

# Finance & Admin Update

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

## Chart of the Month

### Payment Request eForms Completed Reach Record Highs

Q3 & Q4 for 2020 - 2022 (through May 2022)



OnBase Payment Request eForm Metrics (April 1, 2020 - May 31, 2022)

It's no surprise that with the end of the academic year, commencement and reunion events, and fiscal year-end that transaction volumes increase. However, this year has seen an extraordinary increase in the number of Payment Requests completed, with an increase in Q3 of 3600 Payment Requests (36%) compared to Q3 of last year. The trend and volume of transactions is continuing in Q4.

With the increase in Payment Requests eForms, which also proceeds with indexing of the invoices being routed to [invoice@dartmouth.edu](mailto:invoice@dartmouth.edu) and follows with the creation of the eForm, approval, verification, review, and finally AP processing and payment, please be patient with the Finance Centers as they manage this incredibly high volume of transactions. They are doing everything they can to get all Payment Requests processed and transactions entered before the end of the fiscal year.

Expenses for FY22 that do not post to FY22 can be accrued as long as they exceed \$2,500 per transaction. Also, as a reminder, as year-end approaches and we begin to receive invoices for both FY22 and FY23, please note the fiscal year the payment should post to in the comments field at the bottom of the eForm. The correct fiscal year is based on when the goods were received or services rendered, not on budget availability. Please see the [Year End Close memo](#) for more detail.

## Welcome Finance & Admin Newest Members

**Juan Perez Debrand**, Senior Capital Analyst, Treasury and Financial Planning & Budget

**Liz Flynn**, HR Representative, Human Resources

**Marie Ledoux-Howe**, HR Representative, Human Resources

**Amelia Parizo**, Loan and AR Collection Specialist, Campus Billing & DartCard Services

**Megan Rowlands**, Division Payroll Specialist, Arts & Sciences Finance Center

## Calling all Student Supervisors

The Student Employment Office is teaming up with Payroll, Finance, and ITC to implement NextGen, a new system that seamlessly integrates all Student Employee lifecycle processes through its two modules: JobX and TimesheetX.

- **JobX** automates job posting, applications, hiring, and reporting for student employees, employers, and administrators.
- **TimesheetX** automates timesheet submission and approval, while ensuring compliance with labor and Federal Work Study regulations.

The NextGen project team is looking for student supervisors to advise and provide input in a few upcoming Advisory Stakeholder Meetings. We hope you will mark your calendar and join us at one of the following sessions at [Here@Dartmouth](#):

- Wednesday, June 29, 9:00 – 10:00am
- Tuesday, July 5, 1:00 – 2:00pm
- Tuesday, July 12, 2:00 – 3:00pm

## New System Access Request Form

Finance has released a new System Access Request form in Agiloft for obtaining access to Finance and HR Systems. To access the new System Access Request Form and system go to: <https://dartgo.org/Agiloft>.

All active employees' system access has been imported into the system and is available to view either through the Employee record or in the System Access tables within Agiloft. Guidance for the new process is available on the [System Access Request Guidance](#) page, found below the System Access page within the Forms, Policies, & Systems section of the Finance site.

The Excel version of the Security System Access form will no longer be accepted via email to [Financial Systems Access](#). There is a separate "Host System Access Form" in Excel that is available for areas that require specialized access that is not available through the Agiloft System Access Request.

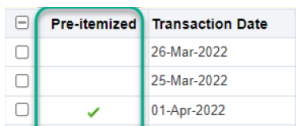
If you have questions or feedback on System Access, please email [Financial.System.Access@dartmouth.edu](mailto:Financial.System.Access@dartmouth.edu). To report a technical issue, please email [Agiloft.Help@dartmouth.edu](mailto:Agiloft.Help@dartmouth.edu).

## Attention Corporate Cardholders

### Pre-Itemized Personal Expenses

If you use your Corporate Card for Dartmouth business, we want to remind you to check for automatic preitemizations on corporate card charges which result in personal expenses that should be claimed as business expenses. This tends to happen with service fees, tips and taxes included in charges to restaurants, rideshare charges, Dartmouth Coach, Square charges, and others.

If a transaction has been pre-itemized, it is indicated with a green checkmark in the “Pre-itemized” column when selecting your corporate card transactions for the expense report. To correct this when the expense should not be “Personal”:



	Pre-itemized	Transaction Date
<input type="checkbox"/>		26-Mar-2022
<input type="checkbox"/>		25-Mar-2022
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01-Apr-2022

1. Click on “Details” at the end of the transaction line
2. Click “Itemize” on the Line Detail page to access the itemization screen
3. Click “remove Itemization” in the lower-right corner

### J.P. Morgan New Corporate Card Insurance Provider

Effective July 1, 2022, Corporate Card insurance benefits will be underwritten and administered by a new provider, Virginia Surety Company, Inc.

**No Lapse in Benefits:** Your cardholder insurance benefits will continue seamlessly through this change in provider. Virginia Surety Company, Inc. will underwrite and administer the same types of benefits previously provided to cardholders: Worldwide Travel Accident Insurance, Lost, Stolen, or Damaged Baggage Protection, Hotel/Motel Burglary, Medical Evacuation.

Additionally, cardholders will continue to have access to all network-provided benefits, including auto rental insurance. Network-provided benefits are not impacted by this change.

**New Claims:** New claims with a date of loss on or after July 1, 2022 should be initiated directly with Virginia Surety Company, Inc. by phone (1-866-599-1382) or online at <https://commercialcard.cardbenefitclaims.com>.

Go to [Standard Card Insurance Program Terms](#) to view the coverage details for the new insurance program terms.

**Existing Claims:** Chubb will continue to manage existing claims, as well as new claims with a date of loss before July 1, 2022. For questions regarding Chubb claims, please use the following contact information below:

- Travel Accident: 1-855-830-3725;
- Lost Luggage: 1-800-356-8955;
- Hotel/Motel Burglary: 1-800-554-1275;
- Emergency Evacuation & Repatriation: 1-800-508-1276

## Agiloft Contract Management Training

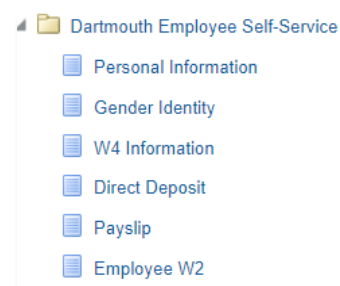
**Click here to register for Wed, July 13, 1:00 – 2:30pm**

*Note: use your netid@dartmouth.edu in the email field*

## Paperless Payroll Payslips

Effective Friday, June 24<sup>th</sup>, employees with direct deposit for their payroll payments will be defaulted to paperless payslips and to electronic payments for iExpense Expense Report reimbursements and other accounts payable payments.

To view and download your Payroll Payslip, as well as access W2's, setup Direct Deposit, update Personal or Emergency Contact Information, and more go to: [Employee.Dartmouth.edu](http://Employee.Dartmouth.edu) to access Employee Self-Service (ESS).



Employees who wish to receive paper notifications, will need to opt-in to receive paper payslips, by selecting “Yes” on Paper within the Go Paperless options in ESS.

## All Student Payments are now Digital

The payment method for all student payments submitted on the Payment Request and Student Prizes and Awards eForms and processed through Accounts Payable has been defaulted to a digital payment from J.P. Morgan Chase. Unless the Payment Request or Student Prizes and Awards eForm indicates International Wire or Pick-up Check, the student will receive a notice from J.P. Morgan Chase to accept their payment electronically.

For more information on student digital payments, go to: [How to Pay Students](#) site, with a complete [FAQ for Student Digital Payments](#) and updated [Student Payments Guidelines](#). We encourage departments to let students know about the new process and that they will be receiving an email notification from J.P. Morgan Chase when they have a payment waiting.

## IRA in the Cloud for Finance is Available

IRA for financial reporting is now available in the cloud! Go to: <https://ira-oac.dartmouth.edu/analytics/> to check it out.

Please note that not all business units have signed off on the IRA-OAC for production. Each business unit will announce their release as they become available.

We want to encourage the use of the IRA Oracle Analytics Cloud (OAC) for financial reporting as much as possible with a goal of getting 90% of users using the new IRA-OAC by mid-June. The best way to thoroughly test and flush out issues is to have as many people as possible using the system as they normally would. If you have questions or need to report an issue, please contact [Financial.Reports@dartmouth.edu](mailto:Financial.Reports@dartmouth.edu).

Our current on-prem IRA is still available through mid-August, so if you run into issues accessing or using the system, report your issue, and switch to using the IRA on-prem until the issue has been addressed. Also, there are still some ongoing system adjustments, and it may be necessary to restart the system from time to time. ITC will attempt to reach-out to end-users that are logged into the system prior to a restart occurring.

# 2022 Finance Center Fiscal Year-End Transactional Processing Schedule

Process/Task	Submission	Deadline
<b>Cash Receipts</b>		
Cash Deposits by 12:00PM	Cashier's Office	Thu, 6/30/2022
<b>Journal Entries, Corrections, and Transfers (including AP Corrections)</b>		
Financial Report Review for Corrections of transactions prior 6/30	Corrections and Journal eForm	Wed, 7/6/22
<b>Payables</b>		
All Invoice & Other Payment Requests by 12:00pm	Payment Request eForm	Wed, 7/6/22
Note: <i>new vendors and/or new contract for FY22</i>	Payment Request eForm	Thu, 6/30/22
Note: Clearly mark all Payment Requests either FY22 or FY23 to ensure it is applied to the correct fiscal year		
Student Prizes and Awards by 12:00pm	Student Prize & Awards eForm	Wed, 7/6/22
<b>Payroll</b>		
FY2022 Labor Reports Review for Labor Distribution Corrections	Wage Transfer eForm for Prior Payroll MYLS eForm for Future Payroll	Mon, 6/13/22
FY2023 Labor Distribution Changes	MYLS eForm for Future Payroll	Now (No need to wait)
FY2022 Biweekly PA Requests (new hire, terminations, transfers, etc.)	General Request eForm	Fri, 6/10/22
FY2022 Exempt PA Requests (new hire, terminations, transfers, etc.)	General Request eForm	Fri, 6/17/22
FY2022 Last Day Biweekly PTO	Kronos	Sat, 6/18/22
<b>PCard</b>		
FY2022 Purchases Completed	PCard	Fri, 6/17/22
All FY2022 PCard Receipts	PCard eForm	Wed, 7/6/22
<b>Purchase Order/Requisitions</b>		
Purchase Requests		Wed, 6/29/22
Note: Goods or Services must be delivered by June 30th to be applied to FY2022		Thu, 6/30/22
<b>Reimbursements/iExpense Reports and Corporate Card</b>		
All Travel/Business Expense Payment Requests or Expense Reports with Cash Advances		Wed, 6/22/22
Dartmouth Students/Visitors Reimbursements		Wed, 7/6/22
Dartmouth Employee - Self Service*		Wed, 7/6/22
*Note: iExpense Expense Reports Approvals must be received by		Wed, 7/6/22
Dartmouth Employees - Finance Center creation of Expense Report for expense after 7/1/2022	Expense Report eForm	Wed, 7/13/22
<b>Accelerated Payroll</b>		
<b>Biweekly Payroll, July 4th</b>	<b>Responsible Person</b>	<b>Date</b>
Record all hours for 6/19 - 7/2	All Biweekly Non-Union	Thu, 6/30/22
Time Detail Reports Run	Finance Center	Fri, 7/1/22 7:00am
Corrections and Approval Complete	Biweekly Non-Union Supervisors	Fri, 7/1/22 11:00am
Finance Center Approval (Non-Union) Complete	Finance Center (Non-Union)	Fri, 7/1/22 4:00pm
Weekly Union Approval Complete	Union Payroll Supervisors	Sun, 7/3/22 9:00am
Finance Center Union Approval Complete	Finance Center	Sun, 7/3/22 4:00pm