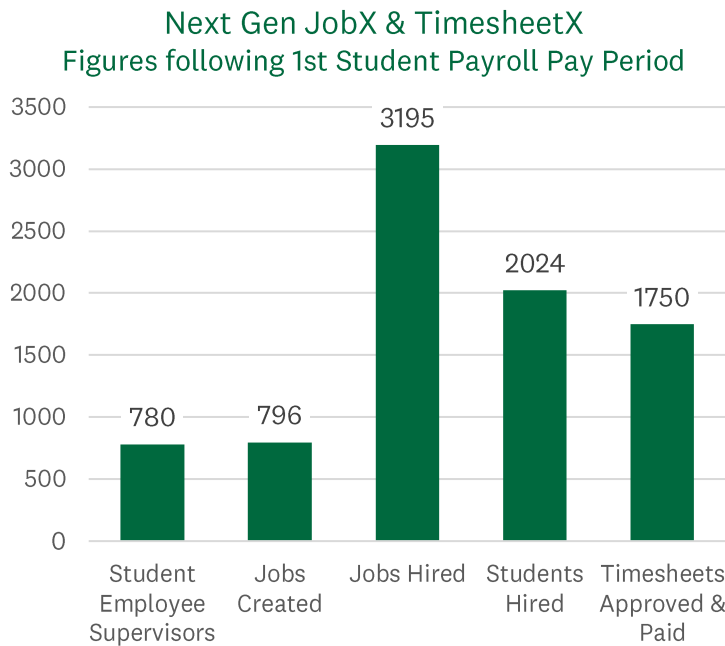


Chart of the Month



Next Gen JobX & TimesheetX Reporting, April 5, 2023

Thanks to the very collaborative efforts of the Student Employment Office, ITC, Payroll, Finance Centers, Finance, Financial Aid, our Next Gen Ambassadors, supervisors, students, and other colleagues, we have successfully processed our first payroll using the new Next Gen Student Employment System. This achievement is a significant milestone, and we extend our heartfelt gratitude to everyone involved for making it a success. Way to go team!

We're not done yet! We are aware that this is a significant change for both students and supervisors, and we are still learning together. We would like to address some frequently asked questions that have been raised in the past few weeks:

Q: What should I do if my student employee did not work during the pay period and has a timesheet with no hours?

A: *Zero-hour timesheets should be ignored and left as is. These timesheets will be automatically dismissed after payroll processing.*

Q: What should a student do if they are unable to report hours for a shift?

A: *The supervisor should review the student's hire dates to ensure that all dates worked are included. If they are not, the supervisor should adjust the hire start or end dates accordingly on the student hire record. Learn how to edit a student's hire record in this [2 minute video](#).*

If the hire dates are correct, the student should check if they are reporting hours during a scheduled class. If this is the case, the student should complete the [Class Exception form](#) available on the [Student Workers Dashboard](#).

Welcome our New F&A Colleagues!

Timothy Bowker, Finance Center Specialist, APFC
Yeshwanth Lolla, Senior Compliance & Data Analyst, FSS
Muhammet Pakdil, Asst. Director, AP & Procurement, ASFC
Melanie Rhoads, Senior Benefits Analyst, Human Resources
Richard Swaby, Internal Audit Mgr., Internal Controls Services

Upcoming Events and Deadlines

Administrative Professionals Celebration Program
Wednesday, April 26, Hanover Inn

Spring Finance Information Forum
Friday, April 28, 1:00 – 2:00PM | [Click here to register](#)

LEADS Applications Deadline Friday, May 12
For more information visit: dartgo.org/leadsprogram.
Contact [Lisa Loomis](#) with any questions.

Prize & Award Season is Here

The 2023 Commencement Student Prizes and Awards season is here, and all recipient names are due by **June 9th**.

Name of Prize

To ensure that students are listed in the Commencement lists with the correct prize or award name, please select the appropriate name from the drop-down menu on the [Student Prize & Award eForm](#).

All correspondence concerning award names and their listing in the Commencement lists will be coordinated through rshelp@dartmouth.edu. Kindly refrain from contacting the Office of Communications directly.

If any of the following conditions apply, please send an email to rshelp@dartmouth.edu as soon as possible but no later than 4/28/2022:

- You will not be able to submit the [Student Prizes & Awards eForm](#) before the **June 9th** deadline.
- You do not intend to grant awards this year.
- Your department is presenting a new prize or award that is not included in the drop-down menu on the [Student Prizes & Awards eForm](#).
- You are modifying existing awards. An email with directions and a form will be sent to you.

Reminders

- **Verify residency.** Please verify residency with students receiving payments. Non-resident students must register in Sprintax to ensure accurate payment processing.
- **Digital Payments.** Student Prize & Award payments are processed digitally through J.P. Morgan by default, allowing students to easily transfer funds to their U.S. bank account or use Zelle. Additional information can be found on the [Student Digital Payment](#) website.

Forms, Policies, and Resource Updates

Form Updates

Payments & Purchasing

- [Corporate Card Agreement Form](#) – “Card Mailing Address” replaced “Business Address” fields to ensure the correct address is used to deliver the card to the cardholder.
- [Independent Contractor Questionnaire Form](#) – Federal Tax Classification added to assist in vetting and classifying individuals as independent contractors.
- [Payment Request eForm](#) – “Country where services were performed” replacing “Country of Payment Activity” for better clarification of payment for Non-Resident payments.

Payroll:

- [Student Request Timesheet Edit Form](#) – For a student to request to have a prior timesheet within TimesheetX to be reopened for editing or correcting time either previously reported or not reported (Dismissed Timesheet).
- [Student Class Exception Form](#) – For a student to request an exception to record worked time during a registered class time due to a class cancelation.

Policy Updates

Payments & Purchasing

- [Business Expense Policy](#) (see details below)
- [Signature Authority Policy](#)

Payroll:

- [Time Reporting for Hourly Staff](#)
- [Time Reporting for Hourly Student Employees](#)

Resource Updates

Talent Acquisitions:

- [DORR 101](#) – System guidance, templates, and tips
- [Hiring 101](#) – Recruitment, selection, hiring guidance

Payroll:

- [Biweekly Employee Time Reporting](#)
- [Student Employee Hourly Reporting](#)

Student Employment & Payroll:

- [Next Gen JobX & TimesheetX Student Training](#)
- [Next Gen JobX & TimesheetX Supervisor Training](#)

Business Expense Policy Updates

Bus Travel:

- The PCard can be used for bus travel on the Concord Coach, Premier, MBT Worldwide, Butler’s Bus, or Student Transportation of Vermont.
- Dartmouth Coach is now eligible to be used for charter bus services, along with Concord Coach Lines, MBT Worldwide and Premier Coach.

Mileage Reimbursement for remote employees:

- If an individual has a work location available to the individual on campus (either Hanover or Lebanon) or in Dartmouth’s Boston office and **chooses to work remotely**:
 - **No mileage reimbursement**, if travel to the airport is closer than travel to the Dartmouth work location.
 - **Reimbursement only for mileage in excess of travel to work location**, if the travel to the airport is further than to the work location.
- If an individual is not provided with a Dartmouth work location, the entire distance of travel to and from the airport is eligible for reimbursement.

Use of Personal Vehicles:

- Maintenance, repairs, auto insurance, and roadside assistance programs, such as AAA, are not reimbursable.
- For mileage to be reimbursable, the traveler must provide the date, starting point and destination, total miles, and business purpose.

Lodging, Meals, and Entertainment:

- Reasonable tips related to lodging, including valet, housekeeping, and baggage are eligible for reimbursement.
- Detailed, itemized receipts are required for all business meal expenses and all travel meals of \$75.00 or more.

Visitors and Recruits:

- Dartmouth’s Real Estate Office, per the Signature Authority Policy, must approve all residential leases. If rental housing for a visitor is being paid directly to a landlord or property owner, departments should contact Dartmouth’s Real Estate Office.

Gifts to Employees and Students:

- Administrative Professionals Day gifts are **not reimbursable**. Dartmouth provides substantial programming and/or events for Administrative Professionals Day to recognize staff.

Non-Allowable Business Expenses:

- Travel insurance costs, regardless of domestic or foreign
- Price match guarantee fees (“best price promise”)
- Cost of membership in roadside assistance programs (e.g., AAA)
- Rental insurance for peer-to-peer accommodations (such as Airbnb or VRBO)
- Laundry services, unless traveling more than five days

Upcoming Training through Zoom

Agiloft Contract Management System Training

- [Thursday, April 20, 1:00 – 2:30 PM](#)
- [Thursday, May 18, 1:30 – 3:00 PM](#)

When registering, use netid@dartmouth.edu in the email field.

Employee Time Management Supervisor Training

- [Thursday, May 4, 11:00 – 11:45 AM](#)
- [Thursday, May 11, 3:00 – 3:45 PM](#)

STAR Academy

Congratulations Graduates!!

Advancement

Andrea Peck

Joleen Peoples

Manal Abdelghani

Sarah Dunn

Steven Pomije

Arts & Sciences

Lisa Aubrey

Megan Whitlock

Miya L. Wickramasinghe

Finance & Administration

Ashley Woodard

Dawn Cote

Jessica Osgood

Lisa Robinson

Mila Golovetchii

Provost

Brenda Grace

Diane Travis

Heather Williams

Richard Kuskowski

Tala Short

Student Affairs

Amanda Helali

Thayer School of Engineering

Kelly Blue

Tuck School of Business

Michele Foley

Tammy Thorson