

Finance & Admin Update

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

Chart of the Month

Dartmouth United Way Campaign (2021 and 2022 Comparison)



2021 - 2022 [Dartmouth United Way Campaign](#)

It's not too late to donate! At this time last year, we had raised nearly \$110,000 and nearly reached our campaign goal of \$250,000. This year we have surpassed this number, nearing 50% of our goal, and are well on our way to making this happen with \$119,249 as of December 9.



When the Dartmouth community unites to support its neighbors, incredible things happen. Dartmouth makes it easy to give via a one-time donation or payroll deduction, and you can easily designate your gift to any specific non-profit agency, program, or focus area. [Click here to access the Dartmouth United Way Campaign](#) site. NOTE: The last date to request payroll deduction is **Wednesday, December 14, 2022** (deductions begin in January 2023).

Want to do more?

Strengthen your commitment to the community by joining more than 900 individuals who are members of the Granite United Way Leadership Giving Society. Granite United Way offers a Step-Up Program allowing you to commit to increasing your gift to \$1,000 over three years. To find out more go to the [Granite United Way Leadership Giving Society Step-Up Program](#).

Welcome New Finance & Admin Colleagues!

Christine Perron, Financial Accounting Specialist
Campus Billing & DartCard Services
Sydney J. Shuai, Talent Acquisitions Consultant
Talent Acquisitions

Accelerated Biweekly Payroll

Thursday, 12/15, 4:00PM - All Biweekly hours recorded
Friday, 12/16, 7:00AM - Supervisor Time Detail Reports sent
Friday, 12/16, 11:00AM - Corrections & Approval Complete
See page 4 for all Finance Winter Break Processing Dates.



Call for Nominations:

Lone Pine Staff Recognition Awards

Honor staff who excel at their jobs and exhibit behaviors that model Dartmouth's core values by nominating a colleague for the *Sheila Culbert Distinguished Employee Award* or one of the six *Excellence Awards*:

- Collaboration
- Innovation
- Passion & Commitment
- Diversity & Inclusion
- Leadership
- Unsung Hero

The nomination deadline is **Friday, December 16, 2022**. [Learn more and nominate a staff member, or a team.](#)

Employee & Student Gift Policy Reminder

Tis the season for giving and appreciation, so it is also a great time to remind everyone of the [Business Expense policy on Gifts to Employees and Students](#).

Allowable Gifts (charged to a GL string only):

- Gifts or gift cards (under \$50 per person) in recognition of a work-related accomplishment or event.
- 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 \$50 and over would be)
- Institutional or divisional service awards
- Gifts for long-service or retiring employee (Dartmouth recommends \$15 per year of service with a max of \$400 for retirement gifts).

Pre-Winter Break Transactions Volumes Up

As we near Winter Break, Finance is experiencing a high-volume of transactions in all areas. Our teams are working as quickly as possible to process as many transactions as possible before December 22. Submitting earlier is always better, but all remaining transactions will be processed in early January, following the Winter Break.

Coming in 2023:

Next Gen Student Employment System

The Next Gen Student Employment System is coming and there will be steps to make sure Dartmouth students and supervisors are ready to operate in this new system. We will be holding live Show-n-Tell sessions and Drop-in Help sessions throughout the rollout. There will also be training materials available to help guide you through each step of the process.



January - February

Step 1: Access: Every supervisor will need to login to the Next Gen system, complete the Next Gen system access request, indicating each department for which they will be creating jobs, hiring, or managing timesheets, and complete the confidentiality agreement.

- Attend a **Next Gen Show-n-Tell** sessions via Zoom (*click the link below to register*):
 - [January 17, 2023, 11:00 – 12:00 PM](#)
 - [January 19, 2023, 11:00 – 12:00 PM](#)
- Or contact [Lisa Wallace](#) to coordinate one for your division or department.

Step 2: Job Creation: Supervisors create jobs in the system.

Step 3: Job Posting: Supervisors post jobs for interim and Spring term

- Online training materials will be provided
- Zoom Drop-in times for assistance will be available

Early March

Step 4: Job Search & Apply: Students begin using JobX to find and apply for jobs available for interim and Spring term

Step 5: Job Hires: Supervisors Hire students to work with employment dates of 3/19 and later

- Online training materials will be provided
- Supervisor Timesheet Approval Training via Zoom
- Zoom Drop-in times for assistance will be available



March 19 & Later

Step 6: Time Reporting: Student Employees begin recording time in TimesheetX

Step 7: Timesheet Submission: Students submit each timesheet for each job for each pay period

Step 8: Timesheet Approval: Supervisors approve timesheet for each student each pay period

- Online training materials will be provided
- Supervisor Timesheet Approval Training via Zoom
- Zoom Drop-in times for assistance will be available

Discontinuing Student Timecard Rounding

Beginning the pay period 12/25/2022 - 1/7/2023, time reported on the Kronos timecard will calculate payroll hours to the minute and timecard rounding for student employees will be discontinued. This change is to accommodate the new student platform, which does not allow rounding the total hours worked.

Now Available:

Updated Plant, Property & Equipment Policy

We are pleased to announce that the updated Property, Plant, and Equipment Policies (PP&E), Appendices, and Forms are now available on the [Property, Plant and Equipment Management](#) page in its new location within the Purchasing & Payments from Dartmouth section of the Finance site. You can also find the [Property, Plant, and Equipment Policies](#) within the Policy Portal.

These updated documents align the policy name with the policy content, define common terminology, clarify roles and responsibilities, and provide processing guidelines. Check out [Appendix D: The Plant, Property & Equipment Procurement Requisition Decision Tree](#).

Please review these policies if you request, submit, approve, or upload Oracle purchase requisitions or procure goods through any other method; if you are a central, departmental, or divisional staff person with procurement or financial responsibilities; or if you are a departmental property manager/custodian.

The PP&E policy team will host information forums within the next few weeks. Look for dates and registration details in the Vox Daily and on the Finance website. Contact [Art Hanchett](#), [Emily Lopez](#), or [Susan Mockus](#) with any questions or to request a policy review session.

Reminder for On-Campus Purchases

When purchasing items on-campus, such as from the Dartmouth computer store, Hanover Inn, DDS, Athletics, or Central Stores, for Dartmouth business, make sure to provide your chart string, in lieu of using a corporate card procurement card, or personal funds and being reimbursed. This is more efficient for you and those involved with the transaction and prevents unnecessary fees and additional labor for subsequent processing.

Upcoming Training through Zoom

Agiloft Contract Management System Training

- [Thursday, December 15, 1:00 – 2:30 PM](#)
- [Thursday, January 19, 1:00 – 2:30 PM](#)
- [Thursday, February 16, 1:00 – 2:30 PM](#)

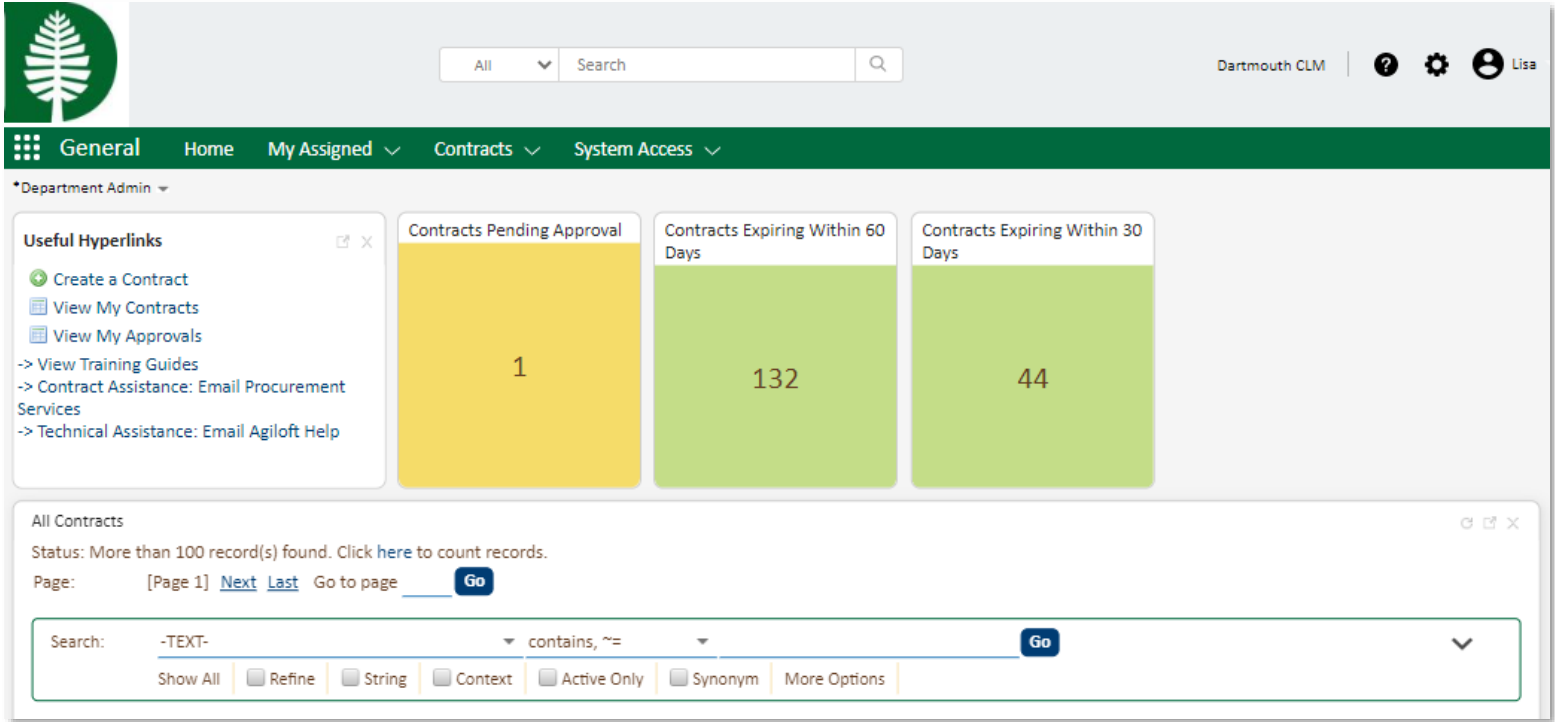
OnBase Unity Client Training

- [Wednesday, January 18, 9:00 – 10:00 AM](#)
- [Wednesday, February 8, 9:00 – 10:00 AM](#)

Click on the dates to register and use netid@dartmouth.edu in the email field.

Agiloft Interface Update

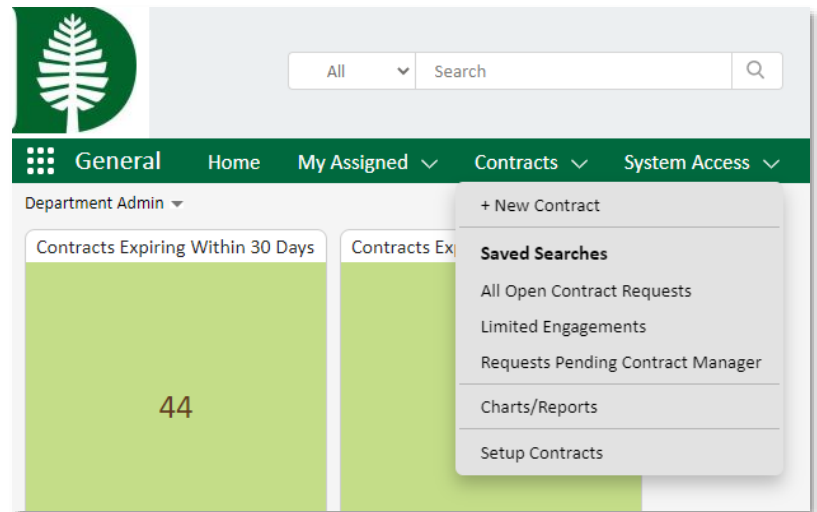
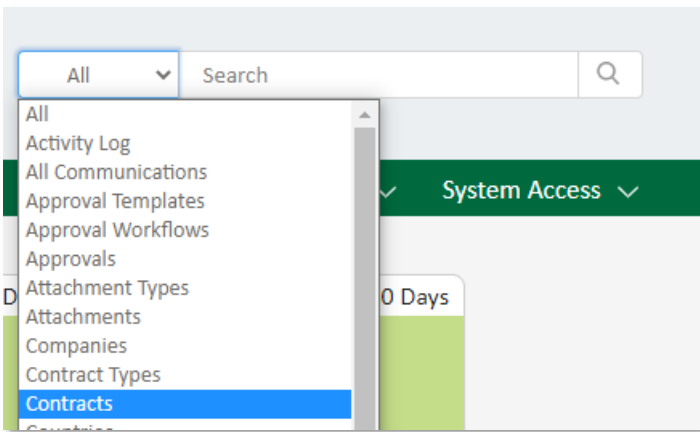
The Agiloft Contract Management System and System Access portal is getting a facelift beginning in January 2023 with enhanced searching and navigation. The major change is that navigation to a convenient toolbar across the top of the screen, to provide more real estate for the dashboard and tables below.



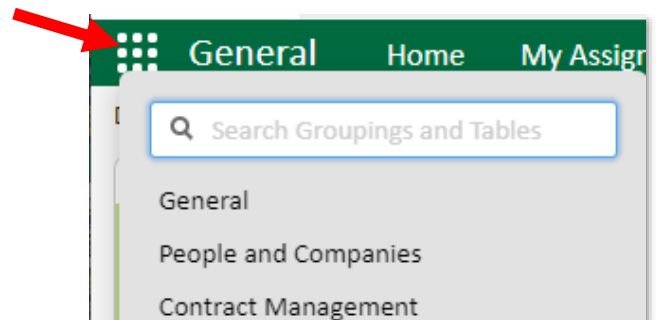
Within each menu tab you have quick and efficient access to all the same tables.

Enhanced Global Searching

Agiloft has also enhanced the global search at the top to allow for you to quickly search for any table within the system.



Switch and Search between table groups using the new bento menu in the upper left-hand corner of the navigation bar.



2022 Finance and Finance Center Winter Break Processing Deadlines

Accelerated Winter Break Deadlines

Task	Form/Location	Date
All PASF for Bi-Weekly & Monthly HRMS	General Request HR/Payroll eForm PASE , if authorized for direct entry	Wednesday, December 1
All MYLS and Wage Transfers	MYLS eForm , Wage Transfer eForm	Wednesday, December 14
All Corrections, Journals, Transfers	Corrections and Journal eForm	Wednesday, December 14
All PCard transactions prior to 12/10	PCard eForm	Monday, December 12
All AP Entry	Payment Request eForm	Monday, December 12
AP Pickup checks cut***	7 Lebanon St, 302	Wednesday, December 21

***Any checks at 7 Lebanon St, 302 after 3:00pm on Wednesday, December 21st will be mailed to the address shown on the check

Accelerated Biweekly Payroll Winter Break Deadlines

Task	Responsible Person	Date
Record all hours for 12/4 -12/17	All Biweekly Non-Union Employees	Thursday, December 15, 4:00pm
Time Detail Report Run	Finance Center	Friday, December 16, 7:00am
Corrections and Approval Complete	Biweekly Non-Union Supervisors	Friday, December 16, 11:00am
Finance Center Approval Complete	Finance Center (Non-Union)	Friday, December 16, 4:00pm
Weekly Union Approval Complete	Union Payroll Supervisors	Sunday, December 18, 9:00am
Finance Center Approval Complete	Finance Center	Sunday, December 18, 4:00pm

Accelerated Student Payroll Winter Break Deadlines

Task	Responsible Person	Date
Record all hours for 12/11-12/24	All Student Employees	Saturday, December 24
Time Detail Report Run	Finance Center	Monday, December 26, 7:00am
Corrections and Approval Complete	Student Supervisors	Monday, December 26, 9:00am
Finance Center Approval Complete	Finance Center	Monday, December 26, 4:00pm

Recording Time for Winter Break 2022:

For pay Employee period ending January 1st, 2023

All Regular Benefited Non-Exempt employees will need to:

Record the Holiday Pay "Hol" for December 23rd and December 26th

Record "Winter Brk" for December 22nd, 27th, 28th, 29th, and 30th*

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

For pay Employee period ending January 15th, 2023

Record the Holiday Pay "Hol" for January 2, 2023

<input type="checkbox"/>	<input type="checkbox"/>	Thu 12/22	Winter Brk	7.5
<input type="checkbox"/>	<input type="checkbox"/>	Fri 12/23	Hol	7.5
<input type="checkbox"/>	<input type="checkbox"/>	Sat 12/24		
<input type="checkbox"/>	<input type="checkbox"/>	Sun 12/25		
<input type="checkbox"/>	<input type="checkbox"/>	Mon 12/26	Hol	7.5
<input type="checkbox"/>	<input type="checkbox"/>	Tue 12/27	Winter Brk	7.5
<input type="checkbox"/>	<input type="checkbox"/>	Wed 12/28	Winter Brk	7.5
<input type="checkbox"/>	<input type="checkbox"/>	Thu 12/29	Winter Brk	7.5
<input type="checkbox"/>	<input type="checkbox"/>	Fri 12/30	Winter Brk	7.5
<input type="checkbox"/>	<input type="checkbox"/>	Sat 12/31		