coach, Premier, MBT Worldwide, Butler's Bus, or Student Transportation of Vermont.

- The Dartmouth PCard or Corporate Card is now eligible to be used for charter bus services, Concord Coach, MBT Worldwide, Premier Coach, Butler's Bus, and Student Transportation of Vermont.

Mileage Reimbursement for remote employees:

- If an individual has a work location available to the individual on campus (either Hanover or Lebanon) or in Dartmouth's Boston office and chooses to work remotely:

  - No mileage reimbursement, if travel to the airport is closer than travel to the Dartmouth work location.

  - Reimbursement only for mileage in excess of travel to work location, if the travel to the airport is further than to the work location.

- If an individual is not provided with a Dartmouth work location, the entire distance of travel to and from the airport is eligible for reimbursement.

Use of Personal Vehicles:

- Maintenance, repairs, auto insurance, and roadside assistance programs, such as AAA, are not reimbursable.

- For mileage to be reimbursable, the traveler must provide the date, starting point and destination, total miles, and business purpose.

Business Expense Policy Updates

Lodging, Meals, and Entertainment:
- Reasonable tips related to lodging, including valet, housekeeping, and baggage are eligible for reimbursement.
- Detailed, itemized receipts are required for all business meal expenses and all travel meals of $75.00 or more.

Visitors and Recruits:
- Dartmouth's Real Estate Office, per the Signature Authority Policy, must approve all residential leases. If rental housing for a visitor is being paid directly to a landlord or property owner, departments should contact Dartmouth's Real Estate Office.

Gifts to Employees and Students:
- Administrative Professionals Day gifts are **not reimbursable**. Dartmouth provides substantial programming and/or events for Administrative Professionals Day to recognize staff.

Non-Allowable Business Expenses:
- Travel insurance costs, regardless of domestic or foreign
- Price match guarantee fees ("best price promise")
- Cost of membership in roadside assistance programs (e.g., AAA)
- Rental insurance for peer-to-peer accommodations (such as Airbnb or VRBO)
- Laundry services, unless traveling more than five days

Tips/Gratuity & Per Diem

Reasonable tips/gratuity (not more than 20%) for **non-meal** related expenses are reimbursable, even if claiming per diem.

Public Transportation:

- Reasonable tips related to public transportation expenses include the cost of taxis, shuttles, airport vans (or car service), subways, buses, rail, and other modes of public transportation may be included for reimbursement.

Lodging:

- Reasonable tips related to lodging stays, include valet, housekeeping and baggage may be included for reimbursement.
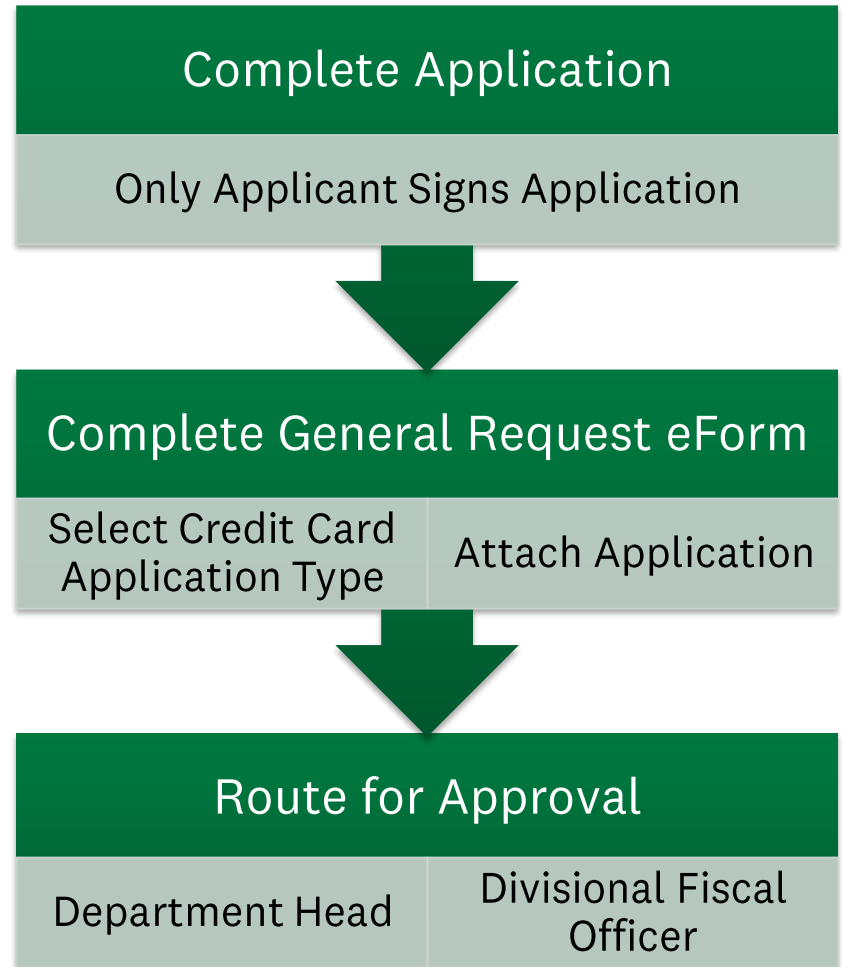
Meals & Incidentals:

- Travel Meals & Incidentals Per Diem includes tips/gratuity for meals.
- When a per diem is not chosen, actual and reasonable costs will be reimbursed, including a **reasonable tip of not more than 20%**.

Credit Card Application & Process Changes
Coming soon

- New PCard & Corporate Credit Card Applications coming soon

- Only Applicant signs Application

- Department Head & Fiscal Officer Approval in the General Request eForm: Credit Card Application

Complete Application

Only Applicant Signs Application

⬇

Complete General Request eForm

Select Credit Card Application Type | Attach Application

⬇

Route for Approval

Department Head | Divisional Fiscal Officer

New this Year - Hiring Graduating Students

Graduated students cannot continue to work as student employees post-graduation. Hiring or continued employment of Dartmouth graduates must follow Dartmouth's established regular or temporary staff hiring processes.

- Departments that wish to hire Dartmouth graduates for 9 or more months post-graduation:
  - Work with your staff/divisional HR Liaison to follow standard staff hiring processes for regular (non-temp) employment. | *min. 4-6 weeks lead-time needed*

- Departments that wish to hire Dartmouth graduates as temp staff for > 3-8 months post-graduation:
  - Work with your staff/divisional HR Liaison to follow standard temp hiring processes. | *min. 4 weeks lead-time needed*

- Departments that wish to hire Dartmouth graduates as temp staff for 3 months or less post-graduation:
  - Work with your staff/divisional HR Liaison to hire a GST (Graduated Student Transition) temp staff position under an expedited GST hiring process. | *min 3 weeks lead-time needed*

Upcoming Projects

Agiloft IRA Reports

Kronos to the Cloud

Employee Address Work Location

DARTMOUTH

Agiloft CMS IRA Reports

Coming this summer - New IRA reports for Agiloft Contracts

- Contract Spend-Down Reports
- Contracts by Vendor
- Contracts by Vendor Type

- Contract by Record Type
- Contracts by Contract Type
- What else is needed?

Contract ID	Vendor Name (Legal Name)	Vendor ID	Total Contract Value	Payment Request ID	Invoice Number	Invoice Date	Invoice Amount	Payment Date	Contract Spend	Contract Spend Down Balance	Status
2187	Example Vendor	293921	15,000.00	1016225	18608	7/4/2022	1,760.00	7/13/2022	1,760.00	13,240.00	Expired
2187	Example Vendor	293921	15,000.00	1020648	18616	7/25/2022	2,200.00	7/27/2022	3,960.00	11,040.00	Expired
2187	Example Vendor	293921	15,000.00	1030809	18626	8/8/2022	220.00	8/24/2022	4,180.00	10,820.00	Expired
2187	Example Vendor	293921	15,000.00	1035458	18637	8/28/2022	175.00	8/31/2022	4,355.00	10,645.00	Expired
2187	Example Vendor	293921	15,000.00	1051158	18649	10/2/2022	465.00	10/19/2022	4,820.00	10,180.00	Expired
2187	Example Vendor	293921	15,000.00	1053921	18650	10/7/2022	300.00	10/26/2022	5,120.00	9,880.00	Expired
2187	Example Vendor	293921	15,000.00	1055577	18654	10/7/2022	250.00	10/26/2022	5,370.00	9,630.00	Expired
2187	Example Vendor	293921	15,000.00	1071914	18668	11/13/2022	325.00	11/23/2022	5,695.00	9,305.00	Expired
2187	Example Vendor	293921	15,000.00	1077268	18667	11/13/2022	375.00	12/5/2022	6,070.00	8,930.00	Expired
2187	Example Vendor	293921	15,000.00	1087820	18665	10/30/2022	375.00	12/21/2022	6,445.00	8,555.00	Expired
6120	Example Vendor	7797129	15,000.00	1140849	18709	4/14/2023	325.00			14,675.00	Effective
6120	Example Vendor	7797129	15,000.00	1140887		4/14/2023	157.50			14,517.50	Effective

UKG / Kronos to the Cloud

Kronos is Dartmouth's employee time-keeping system

Moving to Cloud version

Aiming to start in July and finish around December

Not expecting any impacts to functionality or reporting

Very similar user experience, will simply be hosted in the cloud

KRONOS ÜKG
Our purpose is people

DARTMOUTH

Employee Address Work Location

Charge
- Evaluate and implement improvements related to our collection, maintenance, and usage of Employee Addresses and Work Location data

Why now?
- The change in our workforce arrangements now requires changes to our systems and data

Why is this work important?
- Need to have a shared understanding of the data: where it lives, how it is used
- Ensures that we can accurately assess risk and appropriately manage compliance related to having a workforce in many different states and locations

PHASE 1
- Consolidated 3 Addresses in HRMS down to 2, eliminating the Payroll Mailing Address
  https://www.dartmouth.edu/finance/employee-services/other_services/employee_self_service/employee_address_project.php

PHASE 2
- Evaluating the institutional needs for understanding Work Locations
- Building processes and solutions to meet the various needs that exist
- Broad campus representation

Campus Representatives

Project Manager: Ryan

Project Advisors: Cheryl Guerin, Dianne Ingalls, Michelle Scichilone, Tina Levengood

HR
Cheryl Guerin
Dee Roberts
Linda Langley
Heather Johnson

Payroll
Sherice McCarthy-Hill
Vicky Bevins

Finance Centers
Laurie Noblet
Melissa Lee Hennessey
Jaime Kingsbury
Robin Downing

Benefits
Michelle Scichilone
Mila Golovetchii
Susan Sanborn

ITC
Dave Ricker
Natasha Brown
Jen Dunklee
Ellen Young
Justin Govindu

Employee and Labor Relations
Mike Hoyt

Finance
Cleston Murray
Ryan Scelza

Risk Management
Tina Levengood
Lisa Roche

OVIS
Susan Ellison

Reminders

Student Prizes & Awards

Student Digital Payments

TimesheetX Supervisor Review

Student Prizes & Awards – Due June 9

Name of Prize must be selected from the list

Email rshelp@dartmouth.edu if:

- Unable to meet June 9 deadline

- Do not anticipate giving out awards this year

- Prize/Award is not available in the Name of Prize list

- There are changes to an existing award

Prize Information

Name of Prize (Select from list OR enter full name if new)*

Prize

- SAMUEL E. ARONOWITZ 1911 **PRIZE** FOR SOCIAL CHANGE
- CAMERON-GLICKENHAUS FAMILY FUND **PRIZE** FOR MOST PROMISING MINOR IN EDUCATION
- ZORA NEAL HURSTON **PRIZE** FOR EXCELLENCE IN THE SOCIAL SCIENCES
- PRAY MODERN LANGUAGE **PRIZE** IN GERMAN
- STEPHAN J. SCHLOSSMACHER MEMORIAL **PRIZE**
- GERMAN CONSULATE **PRIZE**
- WERNER HOFFMEISTER **PRIZE** FOR BEST HONORS THESIS ON GERMAN LITERATURE AND CULTURE
- SUSAN DEBEVOISE WRIGHT MMUF **PRIZE** GENDER STUDIES
- EXCELLENCE IN WOMEN'S, GENDER AND SEXUALITY STUDIES **PRIZE**
- WING-TSIT CHAN **PRIZE**
- WILLY GORRISSEN **PRIZE** IN ASIAN STUDIES FOR OUTSTANDING SERVICE TO DAMELL AND AMES
- SALVADOR ALLENDE MEMORIAL **PRIZE**
- CLASS OF 1859 HISTORY **PRIZE**
- EDWIN F. JONES 1880 HISTORY **PRIZE**
- RICHARD B. MCCORNACK **PRIZE** FOR EXCELLENCE IN HISTORY
- LOUIS MORTON MEMORIAL **PRIZE** IN HISTORY
- CHARLES T. WOOD MEMORIAL **PRIZE**
- HISTORY LONDON RESEARCH **PRIZE**

Verify residency – Non-resident students must register in Sprintax to ensure accurate payment process and tax withholdings.

Digital Payments are recommended. Student will receive notification from J.P. Morgan to accept payment.

Any prizes that require check pick-up need to be submitted by Monday, June 5th and must be picked up on Wednesday, June 7th.

Student Digital Payments

All student payments default to J.P. Morgan Chase digital payments for paying students for Payment Request and Student Prize & Award eForms

For Students:

- Simple one-time registration with J.P. Morgan to provide preferences for obtaining payment
- Option to have direct deposit to their U.S. bank via Zelle or ACH
- Payment notification from J.P. Morgan to accept payment
- Payment is issued either same or next day, depending on preferences
- Student may decline electronic payment and a check will be issued in 14 days from J.P. Morgan

For Departments:

- Check pick-up is still available, when necessary, but discouraged
- Wire transfers are still available and encouraged for students with foreign bank accounts
- Legal mailing address and citizenship still required for tax purposes
- **Please make students aware of the digital payment option**

For more information go to How to Pay Students at:
dartmouth.edu/finance/purchasing/buying_paying/student_payments/index.php

TimesheetX Supervisor Review

GOAL:
To accurately and timely pay employees for all time worked.

- Weekly Timesheet Review is encouraged (TimesheetX Control Panel)

- What to look for:

  - Inaccurate time reporting - contact students if:

    - Missing Hours or shifts

    - Over-reported time

    - Time reported on the wrong day or time

  - Review Comments

    - Unable to report time on a specific day (Review Hire Record)

    - Unable to report hours during class time (Class Exception Request)

TimesheetX Supervisor Review

- Delinquent Timecards (after 11:59PM of the second Saturday of the Pay Period)

  - Remind students to report time worked

  - Remind students to submit timesheet following their final shift of the pay period

  - Timesheets with no time reported (unless you know when your employee worked): Ignore or leave alone – *the system will dismiss following Payroll Processing (Finalization)*

  - Timesheets with reported time and hours appear accurate – Take possession, review, and approve

TimesheetX Common Issues

- Student's Class is canceled or offers flexibility on which section they attend.
    - Student should submit a <u>Request Class Exception</u>
- Student's timesheet was submitted, but not yet approved by supervisor
    - Supervisor should return timesheet to student
- Student's timesheet was submitted, and supervisor approved either prior to payroll processing or after
    - Student should submit a <u>request to edit timesheet</u>
    - Timesheet will be reopened by Payroll
    - Student will make edits to the timesheet and submit
    - Supervisor will re-approve time
    - If editing following the pay period, any adjustments will be made in the next pay period

Next Gen Help

JobX & TimesheetX Training sites:

• Supervisors & Student Workers have comprehensive documentation and video guidance

Next Gen Help Drop-in Sessions still available:

• Tuesdays 1:00 – 2:00 PM

• Fridays 10:00 – 11:00 AM

Contact Us Forms available:

• Supervisor Dashboard: Hire Issues, Chart string Issues, General Concerns, Request Access

• Student Worker Dashboard: Request Timesheet edits, Class Exceptions, General Concerns

Email:

• Next.Gen.Admin@dartmouth.edu

• JobX issues are addressed by HR's Student Employment Office

• TimesheetX issues are addressed by Finance's Payroll Office

First Accelerated Student Payroll in TimesheetX

Memorial Day Holiday – Monday, May 29th

Processing	Responsibility	Deadline
Timesheet Submission Deadline – Student Employees report scheduled or estimated hours	Student Employees	Saturday, May 27th, 11:59 PM
Timesheet Approval	Student Employee Supervisors	Tuesday, May 30th, 11:00 AM
Timesheet Review and Sign-off	Finance Center	Tuesday, May 30th, 2:00 PM

Supervisor continue to encourage student employees to submit their timesheet following their final shift of the second pay period week.

Timesheet Edits & Corrections following Approval & Processing

- Student should submit a request to edit timesheet
- Timesheet will be reopened by Payroll
- Student will make edits to the timesheet and re-submit
- Supervisor will re-approve time
- Adjustments will be made in the next pay period

DARTMOUTH

Year-End Reminders

Things that can be done now:

- Review Financial Reports & Submit Corrections

  o   Copier Usage Charges will post to IRA First Close

- Submit all Check Deposits to Cashier's Office

  o   iExpense Personal Charges & Unused Advances can be paid through the Central Merchant Account

- Submit any available Payments and Reimbursements

- Make any necessary Purchases or Orders now

  o   items must arrive by June 30 to be applicable for Fiscal Year 2023

- Submit all Labor Distribution Changes for Fiscal Year 2023 or 2024 (no need to wait!)

Fiscal Year-End Processing Deadlines

Process/Task	Submission	Deadline
Accelerated Payroll		
Record all hours for 6/18 -7/1	All Biweekly Non-Union Employees	Thurs, June 29, 4:00pm
Time Detail Report Run	Finance Center	Fri, June 30, 7:00am
Corrections and Approval Complete	Biweekly Non-Union Supervisors	Fri, June 30, 11:00am
Finance Center Approval Complete	Finance Center (Non-Union)	Fri, June 30, 4:00pm
Weekly Union Approval Complete	Union Payroll Supervisors	Sun, July 2, 9:00am
Finance Center Approval Complete	Finance Center	Mon, July 3, 9:00am
FY2023 Labor Reports Review for FUTURE Labor Distribution Corrections	MYLS eForm for Future Payroll	Mon, June 19
FY2023 Labor Reports Review for PRIOR Labor Distribution Corrections	Wage Transfer eForm for Prior Payroll	Fri, June 30
FY2024 Labor Distribution Changes	MYLS eForm for Future Payroll	Now (No need to wait)
FY2023 Biweekly PA Requests (new hire, terminations, transfers, etc.)	General Request eForm	Fri, June 9
FY2023 Exempt PA Requests (new hire, terminations, transfers, etc.)	General Request eForm	Fri, June 16
FY2023 Last Day Biweekly PTO	**Kronos**	**Sat, June 17**

Fiscal Year-End Processing Deadlines

Process/Task	Submission	Deadline
Cashless Receipts		
Check Deposits by 12:00PM (Cash is not accepted)	Cashier's Office	Fri, June 23
Journal Entries, Corrections, and Transfers (including AP Corrections)		
Financial Report Review for Corrections of transactions prop 5/31	Corrections and Journal eForm	NOW
Financial Report Review for Corrections of transactions prior 6/30	Corrections and Journal eForm	Mon, July 3
Payables		
All Invoice & Other Payment Requests by 12:00pm	Payment Request eForm	Wed, July 5
Note: If you have a new vendor and/or new contract for FY24	Payment Request eForm	Thurs, June 29
Note: Clearly mark all Payment Requests either FY23 or FY24 to ensure it is applied to the correct fiscal year		
Student Prizes and Awards by 12:00pm	Student Prize & Awards eForm	Wed, July 5

Fiscal Year-End Processing Deadlines

DARTMOUTH

Process/Task	Submission	Deadline
PCard		
FY2023 Purchases Completed	PCard	Fri, June 16
All FY2023 PCard Receipts	PCard eForm	Wed, July 5
Purchase Order/Requisitions		
Purchase Requisition/PO Requests	Purchase Request eForm	Thurs, June 29
Note: Goods or Services must be delivered by June 30th to be applied to FY2023		Fri, June 30
Reimbursements/iExpense Reports and Corporate Card		
All Travel/Business Expense Requests with Advances	Payment Request eForm or Expense Report Request eForm	Wed, June 21
Dartmouth Students/Visitors Reimbursements	Payment Request eForm	Monday, July 3
Dartmouth Employee - Self Service*	iExpense	Monday, July 3
*Note: iExpense Expense Reports Approvals must be received	iExpense Approvals	Wed, July 5
Dartmouth Employees - Finance Center creation of Expense Report for expense after 7/1/2023	Expense Report eForm	Fri, June 30

Thank you!!!