





2024 Fall Finance Information Forum

We efficiently deliver high quality services and information to enable the dynamic aspirations of Dartmouth's faculty, students, and staff.

*Our mission is supported by principles of **collaboration, innovation, integrity, and efficiency.***

November 21, 2024



Agenda

- Finance Mission and Principles
- Project & Process Updates
- Policy & Compliance
- Upcoming Dates





Finance Division Mission and Principles

Collaboration

Understand and embrace the diversity of our customers and their needs; Maintain transparent and collaborative communication with our community and across teams

Integrity

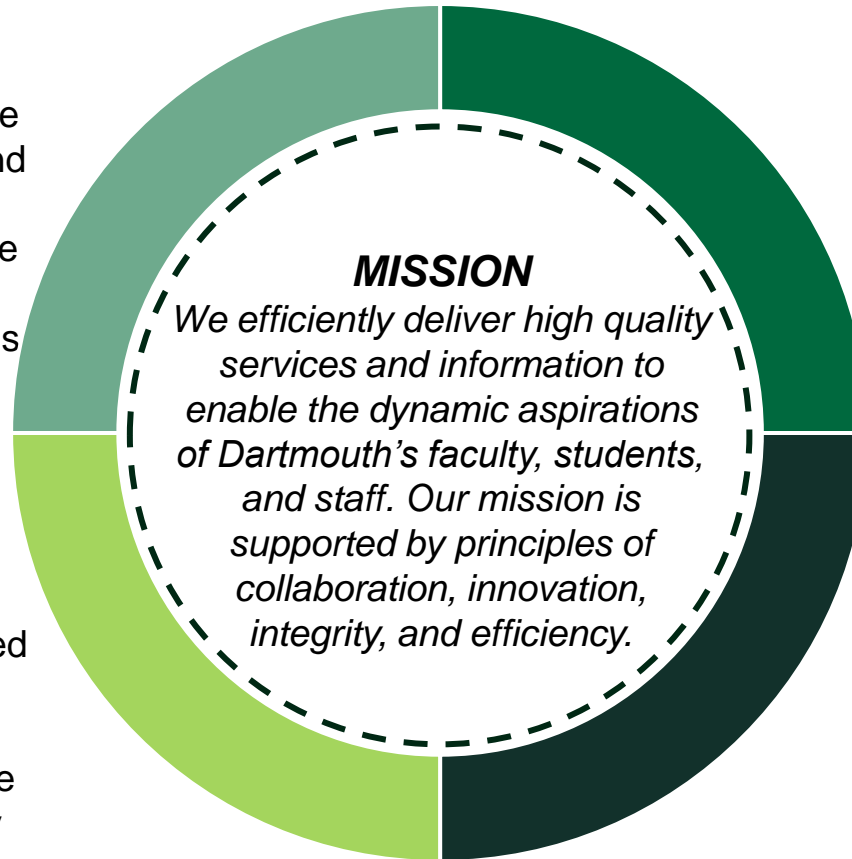
Ensure that operational policies, processes, systems and data are streamlined and standard across the institution; Maintain and enhance an effective control environment

Innovation

Instill a culture of empowered problem solving, experimentation, and continuous learning; Enable agile response in a rapidly changing world

Efficiency

Prioritize work effectively in an environment of constrained resources





Project Updates

Kronos is in the Cloud!

Prizes & Awards Update

eForm Updates





Kronos in the Cloud – Complete

- ✓ Transition from on-prem to cloud environment
 - ✓ 2611 - Total Kronos Users
 - ✓ 1780 – Employees
 - ✓ 142 – Active Approvers
 - ✓ 576 – Passive Approvers
 - ✓ 113 – Other (FC, Payroll, Kronos Admin, ITC, Compliance)
 - ✓ 574 – Hyperfinds
 - ✓ 1371 – Reports
 - ✓ 24 – Kronos Drop-in Sessions
 - ✓ 11 – Supervisors Training (101 Participants)
 - ✓ 9 – Biweekly Employee Training (325 Participants)
- ✓ 50 – Clocks Reconfigured
- ✓ 89 – Employee Groups
- ✓ 73 – Pay Rule Profiles
- ✓ 16 – Schedule Groups
- ✓ 10 – Functional Access Profiles
- ✓ 8 – Display Profiles
- ✓ 8 – Pay Code Profiles
- ✓ 6 – Work Rule Profiles



Thank you and Congratulations to our Project Team

Finance

Sponsors Dianne Ingalls, Finance

Project Lead Tim McKean, Finance

Project Team Sherice McCarthy-Hill, Payroll
Laurie Noblet, FC Director
Carl Gildemeister, Kronos Admin
Ann Betters, APFC
Victoria Bevens, Payroll
Tim Bowker, APFC
Jaime Cote, GFC
Meghan Cote, APFC

Kristina Fletcher, APFC
Melissa Hennessey, ASFC
Trista Kellman, Payroll
Megan Rowland, ASFC
Kelly Wade, APFC
Lisa Wallace, Finance
Andrea Willey, ASFC

Department Stakeholder Eszter Balazs, Benefits
Ray Brandariz, Campus Svc
Alicea Bursey, DCC
Daniel Clingenpeel, Athletics
Debra Fisk, Health Services
Lori Laventure, Thayer

Nicole Richer-Maloney, Tuck
Ingrid Schwarz, Hopkins Ctr
David Sturges, Library
Gregory Timmins, DOSS
Paul Wilkens, DDS
Dartmouth Child Care Center

UKG Maggie Snow
Abby Wolf
Olga Tran
Kassi Weathers
Matt Stewart

ITC

Joe Doucet, ITC

Dave Ricker, Enterprise Service Group

Gary McLean, ESG
Vamsi Krishna Modugula, ESG
Sean Dunten, Technician Services
David Gelhar, ESG
Ty Peavey, Infrastructure Services



Student Prize & Award is moving to the Payment Request

Coming February 2025

- Standardize Payment processing and field selection
- Leverage Invoice Date for payment issuance
- Legal Payee Name from Oracle (not directory)
- *BONUS NetID Lookup!*
- Chart String display
- Shared Lifecycle and Custom Queries
- Push to Oracle accuracy vs. manual AP entry

PAYMENT REQUEST Request 11122

Date Submitted <input type="text" value="11/15/2024"/>	Submitter <input type="text" value="Wallace, Lisa A"/>	Department <input type="text" value="Finance and Admin"/>	Finance Center <input type="text" value="Admin/Prov Fin Ctr"/>
---	---	--	---

Invoice Date <input type="text" value="08/09/2025"/>	Business Purpose (will display on check)* <input type="text" value="JACOBSON-LAING WRITING AWARD IN POETRY"/>
Legal Payee Name* <input type="text" value="Test V. Velma R"/>	GL/OGA Description (if different from Business Purpose) <input type="text"/>
HOME <input type="text" value="STUDENT"/> 321096	
Velma R Test V <input type="text" value="JPM-DIGITAL"/> #0027k4	

Payment Type <input type="text" value="Prizes and Awards"/>	Payment Amount <input type="text"/>	Anticipated Pay Date <input type="text" value="Populates when processed in AP"/>
--	--	---

This form must be Submitted and Approved by 4PM on the Wednesday before graduation for information to be provided to the Office of Communications.

Prize Information		Allocation Number	
Name of Prize (Select from list OR enter full name if new)* <input type="text" value="JACOBSON-LAING WRITING AWARD IN POETRY"/>		<input type="text"/>	
Type of Award* <input type="text" value="MONETARY & NON-MONETARY"/>	Publish in Commencement publicity materials? * <input type="text" value="Yes"/>	Are multiple students receiving this award this year? * <input type="text" value="Yes"/>	If yes, how many? * <input type="text" value="2"/>

Non-Monetary Award Information		
Non-Monetary Award Description* <input type="text" value="Plaque with students name"/>		
Is the non-monetary award taxable? * <input type="text" value="NON-TAXABLE"/>	A non-monetary award is taxable if the student takes possession	Non-Monetary Award Estimated Value* <input type="text" value="25.00"/>

Chart Strings			
#	Chart Type*	Chart String*	Amount*
1	<input type="text" value="APFC"/>	<input type="text" value="20.507.368000.343824.0000"/>	<input type="text" value="7003"/>
			<input type="text" value="150.00"/>
College Only . Admin and Provost Finance Center . Subvention College . Finance Center Admin . Default			SCHOLARSHIP AWARDS Prizes Awards
			Total: <input type="text" value="150.00"/>



NetID Lookup on the Payment Request eForm

Available Now!

Legal Payee Name Search for Students and Staff will help to lookup those who have created an alternative alias or chosen name

Who Are You Paying?

Dartmouth Employee **Dartmouth Student** Vendor Other Cancel


What Type of Payment?

Travel/Business Expense **Other Payment** Payables Advance **In February!** Student Prize & Award

Legal Payee Name* Business Purpose (will display on check)*

F0027k4

Test V, Velma R	STUDENT	HINMAN	f0027k4	HANOVER	NH
Test V, Velma R	STUDENT	HOME	f0027k4	WOODBURY	CT



NetID displays on the form once selected →

Legal Payee Name*

Test V, Velma R

HOME STUDENT 321695

Velma R Test V JPM-DIGITAL **f0027k4**



Additional eForm Updates

Purchase Request eForm

- To place orders (Department/Procurement) is now required
- Dartmouth Deliver to Address field updated with new field name and ghost text and is required

To place orders*

Dartmouth Deliver To Address*

Dartmouth Building and Room #

Wage Transfer eForm

- Assignment Number now required

Employee Name*

Assignment Number*

Last, First

?#####?-#??



Policies & Compliance

Compliance 2.0

Policy Reminders:

- ✓ Limited Engagements
- ✓ Employee & Student Gifts
- ✓ Confidentiality Agreement





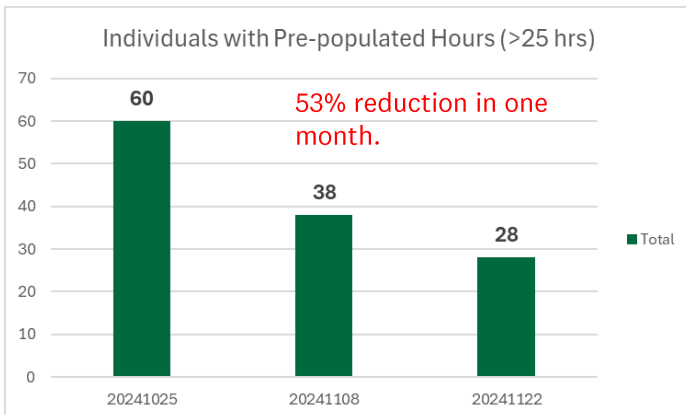
Compliance 2.0

F&A established a Compliance program in 23-Q1 with a solid foundation of financial data compliance reporting, a reliable cadence, and audience engagement. That said, the Team believed there was more value to be had. Therefore, we have established **Compliance 2.0**. An improved operating model approach that will build upon what was originally started yet establish increased “Breadth” and “Depth” to our overall compliance program.

Our Breadth – Continuous Improvement:

- Continuous improvement of core reporting and distribution process – We love feedback!
- Improved partnership in root cause problem identification and problem solving
- Improved enforcement tracking and follow-up

Timecard Pre-population – Our initial focus area



Our Depth – In-depth dive into areas of inherent risk:

- Team brainstorming – Identify pain points, current practices, trends, issues, concerns
- Data and analysis to identify risk profile
- Anomaly identification – Moving the needle
- Risk mitigation and elimination
- Alignment of channels - Critical
- Refresh of policy
- Communications and training
- Improved transparency and accountability
- Improved Measurement



Commitment to Accurate Time Reporting

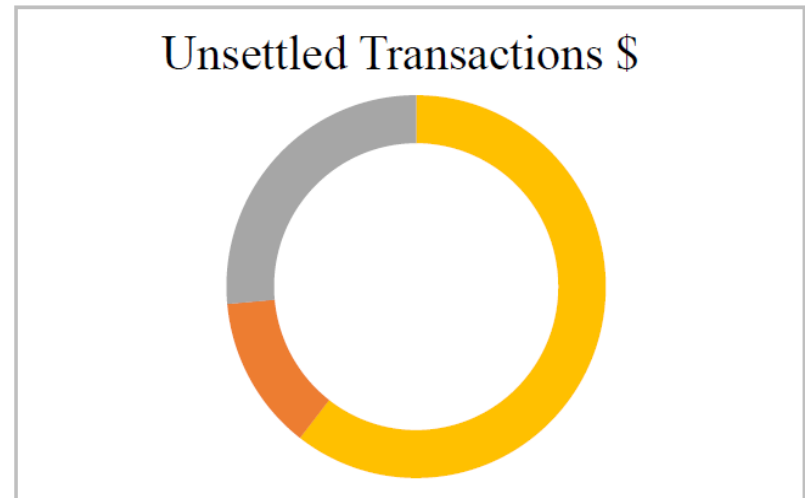
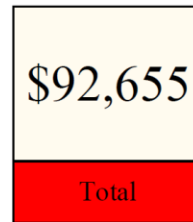
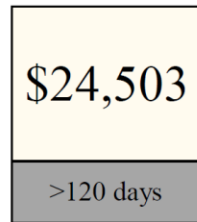
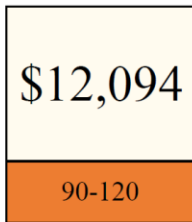
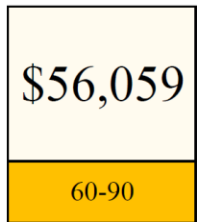
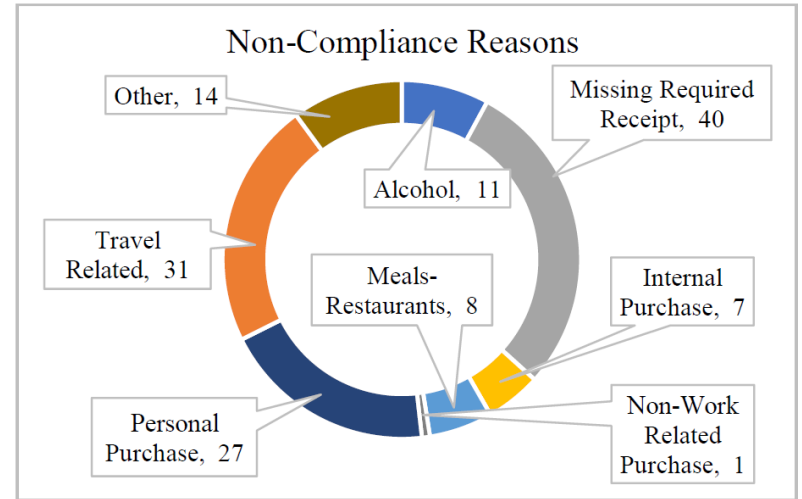
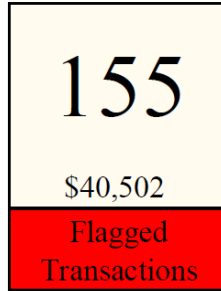
- **Thank you to Supervisors, Managers, Employees, Fiscal Officers, HR Business Partners!**
- **Accurate Records**
 - Employers must maintain precise daily and weekly records
 - Prepopulating hours can lead to errors and potential violations
- **Real-Time Tracking**
 - Employees should clock-in, or self-report actual hours worked
 - Entries must reflect true hours worked
- **Legal Compliance**
 - Future hours should not be pre-recorded
 - FLSA requires records to reflect actual hours worked
- **Benefits of Accurate Logging**
 - Ensures compliance and avoids disputes
 - Guarantees fair pay





Our Next Challenge! Improve P-Card and C-Card Compliance

- **Unapproved/Unsettled transactions**
- **Non-compliant purchases, such as:**
 - Missing Require Receipts
 - Travel Related
 - Alcohol
 - Dining
 - Internal Purchases
 - Personal Purchases
 - Dartmouth Reimbursements
 - Card Issuance





Reminder! Onboarding and Offboarding Checking Lists

Available on the Finance → Employee Services:

[Onboarding Checklist](#)

[Offboarding Checklist](#)



Onboarding Checklist For Managers and Peer Partners

Employee		
Name		Employee Title
Supervisor		Department
Before First Day		
MANAGER	Completed	Comments
Coordinate relocation and travel		
Submit payroll authorization		
Submit system access request		
Discuss daily transportation and parking		
Set up computer with print access		
Confirm email address is functional		
Confirm phone and phone number are functional		
Clean office space and provide supplies		
Coordinate first-day schedule		
Set up a Peer Partner		
Communicate appropriate dress code		
Add to Organization chart, website directory, etc		
PEER PARTNER		
Schedule Welcome to Dartmouth lunch		
Prepare training schedule for first week/month		
First Day		
MANAGER	Completed	Comments
Welcome and show to desk/office		
Provide keys to office and/or building		
Tour of the office (bathrooms, kitchen, etc.)		
Tour of the office (colleagues, supervisors, support staff, etc.)		
Review onboarding schedule/packet		
Review workspace		
Provide instructions for computer login, telephone set-up, voicemail, email, etc.		
Help complete new hire paperwork (I-9, W-4)		
PEER PARTNER		
Introduction from Manager		
Review training schedule		
Take to Parking Office for parking pass		
Take to Card Office for ID card		
Take a tour of other buildings in which the new employee will likely have meetings		
Introduce to other members of the group		



End of Employment Checklist Tasks for the EMPLOYEE to complete

BEFORE YOU LEAVE:

- Provide your manager with a resignation letter including your last day of employment. (Vacation may not be used as the final day of employment.) Unused earned vacation at the time of termination will be paid using the following guidelines:
 - o *Non-exempt employees* must provide at least two weeks' notice prior to leaving. Unused vacation will be paid in the pay period following the last paycheck with hours worked.
 - o *Exempt employees* must provide at least two weeks' notice prior to leaving. Unused vacation time will be paid in the pay period following the last paycheck with hours worked.
 - o *Union employees* will be paid according to appropriate Union contract.

- Return all Dartmouth equipment (laptop, tablet, etc.)
- Return your Dartmouth ID and PCard regardless of whether you are returning to Dartmouth
- Discuss with manager how to coordinate with your manager
 - o Reset your voicemail
- Review and update [Employee Information](#) (including termination)
- o **Personal Information:** your legal mailing address
- o **Payslip:** Save or download
- o **Go Paperless:** Indicate if you wish to receive 'paper', or if you wish to receive all documents available in January/Feb
- Return Dartmouth [parking pass](#)
- Review [Leaving Dartmouth](#) page
- o Healthcare and dental
- o Flexible Spending Account
- o Healthcare Reimbursement
- o Life insurance benefits
- o Supplemental benefits
- o Defined Contribution Plan
- o Supplemental Retirement



Offboarding Checklist for Managers

Employee Name _____ NetID _____
 Personal Email _____ Personal Phone _____

Instructions

- This checklist is intended to assist you in completing the many tasks needed to transition an employee leaving your department and/or Dartmouth. Use your discretion to determine which tasks are appropriate for your area.
- **Asterisks indicate that a security concern exists and the task should be completed immediately, if appropriate.**
- Support contact information and other helpful reminders are provided at the end of this form.

Task	Complete	Date	Department Support	Comments
Resignation letter received, forwarded on to HR (more info)			HR	
Submit Termination PA (Personnel Action) request using the General Request eForm			Finance Center	
Vacation days taken (Exempt only), noted within PA			Finance Center	
Provide employee with Employee End of Employment Checklist			Department Supervisor	
Begin transition plan			Department Supervisor, HR	
Exit interviews vary by department. <i>HR sends exit survey.</i>			Department, HR	
iExpense transactions settled			Finance Center	
Corporate card canceled and returned			Procure-to-Pay	
PCard canceled and returned. Comment if PCard approved.			Procure-to-Pay	
Settle Dartmouth advances and/or outstanding loans			Finance Center	
Discuss any funds owed (incl. Petty Cash & Change Funds)			Campus Billing & DartCard	
Complete System Access Form to remove Single Sign On <i>Includes: IRA, OnBase, Fundriver, Journals, Payroll, DORR</i>			Financial Systems Access	
Voicemail forwarding message set			Employee and Supervisor	
Voicemail password reset / shared			Employee and Supervisor	
Employee's electronic files & emails saved (more info)			Employee and Supervisor	
Employee's email autoreply message set (more info)			Employee and Supervisor	
Return keys: building, desk, other			Department	
Return Dartmouth ID card (more info)			Department	
Dartmouth Equipment returned				
Laptop, tablet, monitor, keyboard, cell phone			Department	
Office equipment / furniture			Department	
Tools / equipment / safety equipment			Department	
Other (please list)			Department	
Change all group passwords: emails, security alarm codes			Supervisor	
Remove employee name from website, org chart			Department Webmaster	



Limited Engagement Reminder



Review the [Hiring Independent Contractors & Guests](#) webpage

Provides policy and guidance on engaging individuals for goods or services



Use the [Independent Contractor Decision Tree](#)

Determines if the engagement qualifies and the process



Leverage the [Independent Contractor Dashboard in Agiloft](#)

Verify if the individual has previous agreements with Dartmouth

Ensure new agreement does not exceed \$5,000 limit



Ensure all [Limited Engagements comply with guidelines](#)

Avoid exceeding the annual institutional contract limit



For more information or assistance

Visit the [Hiring Independent Contractors & Guests](#) webpage

Contact the [Procurement Services](#) team



Employee and Student Gift Policy Reminder

Allowable Gifts (charged to a GL string only):



Gifts or Gift Cards <\$50/person

- In recognition of a work-related accomplishment or event

In-Memory/Memorial Gifts

- 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/Divisional Awards

- Institutional or divisional service awards

Retirement

- Gifts for long-service or retiring employee (\$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

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
- Tangible personal property \geq \$50 in a calendar year
- 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 the Confidentiality Agreement 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 Conduct](#) and will abide by it.



Dates & Deadlines

Upcoming Dates & Deadlines site

2024 Dartmouth United Way Campaign

Thanksgiving Accelerated Deadlines

Winter Break Accelerated Deadlines





Upcoming Dates & Deadlines

Finance

- HOME
- ABOUT**
- EMPLOYEE SERVICES
- FORMS, POLICIES & SYSTEMS
- TUITION & PAYMENTS TO DARTMOUTH
- PURCHASING & PAYMENTS FROM DARTMOUTH
- FINANCIAL & RISK MANAGEMENT

- ORGANIZATIONAL OVERVIEW**
 - Get in Touch
 - Organizational Charts
 - Departments & Staff
 - Financial Operations & Contacts
 - Finance Diversity, Equity, Inclusion, and Belonging
- UPDATES & NEWS**
 - Finance and Admin Updates
 - Finance Information Forum
 - F&A NewsDay
 - Upcoming Dates and Deadlines**
- RESOURCES**
 - Dartmouth Finance Collaborative
 - Finance Glossary

- Designed to keep you up to date in Finance!
- Accelerated Deadlines
- Meetings & Forums
- Project Implementations
- Training Opportunities
- Closures
- And More . . .

Finance

- HOME
- ABOUT
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- PURCHASING & PAYMENTS FROM DARTMOUTH
- FINANCIAL & RISK MANAGEMENT

Upcoming Dates and Deadlines

Organizational Overview

Updates & News

- Finance and Admin Updates
- Finance Information Forum
- F&A NewsDay
- > **Upcoming Dates and Deadlines**

Resources

Professional Development

Sitemap

FINANCE, FINANCE CENTERS, AND HR CLOSED

November 15, 8:00AM - 1:00PM

Finance, Finance Centers, and HR will be closed the morning of Friday, November 15 for a half-day Professional Development Session.

MONTHLY-PAID EMPLOYEE PERSONNEL AUTHORIZATIONS (PAS) DUE

November 15

Monthly-paid employee personnel authorizations are required to be submitted by the 15th each month

ACCELERATED THANKSGIVING DEADLINE FOR PCARD EFORMS

Monday, November 18

All PCard transactions Submitted on the PCard eForm for Sweeping Nov 22 & Nov 29

ACCELERATED THANKSGIVING DEADLINE FOR PAYMENT REQUEST EFORMS

Tuesday, November 19

All Payment Request eForms submitted for processing prior to Thanksgiving

FINANCE INFORMATION FORUM

November 21, 1:00 - 2:00PM

The Finance Information Forums are designed to provide the community updates regarding projects, processes, policies, and upcoming dates, deadlines, and reminders.

[Click Here to Register](#)

[more]

1 2 3 4 5 6 7 Next > Last >>

TELL US WHAT YOU THINK

FINANCE WEBSITE SURVEY

WE WANT TO HEAR FROM YOU!

HAVE QUESTIONS? GET IN TOUCH WITH US!

SHARE

f X e ↵



2024 Dartmouth United Way Campaign is underway!

Dartmouth's United Way Campaign



- Fundraising Goal
 - Target to raise \$250,000 this year
 - Ensuring everyone in the community has the opportunity to thrive
- Impact of Contributions
 - Every dollar and hour volunteered makes a tangible difference
- Ways to Contribute
 - Donate to support the cause
 - Volunteer your time and skills
 - Spread the word to build awareness
- Building a Stronger Community
 - Each act of kindness contributes to a stronger community

Donation through Payroll Deduction are due

Thursday, December 12, 2024

Deductions begin in January 2025



Thanksgiving Accelerated Deadlines

Task	Deadline
All PCard transactions on the PCard eForms for Sweeping Nov 22 & Nov 29	Monday, November 18
All Payment Request eForms	Tuesday, November 19
Last AP Run: print/mail/ACH, Check pickup at the Finance, 7 Lebanon Street, Suite 302	Wednesday, November 27



No accelerated payroll for either student or biweekly employees

👉 Reminder: Biweekly Employee Timecard Reporting

- Mark HOL for Thursday, November 28
- Mark HOL for Friday, November 29

Thu 11/28	Hol	8.00
Fri 11/29	Hol	8.00



Accelerated Biweekly Non-Union Employee Payroll Deadlines

All Biweekly Non-Union Employees

- Record all hours for 12/15 - 12/28
- Thursday, December 19, 4:00pm

Finance Center

- Time Detail Report Run
- Friday, December 20, 7:00am

Biweekly Non-Union Supervisors

- Corrections and Approval Complete
- Friday, December 20, 11:00am

Finance Center

- Approval Complete (Non-Union)
- Friday, December 20, 4:00pm

Union Employee Payroll Deadlines



Union Supervisor Approval

Sunday, December 29 at 9:00am



Finance Center Approval

Sunday, December 29 at 4:00pm



Accelerated Student Employee Payroll Deadlines

Record all hours for 12/8-12/21

- Responsible: All Student Employees
- Deadline: Thursday, December 19, 11:59pm

Corrections and Approval Complete

- Responsible: Student Supervisors
- Deadline: Friday, December 20, 11:00am

Finance Center Approval Complete

- Responsible: Finance Center



Winter Break Biweekly Employee Timecard Recording

All Regular Benefited Non-Exempt employees will need to:

**For pay period
December 8 - 28, 2024:**

- Record Holiday Pay **“Hol”** for December 24th and December 25th
- Record **“Winter Brk”** for December 23rd, 26th, and 27th*

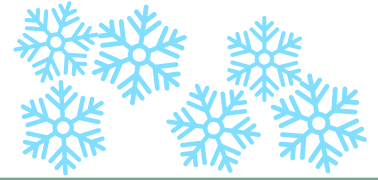
+	⊖	Mon 12/23	Winter Brk	8.00
+	⊖	Tue 12/24	Hol	8.00
+	⊖	Wed 12/25	Hol	8.00
+	⊖	Thu 12/26	Winter Brk	8.00
+	⊖	Fri 12/27	Winter Brk	8.00

**For pay period
December 29, 2024 -
January 11, 2025:**

- Record **“Winter Brk”** for December 30th, and 31st*
- Record the Holiday Pay **“Hol”** for January 1st, 2025

+	⊖	Mon 12/30	Winter Brk	8.00
+	⊖	Tue 12/31	Winter Brk	8.00
+	⊖	Wed 1/01	Hol	8.00

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



Winter Break Deadlines

Task	Form/Location	Date
End of Year Purchases – e.g. end of year discounts on equipment, etc.	Purchase Request eForm , or Agiloft Contracts	Monday, December 2
All PASF for Bi-Weekly & Monthly HRMS	General Request HR/Payroll eForm PASF , if authorized for direct entry	Friday, December 6
All MYLS and Wage Transfers	MYLS eForm , Wage Transfer eForm	Wednesday, December 18
All Corrections, Journals, Transfers	Corrections and Journal eForm	Friday, December 20
All PCard transactions	PCard eForm	Monday, December 9
All AP Entry	Payment Request eForm	Monday, December 9
AP Pickup checks cut***	7 Lebanon St, 302	Wednesday, December 18
All deposits made through Cashier's Office	Miscellaneous Receipt	Friday, December 20, 12:00pm



**Thank you so much
for your time!**

Questions?