





Finance Information Forum

Spring 2024

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 25, 2024



Agenda

Upcoming Projects

- Kronos to the Cloud
- Agiloft CMS IRA Reports

Policy & Processing Updates

- Code of Ethical Conduct
- Driving on Dartmouth Business
- Mobile Communication
- Business Expense Policy Update
- Tips & Gratuity Reminder

Student Processing Dates & Reminders

- Student Prizes & Awards Season
- Memorial Day Accelerated Payroll
- Spring Term Student Employment End Dates
- Hiring Graduating Students

Fiscal Year-End

- Reminders
- Processing Deadlines

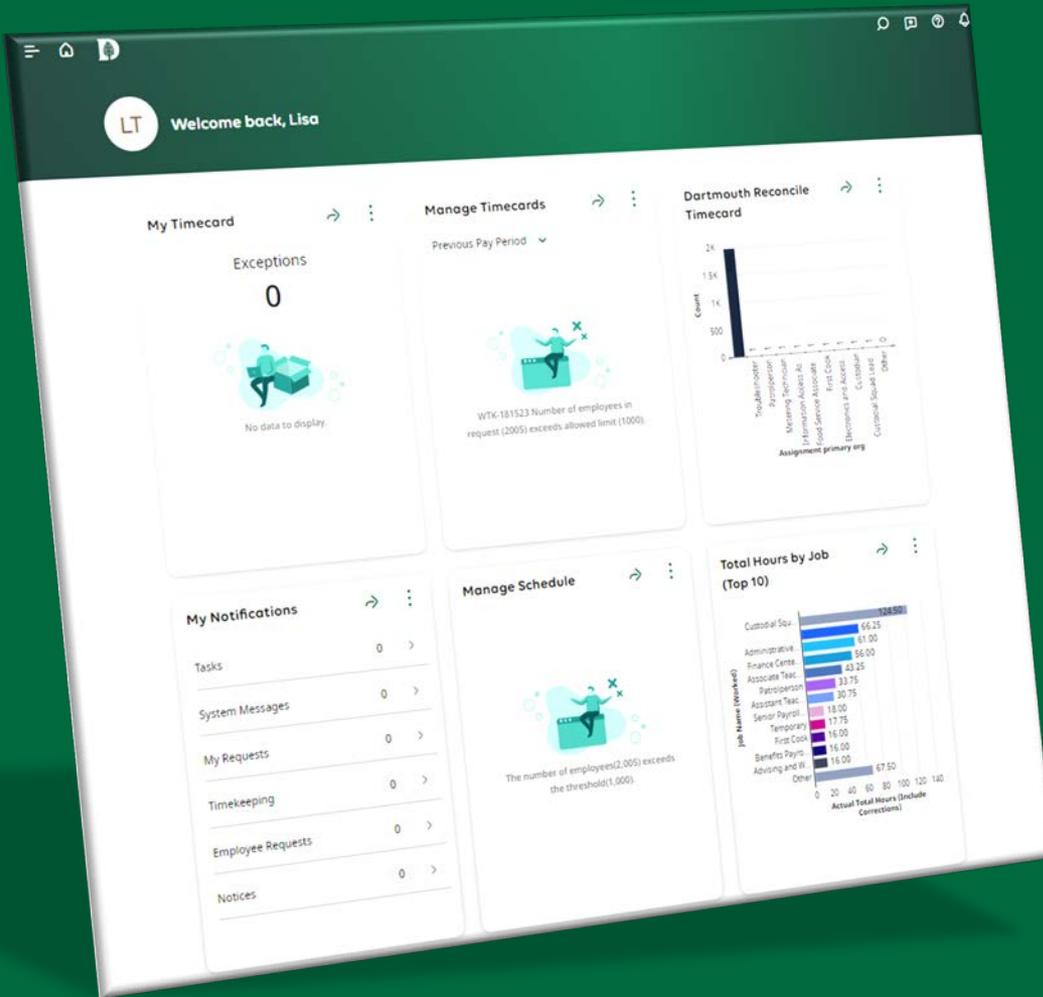


Upcoming Soon

Kronos to the Cloud

Agiloft IRA Reports



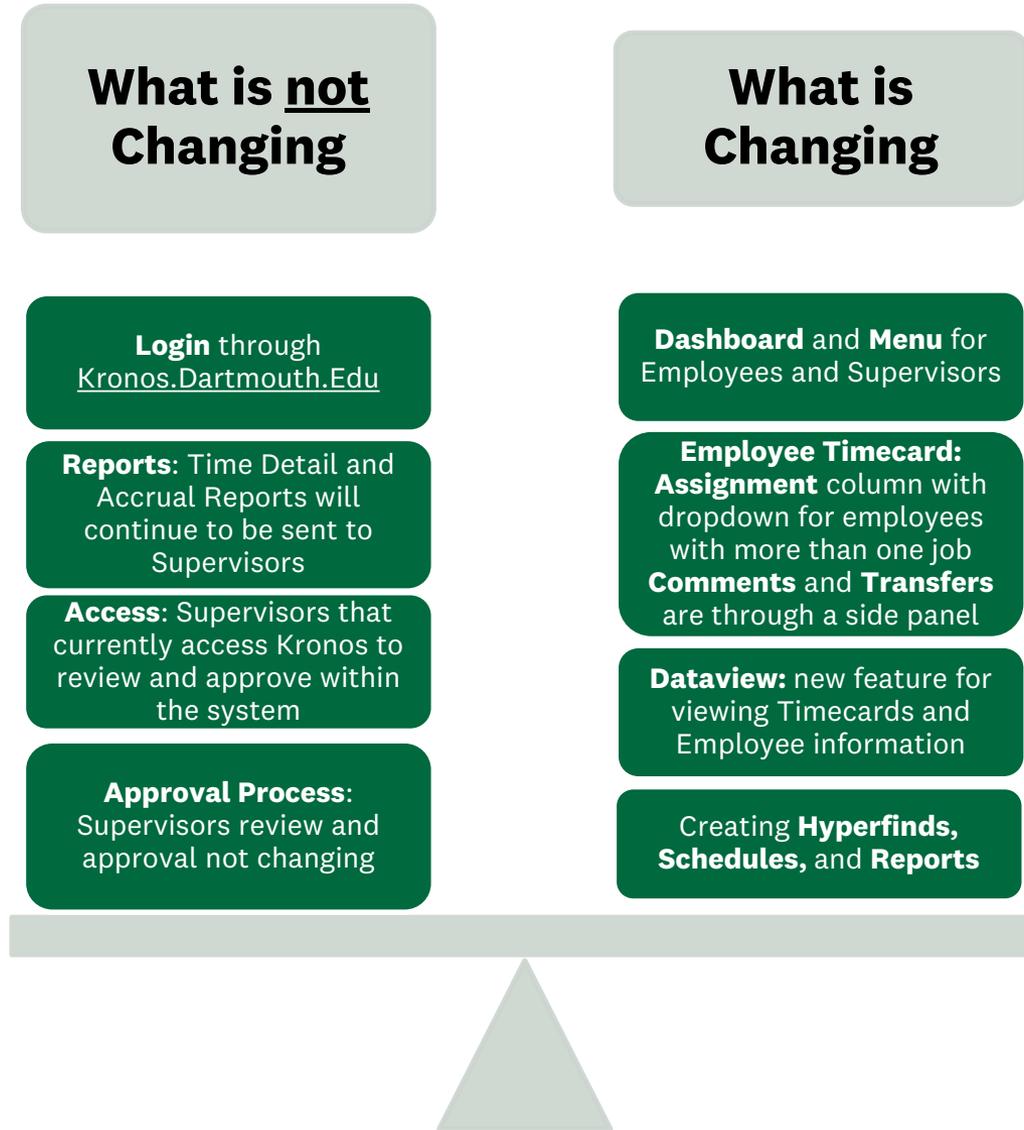


Kronos to the Cloud

Coming Soon



Kronos to the Cloud – What is not changing





Agiloft CMS IRA Reports – Coming Soon

- Contract Spend Down
- Contracts by: Vendor, Record Type, Contract Type

Contract Details Spend Down SubQ Test

Selection Criteria

Chart String Org: 619;836 Contract Id: --Select Value--
 Vendor Name: --Select Value-- Parent Contract Id: 1504;4647 Apply Reset ▼

Select a View: Contracts by Type

SUMMARY REPORT
 Click on a Contract ID to see related Invoice Details below.

Contract Type	Vendor Name	Status	Contract Effective Date	Contract Chart String Org	Total Contract Value	AP Inv Amt	Remaining Contract Value
Procurement Good and/or Services SOW	OHO Corporation	Effective	9/18/2023	619	67,200	37,632	29,568
Procurement Good and/or Services SOW		Expired	8/22/2022	619	69,920	52,896	17,024
Procurement Good and/or Services SOW			2/1/2023	619	21,000	21,000	0
Procurement Good and/or Services SOW			2/13/2023	619	67,200	44,940	22,260
Procurement Good and/or Services SOW			5/15/2023	619	219,200	120,380	98,820
Procurement Good and/or Services SOW			10/12/2023	619	14,605	14,605	0
Procurement Good and/or Services SOW	Peterson Rudgers Group LLC		11/1/2023	836	47,150	47,162	-12
Procurement Good and/or Services SOW		Effective	1/2/2024	836	45,000	6,413	38,588
Procurement Good and/or Services SOW		Expired	10/21/2022	836	72,000	49,950	22,050
Procurement Good and/or Services SOW			11/1/2022	836	57,600	35,584	22,016

INVOICE DETAIL REPORT

Contract Chart String Org	AP Inv Date	AP Inv GI Date	AP Inv Num	AP Inv Desc	AP Inv Amt	Remaining Contract Value
619	09/30/2022	12/14/2022	125432		13,376	56,544
	11/30/2022	12/21/2022	125625		12,160	57,760
	12/31/2022	01/24/2023	125726		7,695	62,225
	01/31/2023	03/06/2023	125860		9,358	60,563
	02/28/2023	03/27/2023	125895		10,308	59,613
			125897		1,523	19,478



Policy & Process Updates

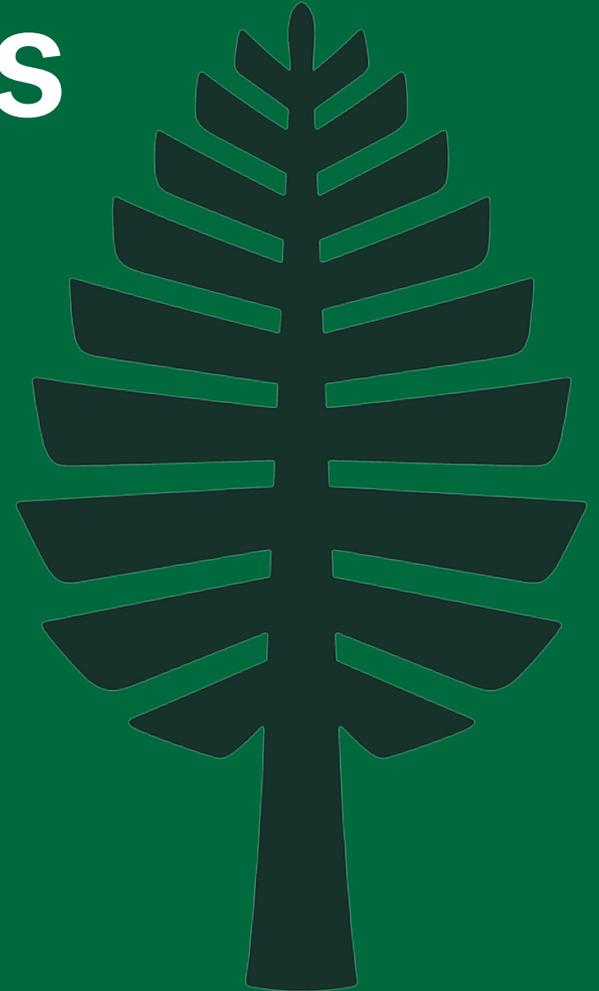
Code of Ethical Conduct

Driving on Dartmouth Business

Mobile Communication

Business Expense Policy Update

Tips & Gratuity Reminder





Dartmouth Code of Ethical Conduct

Our Shared Responsibility

Become familiar with the [Code of Ethical Conduct](#) and applicable Administrative Policies.

Nurture a culture distinguished by **integrity, quality, trust, openness, diversity, inclusion, and respect.**

Maintain engagement and report any breaches of the Code of Ethical Conduct or Administrative Policies.

Dartmouth's Policy Portal

- [Peer to Peer File Sharing and Copyright Law](#)
- [Research Misconduct Policy and Procedures](#)
- [Business Expense Policy](#)
- [Accepting Gifts](#)
- [Procurement Sole Source and Competitive Bidding Policy](#)
- [Employment Policies](#)

Guidance Resources

- [Integrity and Compliance](#)
- [Diversity, Equity, and Inclusion](#)
- [Promote Inclusive Practices](#)

Reporting

- [Dartmouth Integrity Helpline](#)
- [Equal Opportunity Grievance Procedure](#)
- [Employee Sexual Misconduct Policy](#)
- [Nondiscrimination and Anti-Harassment Policy](#)



Driving on Dartmouth Business

Employees and Students

- Must be Approved Drivers, **regardless** of if driving a personal, rented or Dartmouth-owned vehicle.
- The driving of personal vehicles is discouraged – Onus of responsibility is on the owner of the car
- Renting through Enterprise will give you the best rates
 - *Good stuff!!* → Enterprise offers the best rates for personal/leisure rentals as well
- Employees should decline the Collision/Damage Waiver insurance on domestic rentals and accept it for international rentals. *Note: booking with your corporate card gives you the greatest protection.*

Visitors and Guests (Recruits)

- Must book and pay for their own car rental with their own credit card.
- Should accept the Collision/Damage Waiver insurance.
- Should book through Enterprise using the Dartmouth Other rental code for the best rates.



Streamline Forms and Approval Routing

Whenever possible, we are looking for opportunities to prevent multiple approvals through PDF documents.

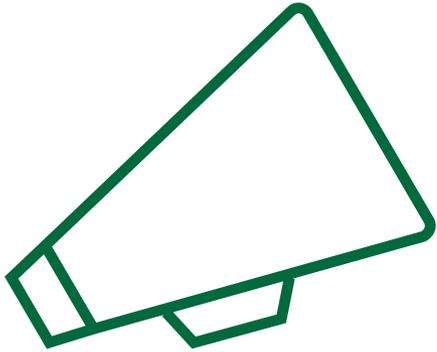
- Employee attests to understanding the policy on the PDF form
- Submits through General Request eForm
- Approval processed on the General Request eForm
- Routed to Finance Center for processing

Forms leveraging this process

- [Corporate Card Cardholder Agreement](#)
- [Procurement Card Application](#)
- [Mobile Communication Stipend Form](#)
- [Mobile Communication Device Form](#)



Business Expense Policy Updates coming soon!



- Clarification and Compliance
 - Submitting PCard Receipts and Expense Reports
 - Personal Expenses
- Automobile, Parking, Ground Transportation
- Unallowable expenses



Tips/Gratuities & Per Diem

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

Rounding to nearest dollar is OK

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/gratuities 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%**.



Upcoming Dates & Reminders

Student Prizes & Awards

- Student Digital Payments

Memorial Day Accelerated Payroll

- TimesheetX Supervisor Review

Spring Term Student Employee

End Dates

Hiring Graduating Students





Student Prizes & Awards – Due June 7

Name of Prize must be selected from the list

Email rshelp@dartmouth.edu by May 10 if:

- Unable to meet June 7 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

The screenshot shows a web form titled "Prize Information". It has a label "Name of Prize (Select from list OR enter full name if new)*" above a text input field. The input field contains the word "Prize". Below the input field is a dropdown menu with a list of prizes. The first item, "SAMUEL E. ARONOWITZ 1911 PRIZE FOR SOCIAL CHANGE", is highlighted in blue. Other items include "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", and "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 3th and must be picked up on Wednesday, June 5th.



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



Accelerated Student Payroll in TimesheetX

Memorial Day Holiday – Monday, May 27th

Processing	Responsibility	Deadline
Record and Submit all hours worked for 5/12 – 5/25	Student Employees	Saturday, May 25 th , 11:59PM
Timesheet Corrections and Approval Complete	Student Employee Supervisors	Tuesday, May 28 th , 11:00AM
Timesheet Approval Complete	Finance Center	Tuesday, May 28 th , 2:00PM

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



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)



Spring Term Student Employment End Dates

The last possible end dates for student employment for 2023-2024 Academic Year are as follows:

- Graduating International Students: **June 4, 2024**
- All Other Graduating Students: **June 8, 2024**
- Continuing Students (*not graduating*): **June 22, 2024**



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. | *minimum of 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. | *minimum of 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. | *minimum of 3 weeks lead-time needed*



Fiscal Year-End

Reminders

Processing Deadlines





Year-End Reminders

Things that can be done now:

- Review Financial Reports & Submit Corrections
 - Copier Usage Charges will post to IRA First Close
- Submit all Check Deposits to Cashier's Office
 - 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
 - items must arrive by June 30 to be applicable for Fiscal Year 2024
- Submit all Labor Distribution Changes for Fiscal Year 2024 or 2025 (no need to wait!)



Fiscal Year-End Processing Deadlines

Process/Task	Submission	Deadline
Accelerated Payroll		
Record all hours for 6/16 – 6/29	All Biweekly Non-Union Employees	Thu, June 27, 4:00pm
Time Detail Report Run	Finance Center	Fri, June 28, 7:00am
Corrections and Approval Complete	Biweekly Non-Union Supervisors	Fri, June 28, 11:00am
Finance Center Approval Complete	Finance Center (Non-Union)	Fri, June 28, 4:00pm
Weekly Union Approval Complete	Union Payroll Supervisors	Sun, June 30, 9:00am
Finance Center Approval Complete	Finance Center	Mon, July 1, 9:00am
 FY2024 LAST DAY BIWEEKLY PTO	KRONOS	SAT, JUNE 29
FY2024 Labor Reports Review for FUTURE Labor Distribution Corrections	MYLS eForm for Future Payroll	Fri, June 14
FY2024 Labor Reports Review for PRIOR Labor Distribution Corrections	Wage Transfer eForm for Prior Payroll	Fri, June 21
FY2025 Labor Distribution Changes	MYLS eForm for Future Payroll	Now (No need to wait)
FY2024 Biweekly PA Requests (new hire, terminations, transfers, etc.)	General Request eForm/PASF	Fri, June 21
FY2024 Exempt PA Requests (new hire, terminations, transfers, etc.)	General Request eForm/PASF	Fri, June 14



Fiscal Year-End Processing Deadlines

Process/Task	Submission	Deadline
Check Deposits		
Check Deposits by 12:00PM (Cash is not accepted)	Cashier's Office	Fri, June 28
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	Wed, July 3
Payables		
<i>→ Clearly mark all Payment Requests either FY24 or FY25 to ensure it is applied to the correct fiscal year</i>		
All Invoice & Other Payment Requests by 12:00pm	Payment Request eForm	Fri, June 28
All Invoice & Other Payment Requests with a new vendor and/or new contract for FY24	Payment Request eForm	Mon, June 24
Student Prizes and Awards by 12:00pm	Student Prize & Awards eForm	Fri, June 28



Fiscal Year-End Processing Deadlines

Process/Task	Submission	Deadline
PCard		
FY2024 Purchases Completed	PCard	Fri, June 14
All FY2024 PCard Receipts	PCard eForm	Mon, July 1
Purchase Order/Requisitions		
Purchase Requisition/PO Requests	Purchase Request eForm	Thu, June 27
<i>Note: Goods or Services must be delivered by June 30th to be applied to FY2024</i>		Fri, June 28
Reimbursements/iExpense Reports and Corporate Card		
All Travel/Business Expense Requests with Payable Advances	Payment Request eForm or Expense Report Request eForm	Wed, June 19
Dartmouth Students/Visitors Reimbursements	Payment Request eForm	Fri, June 28
Dartmouth Employee - Self Service*	iExpense Expense Reports	Fri, June 28
<i>*Note: Approval of iExpense Expense Reports must be received by</i>		Tue, July 2
Dartmouth Employees - Finance Center creation of Expense Report for expense after 7/1/2024	Expense Report eForm	Fri, June 28



Operational & Technical Contacts

FRONTLINE SUPPORT

[Admin Provost Finance Center](tel:603-646-1310): 603-646-1310

[Arts & Sciences Finance Center](tel:603-646-2028): 603-646-2028

[Geisel Finance Center](tel:603-650-1238): 603-650-1238

[Campus Billing & DartCard Services](tel:603-646-3230): 603-646-3230

[Financial Systems & Services](#)

[Payroll Office](tel:603-646-2697): 603-646-2697

[Procurement Services](tel:603-646-2811): 603-646-2811

TECHNICAL HELP

Contract Management System: Agiloft.Help@Dartmouth.edu

Financial Reporting: Financial.Reports@Dartmouth.edu

Financial System Access: Financial.System.Access@Dartmouth.edu

Hyperion (EPBCS): EPBCS.Admin@Dartmouth.edu

iExpense: Expense.Reporting@Dartmouth.edu

Kronos: Kronos.Admin@Dartmouth.edu

Finance Website: Finance.Webmasters@Groups.Dartmouth.edu



Thank you!!!

