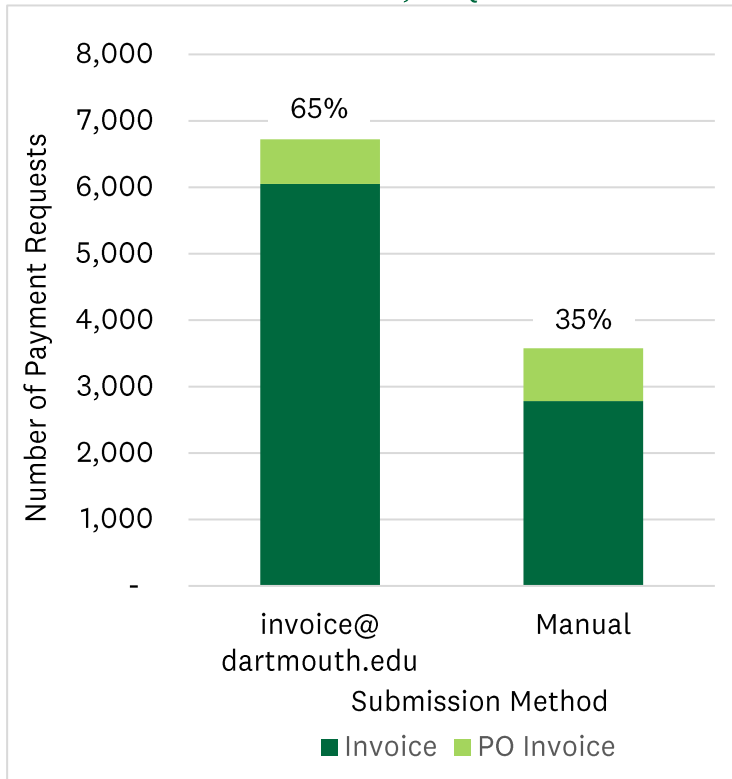


# Finance & Admin Update

Announcements and updates from Finance, Campus Services, Human Resources, and Risk & Internal Controls

## Chart of the Month

### Invoice Payment Request eForms by Submission Methods Fiscal Year 2022, 2<sup>nd</sup> Quarter



Source: OnBase Unity Client:  
Payment Request eForms 10/1/2021 – 12/31/2021

65% of invoices being submitted to Dartmouth for payment are being submitted to [invoice@dartmouth.edu](mailto:invoice@dartmouth.edu) for efficient indexing and Payment Request eForm creation. This is a great improvement, however 35% of Payment Request eForms continue to be created manually. Please encourage vendors to visit the Finance [Vendor Best Practices for Submitting Invoices](#) site and to submit their invoices to [invoice@dartmouth.edu](mailto:invoice@dartmouth.edu).

If you do receive invoices directly from vendors, we encourage you to verify that they have not already submitted your invoice to [invoice@dartmouth.edu](mailto:invoice@dartmouth.edu), before submitting your Payment Request eForm or to save yourself time of creating the form, forward the vendor's email to [invoice@dartmouth.edu](mailto:invoice@dartmouth.edu).

Please remember to regularly check your spam, junk, and clutter folders for invoices and payment reminders to help ensure vendor payments are being processed promptly.

## Welcome our New Teammates!

Sarah Green, Senior Human Resources Consultant  
Beatrice Jennings, APFC Finance Specialist  
Jessica Osgood, Learning & Development Program Administrator  
Krystal Richard, Total Rewards Project Manager  
Christopher Chase, ASFC Division Payroll Specialist  
Sheila Wahl, Director of Employee and Labor Relations  
Barry Wenig, ASFC Specialist  
Ashley Woodard, Payroll Specialist

## Standard Mileage Rates for Calendar 2022

The IRS announced an increase in the optional standard mileage rates for the 2022 calendar year (effective for expenses paid or incurred on or after January 1). Dartmouth uses the optional standard mileage rates for iExpense reimbursements. The rates are as follows:

- 58.5 cents per mile for business miles driven
- 18 cents per mile driven for medical or moving purposes\*
- 14 cents per mile driven in service of charitable organizations\*\*

## COVID-19 Booster Requirement

Dartmouth [announced](#) on December 17, 2021 that it will require COVID-19 booster vaccines for all employees who qualify by January 31, 2022.

Vaccine booster eligibility by vaccine is detailed on the [CDC website](#).

Employees who are not eligible for a booster vaccine by January 31, 2022 must receive a vaccine booster within 30 days of becoming eligible.

**Booster clinics & Resources:** If you need a booster vaccine,

- Walk-in clinic at former JCPenney location in West Lebanon: Tuesdays and Thursdays in January, 11 a.m. to 6 p.m. No residency requirement (NH, VT and beyond welcome) and no appointment or insurance needed.
- Find a COVID-19 vaccine or booster: Search [vaccines.gov](https://www.vaccines.gov), text your ZIP code to 438829, or call 1-800-232-0233 to find locations near you.

Save your vaccine booster record. More information on how to record the completion of this requirement will be available to employees soon.

## Winter Term I-9 Drop-in Sessions for Newly Hired Student Employees

Special “drop-in” sessions are now in progress for newly hired student employees to complete I-9s at the Academic Skills Center Conference Room (Baker Library, Room 227) on the following dates and times:

**Tuesday Jan. 18 - 4:00pm – 6:30pm and Wednesday Jan 19 - 3:30pm – 6:00pm**

All newly hired student employees need to complete their I-9s within 3 days of starting work. The process for completing an I-9 is outlined below.

*Note: New employees, both student and non-student, may complete I-9s at Human Resources, located at 7 Lebanon Street, Suite 302, Monday – Friday, 8:30am – 12:00pm and 1:00pm – 4:30pm.*

### How to complete an I-9 at Dartmouth:

By federal law, all employers must verify the employment eligibility and identity of each person hired, including U.S. citizens. Therefore, every employee who has accepted an offer to work for Dartmouth College MUST:

1. **On or before your FIRST day of work:** Complete Section 1 of the [Form I-9 online](#).
2. **On or before your THIRD day of work:** Meet in person with a **Dartmouth College trained I-9 division representative in Human Resources** to complete Section Two within the first three days of the start of employment. The employee must provide [original documentation](#) (no photocopies or scanned documents are accepted) and all documents will be verified electronically through the USCIS E-Verify system. **Please allow up to 15 minutes for this process to take place.**

Note: Failure to complete the above steps within three days of starting work may result in suspension or termination of employment.

*Special thanks to the Admin/Provost Finance Center for staffing these walk-in sessions, and to the Academic Skills Center for the use of their space!*

## Contracting for Fixed Assets

A fixed asset is Dartmouth owned property or equipment that is \$5,000 or more and is required to be recorded in our Fixed Asset System via an eProcurement Purchase Requisition.

If you are contracting with a vendor for the purchase of a fixed asset, the Contract Management System should be used to facilitate the contracting process and document management. To assist with the creation of the Purchase Requisition and to prevent duplicate entry through a Purchase Request eForm, we have added a Fixed Asset radio button and require a chart string or PTAE0 string on the Contract Request form. This will allow us to capture those contracts that are for Fixed Assets and notify the Finance Center that a Purchase Requisition needs to be created for the Fixed Asset System.

Please note, if you create Purchase Requisitions directly in eProcurement, you need to provide documents such as quotes, sole source justification form, etc. The process for Purchase Requisitions has not changed, except to note the contract number when a contract is involved.

Go to the [Fixed Assets and Materials Management](#) site for more information on Fixed Assets and check out the [Contract Management](#) site for more information on contracting.

## Agiloft Contract Management Training via Zoom

Live Agiloft Contract Management System training will continue to be offered on an ongoing basis. The live training provides an overview of procurement policies, contracting basics, and instructions for requesting and viewing contracts in the Agiloft Contract Management System. The final 30-minutes is Power-User training and is focused on the responsibilities of approving contracts and broader administration of contracts. The Power-User training is recommended for the following Dartmouth employees:

- Individuals authorized to approve contracts/requisitions on behalf of Trustees of Dartmouth College,
- Individuals identified as the “Responsible Person” for a department chart string Org, and
- Department administrators who manage the financial obligations across their department, based on Oracle GL Chart String Org Security.

[Training videos](#) (including the End-User training, Power-User training, and more) are also available on demand.

Registration is required. Click on the dates below to register through Zoom.

- [Register for Wednesday, January 26, 2022, 1:00 – 2:30pm](#)
- [Register for Wednesday, February 9, 2022, 1:00 – 2:30pm](#)
- [Register for Wednesday, February 23, 2022, 1:00 – 2:30pm](#)

*Note: use your [netid@dartmouth.edu](mailto:netid@dartmouth.edu) in the email fields.*