

## Welcome our new AVP for Finance & Treasury

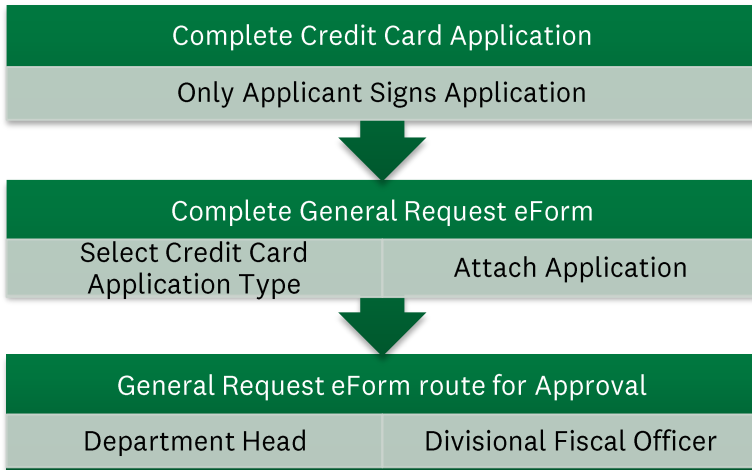
Please join us in welcoming Whitney Henry who recently joined the Finance team as the new Assistant Vice President (AVP) for Finance and Treasury. In this role, she oversees both the Treasury department and Procurement Services. Her areas of responsibility include oversight of the debt portfolio and the internal capital lending program, operating cash management, and oversight of liquidity and working capital.

Whitney has extensive experience in the financial and higher education sectors, having worked in these fields for almost two decades. Her most recent role was as a Senior Director at Huron Consulting, where she managed complex financial management and strategy projects for several higher education institutions including Duke, Johns Hopkins, the University of Pennsylvania, and the University of Minnesota. Prior to her time in consulting, Whitney held leadership positions at Princeton University and the University of Texas System, where she led and supported the debt, treasury, and capital activities.



## Chart of the Month

### New Corporate Card & Procurement Card Application Forms & Process



To simplify the request process for a Dartmouth Credit Card, we have revised the [Corporate Card Application Form](#) and [Procurement Card \(PCard\) Application Form](#). These forms now only require fields necessary to provide the bank with information, and employee approval as acknowledgement that they have read and understand the appropriate usage of the Dartmouth Credit Card.

After completing the credit card application form, it should be attached and submitted for approval by the Department Head and Divisional Fiscal Officer via the [General Request 'Credit Card Application' Type eForm](#).

When deciding which Dartmouth credit card to choose, it's important to consider the card's primary use. Will you be primarily using the card for operational expenses or for travel and entertainment expenses, such as airfare, lodging, travel meals, or catering? The PCard is most suitable for operational expenses, while the Corporate Card is more appropriate for travel and entertainment expenses.

## May is Mental Health Awareness Month

Prioritize your mental well-being during the month of May, Mental Health Awareness Month. Access a variety of in-person and virtual experiences, education, and resources to support your mental well-being during Mindful May. Check out all the great offerings for faculty and staff taking place now through May 26 in the [Mindful May calendar!](#)

## Memorial Day Student Payroll Schedule

Student Employees	Supervisor
Timesheet Submission	Review & Approval
Saturday, May 27 <sup>th</sup> , 11:59PM	Tuesday, May 30 <sup>th</sup> , 11:00AM

## Fiscal Year End 2023 Planning

The Fiscal Year End [calendar](#), [memo](#), and [Finance Center Processing Schedule](#) are now available on the [Finance Year End Close](#) site. The Finance Center Processing Schedule is also included on [page 3](#) of this update, which also references the 4<sup>th</sup> of July Biweekly Accelerated Payroll.

## 2023 Biweekly Vacation & Personal Time



The last day to use vacation and personal paid time off (PTO) is Saturday, June 17<sup>th</sup> for fiscal year 2023. As a reminder, biweekly paid employees may carry up to five days of unused personal time into the next fiscal year.

Unused vacation time is generally not carried over from one year to the next. If there have been extraordinary circumstances precluding an employee from using their vacation time during a particular year, a supervisor may request a carry-over of up to a maximum of five days into the following fiscal year. Any requests to carry over vacation time must be made no later than Friday, May 19<sup>th</sup> by the departmental management to their HR Consultant.

See the [HR Year End Paid Time Off site](#) for more information.

## All Student Prizes & Awards for the 2023 Commencement Listing are Due by June 9th

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](mailto:rshelp@dartmouth.edu). Kindly refrain from contacting the Office of Communications directly.

### Plant, Property, & Equipment Forums

Finance is pleased to announce three Property, Plant, and Equipment (PPE) Policy Forums: Procurement of PPE, PPE Physical Tracking & Management, and Constructed and Fabricated Assets. These forums aim to give a summary of the recent updates made to the PPE Management Policy and related policies as well as an overview of these policies and an opportunity to ask any questions you may have.

Please use the links below to register for each forum you might find helpful. Once registered, you will receive a zoom link you can add to your calendar. We look forward to reviewing these topics with you all, and please bring your burning questions!

#### PPE Procurement Policy Updates & Training with Susan Mockus

This forum will review the recent updates made to the Property, Plant & Equipment Management (PPE) Policies and procedures related to the procurement of property, plant, and equipment. Topics include how to account for purchases of PPE, understanding the process for recording capital purchases, procedure for chart string corrections, and more.

[Click Here to Register](#) for Monday, May 15th 9:00 – 10:30AM

#### PPE Physical Tracking & Management Training with Art Hanchett

This forum will review updates made to the Property, Plant & Equipment Management (PPE) Policies related to physical inventory and management of Dartmouth property and answer questions. Topics include what forms to use for various PPE situations, physical inventories, assets entering and leaving the college, the role of the Fixed Asset/Surplus Property Admin and more.

[Click Here to Register](#) for Friday, May 19th 9:00 – 11:00AM

#### Constructed and Fabricated Asset Policy Training with Emily Lopez

This forum will provide an opportunity to review the policies and procedures related to Constructed assets (CIPs) and fabricated equipment and answer related questions. Topics include identifying capital costs, the process for CIP set-up, how to account for fabricated equipment, and more.

[Click Here to Register](#) for Tuesday, May 23rd 9:00 – 10:30AM

In the meantime, reach out to Art Hanchett, Susan Mockus, or Emily Lopez for any questions about these forums and/or policies.

### New Expense Type for Promotional Supplies

To make it easier to select the correct expense type for corporate card supply purchases that promote Dartmouth, departments, or programs, a new option called "Supplies-Promotional Items" has been added to the iExpense Expense Report Expense Type dropdown. This will ensure that these purchases are allocated to the correct GL category, 7519 - Supplies: Operating. Previously, purchases were often mistakenly allocated to the Purchased Service category 7615 - ADS AND PROMOTION, which is not appropriate for supply purchases.

### 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 a term of 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](#).

### Agiloft Contract Management System Training

- [Thursday, May 18, 1:30 – 3:00PM](#)
- [Thursday, June 15, 1:30 – 3:00PM](#)

When registering, use [netid@dartmouth.edu](mailto:netid@dartmouth.edu) in the email field

# Finance Center 2023 Fiscal Year-End Transactional Processing Schedule

Process/Task	Submission	Deadline
<b>Accelerated Payroll</b>		
Record all hours for 6/18 -7/1	All Biweekly Non-Union Employees	Thurs, June 29, 4:00pm
Time Detail Report Run	Finance Center	Fri, June 30, 7:00am
Corrections and Approval Complete	Biweekly Non-Union Supervisors	Fri, June 30, 11:00am
Finance Center Approval Complete	Finance Center (Non-Union)	Fri, June 30, 4:00pm
Weekly Union Approval Complete	Union Payroll Supervisors	Sun, July 2, 9:00am
Finance Center Approval Complete	Finance Center	Mon, July 3, 9:00am
FY2023 Labor Reports Review for FUTURE Labor Distribution Corrections	MYLS eForm for Future Payroll	Mon, June 19
FY2023 Labor Reports Review for PRIOR Labor Distribution Corrections	Wage Transfer eForm for Prior Payroll	Fri, June 30
FY2024 Labor Distribution Changes	MYLS eForm for Future Payroll	Now (No need to wait)
FY2023 Biweekly PA Requests (new hire, terminations, transfers, etc.)	General Request eForm	Fri, June 9
FY2023 Exempt PA Requests (new hire, terminations, transfers, etc.)	General Request eForm	Fri, June 16
<b>FY2023 Last Day Biweekly PTO</b>	<b>Kronos</b>	<b>Sat, June 17</b>
<b>Check Deposits</b>		
Check Deposits by 12:00PM	Cashier's Office	Fri, June 23
<b>Journal Entries, Corrections, and Transfers (including AP Corrections)</b>		
Financial Report Review for Corrections of transactions prior to 5/31	Corrections and Journal eForm	NOW
Financial Report Review for Corrections of transactions prior to 6/30	Corrections and Journal eForm	Mon, July 3
<b>Payables</b>		
All Invoice & Other Payment Requests by 12:00pm	Payment Request eForm	Wed, July 5
<i>Note: If you have a new vendor an/or new contract for FY24</i>	Payment Request eForm	Thurs, June 29
<i>Note: Clearly mark all Payment Requests either FY23 or FY24 to ensure they are applied to the correct fiscal year</i>		
Student Prizes and Awards by 12:00pm	Student Prize & Awards eForm	Wed, July 5
<b>PCard</b>		
FY2023 Purchases Completed	PCard	Fri, June 16
All FY2023 PCard Receipts	PCard eForm	Mon, July 3
<b>Purchase Order/Requisitions</b>		
Purchase Requisition/PO Requests	Purchase Requests eForms	Thurs, June 29
<i>Note: Goods or Services must be delivered by June 30th to be applied to FY2023</i>		Fri, June 30
<b>Reimbursements/iExpense Reports and Corporate Card</b>		
All Travel/Business Expense Requests with Payables Advances	Payment Request eForm or Expense Report Request eForm	Wed, June 21
Dartmouth Students/Visitors Reimbursements	Payment Request eForm	Mon, July 3
Dartmouth Employee - Self Service*	iExpense Expense Reports	Mon, July 3
<i>*Note: iExpense Expense Reports Approvals must be received by</i>		Wed, July 5
Dartmouth Employees - Finance Center creation of Expense Report for expense before 7/1/2023	Expense Report eForm	Fri, June 30

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