Finance & Admin Update
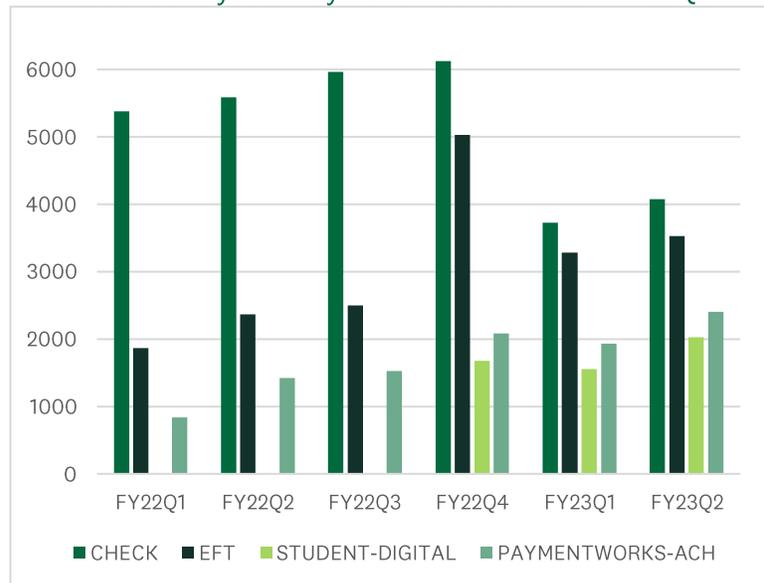
News from Campus Services, Compliance, Finance, Finance Centers, Human Resources, Internal Controls, and Safety & Security

Chart of the Month

Moving to Digital Payments
Accounts Payable Payment Method FY22 – FY23Q2*

IRA Payment Register FY22Q1 through FY23Q2.
*Data does not include SUA and Wire Transfers

With the introduction of Student Digital Payments through JP Morgan during the spring of 2022 and the continued efforts to securely onboard vendors through PaymentWorks, we are beginning to see a significant reduction in the number of checks being processed, while also enabling vendors to receive payment electronically, resulting in efficiencies on both sides.

Student Prize & Award season is coming, so we ask that you please remind your students, that if they are receiving payments, to anticipate an email notification from JP Morgan where they can choose to have their payment deposited to their U.S. bank account or sent via Zelle. More information is available on our Student Digital Payments site.

For individuals and vendors receiving payment, resources are available on our Working with Suppliers site. PaymentWorks guidance is available for Vendors and Departments. All U.S. based vendors and individuals are required to register through PaymentWorks.

Non-resident individuals performing services within the U.S., would not use PaymentWorks. Instead, they will be invited to register through Sprintax to ensure the appropriate tax amounts are being withheld. For foreign individuals performing services outside of the U.S. there is no tax obligation, but wire information is needed if they do not have a U.S. bank account.

F&A Team Updates and New Colleagues!

Katrina DeCoff-Webster, Administrative Assistant, EVP
Kristina Fletcher, Operations Manager for HR/Payroll, APFC
Cassandra Holbrook*, Talent Acquisitions Consultant, HR
**Kelly Wade**, Finance Center Specialist, APFC

Spring Finance Information Forum

Friday, April 28, 1:00 – 2:00PM | Click here to register

The Finance Information Forums are designed to provide updates to the community regarding projects, processes, policies, and upcoming dates, deadlines, and reminders. This session is a virtual session through Zoom and will be recorded and made available on the Finance Information Forum site along with the presentation and resources.

Central Stores has Moved

Central Stores is now located 56 Etna in Lebanon, Room 102. Their hours are: 7:30AM – 3:45PM and may be contacted at: Central.Stores@Dartmouth.edu or 603-646-3289.
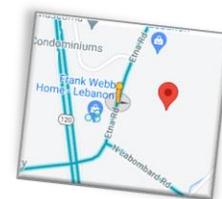
LEADS | Nominations Due March 31

The Learning and Development team is now accepting nominations from divisional leaders or managers for the 2023-2024 LEADS cohort. LEADS is a leadership program for high-performing, high-potential managers, and leaders. This is a dynamic and engaging 9-month cohort-based program representing a diverse cross-section of Dartmouth employees. LEADS is a selective program and space is limited. Applicants must be nominated by their supervisor or divisional leader. Nominations are being accepted now through Friday, March 31.

For more information visit: **dartgo.org/leadsprogram**.

Payroll and Benefits Mailings

Dartmouth College is changing the types of addresses that are collected and maintained for employees and will be moving away from using the Payroll Mailing Address. Please make sure your addresses are updated in the systems you have access to:

- Employees: Employee Self-Service (MyESS)
- Students: DartHub

Review the Employee Address FAQ site to learn more. Additional direct communication has been provided to those employees who are impacted.

Want to stop the mail? Follow these links to learn how to sign up for Direct Deposit and to Go Paperless.

Next Gen JobX & TimesheetX are Here!

Students begin reporting time within TimesheetX on Sunday, March 19th and Kronos will no longer be available for student employees.

Bookmark and go to https://dartgo.org/studentjobs to access the system.

Key Facts about the New System:

Task & When	What is it?	How to Resources
Create Jobs & Post in JobX *Now and into the future*	**Supervisors** must create a new student job description for every student position. *Jobnet system will no longer be used for job creation and description details are not imported.*	Create & Post a Job pdf | 7 minute video
Create Job Application *Now and into the future*	**Supervisors** may create use the default application or create a custom application for students to use to apply for your job when your job is actively listed	Creating Custom Application Questions 7 minute video
Sign up for Job Mail *Now and into the future*	**Students** can sign up to receive Job Mail notifications directly to their email when positions post that meet their job search preferences.	Subscribe to JobMail alerts pdf | 4 minute video
Search & Apply for Jobs *Now and into the future*	**Students** can search for jobs within JobX and submit applications for jobs that are posted live.	Find and apply for a job pdf | 4 minute video
Review Job Application & Hire Student Employees *Now and into the future*	**Supervisors** must hire hourly-paid students for a position within JobX. Review applications, send emails to schedule interviews, and hire student employees. Students will receive a hire notification once the hire request has been approved by the Student Employment Office. *PASF will no longer be available to hire hourly-paid students employees*	Manage applications pdf | 3 minute video Hire Applicants that applied for hourly-paid job pdf | 3 minute video Hire hourly-paid student who did not apply (identified hire) or is a re-hire pdf | 3 minute video
Accept/Decline the job offer *Now and into the future*	**Students** will need to accept the job offer in order for a timesheet to be created on their hire date. The student may also decline the job offer and this will send notification to the supervisor.	
Report Time in TimesheetX *Beginning March 19th & beyond*	**Students** will begin reporting time within TimesheetX either through their mobile device or computer beginning pay period 3/19 – 4/1. Students will receive notification 24 hours before the end of the pay period to review and submit their timesheet. *Kronos and Kronos timeclocks will no longer be available for time reporting.*	Edit & Submit your Time in TimesheetX: Mobile version pdf | 2 minute video
Approve Time in TimesheetX *Beginning April 3rd & beyond* **Special Drop-in Help Session** *(see below)*	**Supervisors** will be required to actively review and approve time within the TimesheetX module. Supervisors will receive notification 24 hours before the deadline to review and approve timesheets. *Kronos Time Detail reports will no longer be sent.*	Coming soon

Join Us for one of our final Next Gen Show-n-Tell: Timesheet Review, Approval, & Reports

- Wednesday, 3/22, 1:00PM - Register at: dartgo.org/march22
- Thursday, 3/30, 11:00 – Register at: dartgo.org/march30

To view past Show-n-Tell Sessions, go to the Supervisor Dashboard within Next Gen and click on Supervisor Training.

Need Help? Join a Next Gen Help Drop-in Session

Help available weekly via Zoom at: dartgo.org/nextgenhelp

- Tuesdays, 1:00 – 2:00 PM
- Wednesdays, 9:00 – 10:00 AM
- Fridays, 10:00 – 11:00 AM
- ⭐ SPECIAL SESSION: MONDAY APRIL 3, 8:00 – 1:00 PM

Learning & Development Opportunities

Learning & Development has released the [Spring Campus catalog](#) offering a wide-range of courses for all employees.

Certificate Programs

[DartSmart](#): The [DartSmart program](#) is HR's campus-wide training series designed to support the success of our supervisors and managers. DartSmart clarifies the facts and dispels the myths around campus policies and expectations for Dartmouth employees. The program is focused on the best practices to motivate, manage, and retain good teams.

[Inspiring Leaders](#): The [Inspiring Leaders program](#) delivers professional development to individuals interested in cultivating their potential in current and future positions by developing and refining their leadership skills and abilities. For the Inspiring Leaders checklist, please [click here.](#)

[STAR Academy](#): The objective of the [STAR Academy](#) is to provide Dartmouth's administrative professionals an opportunity to develop their technical and power skills. For the STAR Academy checklist, please [click here](#).

Upcoming Training through Zoom

Agiloft Contract Management System Training

- [Thursday, March 16, 1:30 – 3:00 PM](#)
- [Thursday, April 20, 1:00 – 2:30 PM](#)

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

Hiring Graduating Students after Graduation?

Now in effect, graduated students cannot continue to work as student employees following graduation. To continue employing a student employee following graduation, departments must follow the established staff hiring process for regular or temporary hiring.

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.)*

- **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.)*

- **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.)*

For more information about hiring graduated students and Graduated Student Transition (GST) go to the Student Employment Offices site on [Short-term hires of graduated Dartmouth students](#).

Risk Reminder: Reporting Employee Injuries

All injuries, no matter how minor, should be documented using the [Employee Injury Report](#).

Within 24 hours, complete an [Employee Injury Report](#) and fax it to Risk Management at: 603-646-9199

or email to:

[Lisa.A.Roche@dartmouth.edu](#) and
[Risk.Management@dartmouth.edu](#)

Late Employee Injury Reports

- Late Reports may result in Dartmouth being assessed a fine up to $2,500 by the State of New Hampshire.
- Late reporting assessments will be charged to the reporting department.

1. The employee should report the injury to their supervisor prior to the end of the shift in which they were injured.
2. Answer all questions as fully as possible, especially the ones dealing with medical treatment and time loss.
3. Do not delay submitting the report due to missing information.
4. The injured employee and supervisor must complete their portions of the [Employee Injury Report](#).