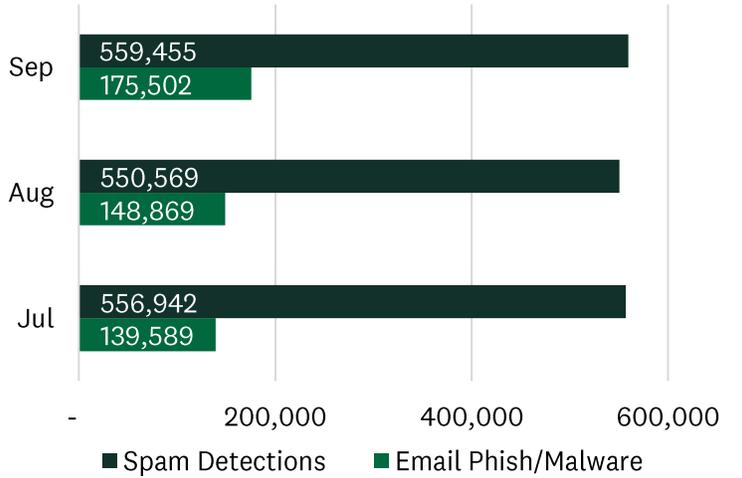


Chart of the Month:

Cybersecurity Awareness Month Dartmouth Information Security Team is Protecting your Email Inbox



Inbound Email Detection for July – September 2023

Dartmouth actively monitors incoming email traffic to protect against phishing, malware, and spam. Over the past three months, Information Security has prevented more than 1.5 million emails from reaching our community's email inboxes. The data above highlights Dartmouth's ongoing commitment to a secure email environment by proactively addressing these threats.

October marks Cybersecurity Awareness Month, emphasizing the rising cyberattack risks and the importance of staying safe online. The US national Cybersecurity and Infrastructure Security Agency (CISA) focuses on four key tips for cybersecurity.

- 1. [Think Before You Click: Recognize and Report Phishing:](#)** If a link looks off, it could be an attempt to get sensitive information or install malware.
- 2. [Use Strong Passwords:](#)** Use passwords that are long, unique, and randomly generated. Experts recommend using a [Password Manager](#) for storing and securing your passwords.
- 3. [Update Your Software:](#)** Don't delay. If you see a software update notification, act promptly. Better yet, turn on automatic updates.
- 4. [Enabling multi-factor authentication \(MFA\):](#)** You need more than a password to protect your online accounts, and enabling MFA makes you significantly less likely to get hacked.

Everyday Dartmouth students, faculty, and staff are targeted through phone, email, and text to steal money, protected information, or intellectual property. Please see the [Cybersecurity & Fraud Prevention](#) page on the Finance site for additional information and resources to stay safe.

Welcome the Newest F&A Team Member

Jeff Lagerman, *Senior Internal Auditor*, Internal Controls Services



Dartmouth's United Way Campaign is launching soon!

Save the date for these upcoming events and stay tuned for more campaign details coming out soon!

Power of Community Kick-off Event

Thursday, November 2, 11:30AM – 1:00PM

Grand Ballroom, Hanover Inn

You are invited to be part of our Power of Community Kick-off event where you can network with local non-profit organizations and colleagues. Discover exciting volunteering opportunities, savor chili and cider, participate in raffles, and much more.



Dartmouth Football United Way Game

Princeton Tigers at Dartmouth Big Green

Friday, November 3, 7:00PM

Get ready for some Ivy League action as Dartmouth faces off against the ferocious Princeton Tigers! Grab your tickets, enjoy the game, and remember that all ticket sales will support United Way. It's a win-win for everyone!

Benefits 2024 Open Enrollment Begins Soon!

Mark your calendars! Open Enrollment for 2024 Benefits will run from Monday, October 23rd to Monday, November 6th. This is your yearly chance to modify your existing benefit choices for the upcoming calendar year. You can access 2024 Benefit Information and Resources at dartgo.org/benefits-oe.

Additionally, don't miss out on the Benefits Webinars where you can stay up to date with the latest benefit updates. Choose from two time slots:

Tuesday, October 24th 1:00 – 2:30PM or Thursday, October 26th 10:00 – 11:30AM

For personalized assistance, you can sign up for a 30-minute one-on-one Enrollment Assistance session available from Monday, October 23rd to Monday, November 6th.

Please be aware that if you intend to contribute to a flexible spending account in 2024, you must select the desired amount in FlexOnline during this upcoming Open Enrollment period. Your current contribution amount to any of the mentioned FSA or HSA accounts will not automatically continue into the new plan year.



Save the Date:

Fall Finance Information Forum

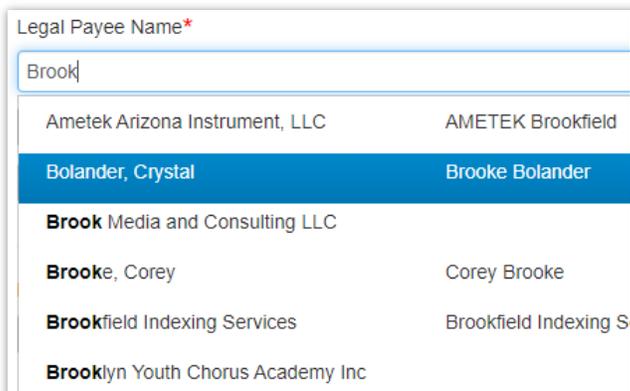
Tuesday, November 28

3:00 – 4:00PM

[Register to Attend Here](#)

Improved Searchability for Payee Name

The Payment Request e-Form now has improved search capabilities within the Legal Payee Name field, allowing you to find the person or vendor more efficiently. Instead of just looking at the first characters of a name it looks within each word in both the primary name and the “Doing Business As” (DBA) fields of the vendor record.



Legal Payee Name*

Brook|

Ametek Arizona Instrument, LLC	AMETEK Brookfield
Bolander, Crystal	Brooke Bolander
Brook Media and Consulting LLC	
Brooke, Corey	Corey Brooke
Brookfield Indexing Services	Brookfield Indexing S
Brooklyn Youth Chorus Academy Inc	

As a reminder, names of individuals are formatted ‘last name, first name’, so if you search ‘first name last name’ without giving time for the list of values to populate, no results will display as soon as you begin entering the last name.

iExpense Pre-itemization Check

Before submitting your expense report, please verify the “Reimbursement to You” amount. If the value is negative, money is owed to Dartmouth. If that is not correct, edit your report as necessary! Watch this [Spotting and Removing Pre-itemizations](#) video for more guidance and find more helpful resources on the Finance [Expense Reporting](#) site.

Company Paying to Credit Card Issuer	71.00 USD
Cash and Other Business Expenses	0.00
Corporate Card Personal Expenses	0.00
Corporate Card Itemized Personal Expenses	(2.84)
Reimbursement to You	(2.84) USD

Student Digital Payments Reminder

The payment method for all student payments submitted on the Payment Request and Student Prizes and Awards eForms and processed through Accounts Payable is defaulted to J.P. Morgan Chase digital payments. 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 through either ACH or Zelle.

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](#). Departments are encouraged to let students know they will receive an email notification from J.P. Morgan Chase when a payment has been issued to them.

Updated Signature Authority Policy

The [Signature Authority Policy](#) has been recently updated to incorporate many changes in institutional leadership. This policy is intended to ensure that commitments of Dartmouth resources are properly reviewed and approved.



New TimesheetX Training Videos

New TimesheetX training videos are available on the Supervisor Training site to assist students and supervisors to:

- ✓ Return timesheet to student for edits *prior to supervisor approval*: [2 minute video](#)
- ✓ Corrections/Edits *after supervisor has approved timesheet or timesheet has been finalized*: [2 minute video](#)

We encourage all students and supervisors to review these videos and as a reminder, if you have new students and supervisors, please direct them to the “[Student Employee Training](#)” and “[Supervisor Training](#)” sites.

For any TimesheetX or Payroll questions, please contact Dartmouth.Payroll@dartmouth.edu or visit the [Dartmouth Payroll](#) website for additional guidance, the [Payroll Schedule](#), and links to policies and forms.

Remind Employees & Students to Go Paperless

Whether you receive paper checks, payslips, or W2’s from Payroll or checks from Accounts Payable or need to reimburse Dartmouth for expenses charged to your PCard, corporate card, AP overpayments, or unused payables advance balances, there is an electronic solution for you!

All employees are encouraged to set up direct deposit for payments from Dartmouth through [Employee Self-Service](#).

Don’t have a U.S. Bank Account for Payroll Direct Deposit?

No Problem! Sign up for the U.S. Bank Focus Card for your Payroll payments.



Benefits of the U.S. Bank Focus Card:

- Pay will be automatically loaded to your card.
- Easily check your balance anytime in the U.S. Bank Focus Mobile App.
- Pay is secure and protected if the card is lost or stolen.
- You can add money from other sources like direct deposit, cash, and tax refunds.
- Cash Back Rewards: The cash back rewards program is a perk available to all Focus cardholders. You can earn rewards simply by using your card at certain stores and restaurants, after activating the offers that you want. To learn more log into your account at U.S. Bank Focus.

Check out the [U.S. Bank Focus Card for Payroll Payments](#) page on the Finance website for more information and contact Dartmouth.Payroll@dartmouth.edu with questions and to sign-up.

Business Purpose Reminder

A “Business Purpose” is necessary when submitting expense reports, payment requests, and PCards. Concise business purposes of less than 50 characters are encouraged. Additionally, please be sure not to copy any special characters into the business purpose. This can cause delays in payments to students.

Not Sufficient	Sufficient Information	Too Much Information
Business trip	Trip to NACUBO Conference	Trip to NACUBO Conference in Washington DC on April 12 – April 16. Topics discussed included higher education finance.
Lunch	Lunch meeting with visiting professor, Sam Smith	Lunch at Canoe Club with Professor Sam Smith, Visiting Professor from the University of California at Berkeley.
Lunch with colleague	Lunch with Sue Smith to plan symposium presentation	Lunch at Molly’s with Sue Smith to discuss our presentation at the World Health Symposium on new methods for combating diabetes.
Dinner	Dinner meeting with Bio 101 class (20 attendees)	Pizza dinner for Bio 101 class meeting in Silsby 104 with 20 students...(names of students)
Supplies	Office supplies	Office supplies: staplers, pens, post-it notes, and paper for supply closet
Entertainment	Event with alumni donors	Event at Sue Smith’s house in Boston, MA for 26 alumni donors, including(names of donors)

Monthly OnBase User Group Roundtable

Come ready to share and learn together:

- [Wednesday, November 1, 9:00 – 10:00AM](#)
- [Wednesday, December 6, 9:00 – 10:00AM](#)

Register to have meetings added to your calendar!

Agiloft Contract Management System Training

- [Thursday, October 19, 1:30 – 3:00PM](#)
- [Thursday, November 16, 1:30 – 3:00PM](#)

Use the date links above to sign-up for the above sessions with your netid@dartmouth.edu to have the meeting invite sent to you.



Congratulations Inspiring Leaders 2023 Certificate Recipients

Manal Abdelghani, Advancement
Grace Adams, Tuck
Amanda Addington, Advancement
Angela Beaupre, Thayer
Demetra Chase, Finance
Doreen Cutter, Provost
Jodie Davi, Advancement
Lydia Elias, Library
Whit France-Kelly, Advancement
Elijah Gagne, ITC
Sarah Gagne, Thayer
Gary Graser, Campus Services
Darshana Griggs, Advancement
Kim Hanchett, A&S
Jodi Harrington, Thayer

Kristin Harrington, Geisel
Tina Hoisington, Geisel
Megan Holthoff, Geisel
Sarah Humphreys, Tuck
Melania Lavric-Hurst, Tuck
Haishan Li, Campus Services
Sarah Morgan, Provost
Megan Murphy, Geisel
Jennifer Natale, Provost
Krista Patronick, Advancement
Lisa Sharp Grady, Geisel
Tammy Thorson, Tuck
Michael Welker, Tuck
Miya Wickramasinghe, A&S
Heather Williams, Advancement

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. Interested in finding out more about the Inspiring Leaders Certification program? Go to [Inspiring Leaders](#) on the Learning & Development site.



CYBER LANDSCAPE @ DARTMOUTH



8098

DARTMOUTH TARGETS



~6K

DAILY THREATS



1.34%

SUCCESS RATE

LET'S DO THE MONSTER MASH!



MFA



Compound
Defenses

PATCH



Up-to-Date =
Secure



REPORT



See something,
Say something.



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