D Finance & Admin Update

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

Dartmouth's United Way Campaign has begun!

Dartmouth's United Way Campaign is underway!! Join us as we come together to create positive and transformative impacts in our community.

Dine & Give on Tuesday, November 14th

- Joe's Coffee Shop at Tuck (8am - 3pm): 25% of sales will be donated to Granite United Way
- theBOX Food Truck (Lunch: 12 - 2pm/Dinner: 5 - 7pm) at the corner of Wheelock and Main Streets: 10% of sales will be donated to Granite United Way

Dartmouth offers convenient ways to contribute, whether through a one-time donation or payroll deduction. You have the flexibility to direct your donation to a particular non-profit agency, program, or focus of your choice. For more information go to the Ways to Give site.

Please be aware that the deadline for requesting payroll deductions is Wednesday, December 13, 2023, and deductions will begin in January 2024. Your support matters, and together, we can make a meaningful difference.

Dartmouth Integrity and Compliance

Integrity, defined as a dedication to honesty, moral principles, and ethical conduct in all actions and decisions, is the central focus of Dartmouth's Office of Integrity and Compliance. Its mission is to provide all members of the Dartmouth community with the resources and guidance needed to uphold the highest standards of integrity in everything we do.

In support of this focus, the office has re-branded the former Compliance and Ethics Hotline as the Dartmouth Integrity Helpline. This is a 24-hour communications channel hosted by an independent third party and provides a secure platform for asking questions, seeking guidance, or reporting concerns. You can reach the Office of Integrity and Compliance at any time through the Helpline, via email at Integrity@dartmouth.edu, or by visiting the new Integrity and Compliance website.

Dartmouth Finance Collaborative

Join the Dartmouth Finance Collaborative to learn, share, and address questions! Our "Finance OnBase Roundtable" has evolved to cover a broader spectrum of topics beyond the OnBase Unity Client. Engage in collective learning during our monthly hour-long meetings, held every first Wednesday.

Register using the link below and mark your calendar for our next session on Wednesday, December 6, 9:00 – 10:00AM. Don't miss the opportunity to share insights and expand your knowledge with us.

2023 Fall Finance Information Forum

Tuesday, November 28, 3:00 – 4:00PM, Register here. Join us for the most recent updates on policies, processes, and projects and reminders. Additionally, we will be reviewing the upcoming Winter Break deadlines.

Accelerated Thanksgiving Deadlines

All PCard eForms submitted	Monday, 11/13
All Payment Request eForms submitted	Tuesday, 11/14
Biweekly Non-Union Employees Record all hours for 11/5 -11/18	Thursday, 11/16, 4:00PM
Time Detail Report Sent to Supervisors	Friday, 11/17, 7:00AM
Biweekly Non-Union Supervisors Complete Corrections and Approvals	Friday, 11/17, 11:00AM
Finance Center Non-Union Approval Complete	Friday, 11/17, 4:00PM
Biweekly Union Payroll Supervisors Complete Weekly Union Approvals	Sunday, 11/19, 9:00AM
Finance Center Approval Complete	Monday, 11/20, 9:45AM
Last AP Run: check printing/mailing /ACH	Wednesday, 11/22: 10:00AM – 3:00PM

Recording the Thanksgiving Holiday

All Regular Non-Exempt employees **not** working will need to record the Holiday Pay in Kronos, using the "Hol" pay code for both Thursday, November 23rd and Friday, November 24th.

+	✕	Thu 11/23	Hol	7.5
+	✕	Fri 11/24	Hol	7.5

Agiloft Contract Management Training

This training is designed to introduce attendees to contracting at Dartmouth. The course provides the context for contracting, diligence and high-level overview of Agiloft.

Click the date link to sign-up for one of the sessions below:

- Thursday, November 16, 1:30 – 3:00PM
- Thursday, December 7, 1:30 - 3:00PM

Use your netid@dartmouth.edu to have the meeting invite conveniently sent to your email.

Can't make one of these sessions? Process guidance and system training are available on our Contract Management, Agiloft Contract Management System Training and Contract Management Training videos webpages.

Chart of the Month: TimesheetX Submission and Approval Deadline Non-Compliance
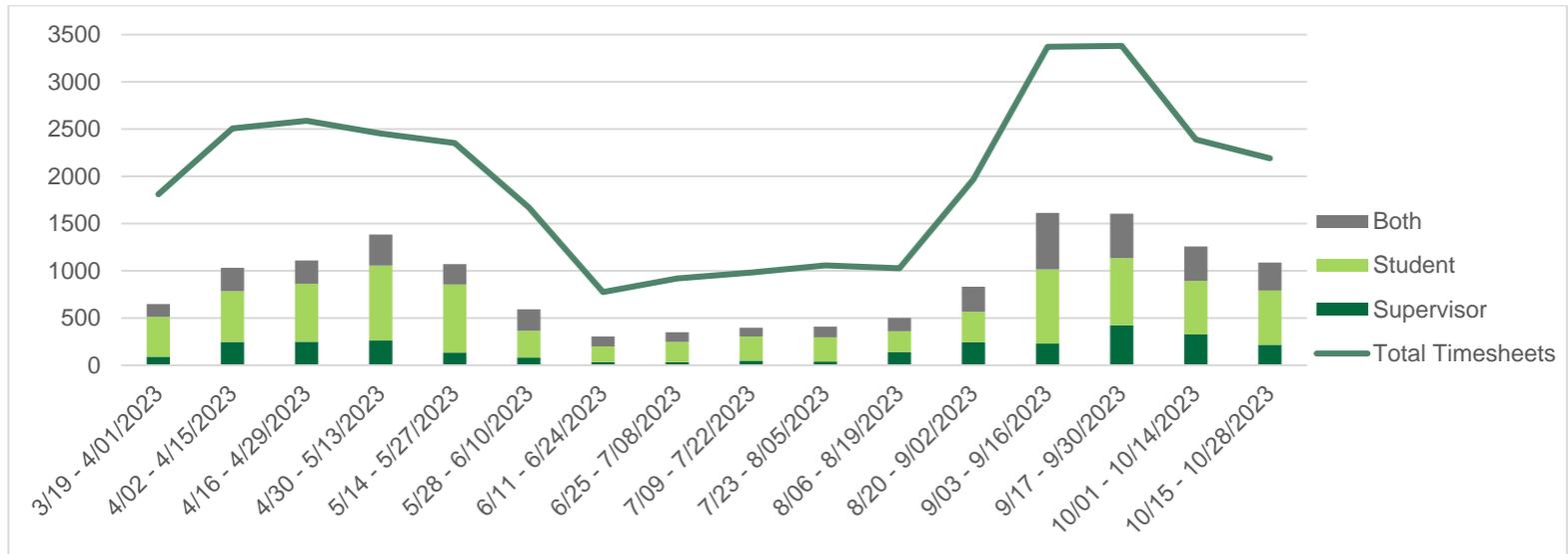
NextGen TimesheetX Compliance Reporting: Pay Periods 3/19 – 10/14/2023

With TimesheetX, we can easily keep track of timesheet submissions and approvals to ensure compliance. On average, about 45% of timesheets are submitted or approved after the deadline since TimesheetX was implemented. This month's chart illustrates instances of late timesheet submission by students and delayed approval by supervisors. We need to improve this situation.

Supervisors play a crucial role in setting and maintaining expectations for employees to accurately report and submit their time by the end of the payroll period and preferably following their final shift worked for the pay period. It's crucial to approve time before the supervisor's deadline. We urge supervisors to familiarize themselves with the Student Time Reporting Policy and the respective supervisor and employee responsibilities outlined on the Payroll website. Additionally, encourage your student employees to watch the new training video on Student Employee Time Reporting Responsibilities & Compliance, available on the Student Employee Training and Supervisor Training sites within TimesheetX.

For any TimesheetX or Payroll questions, please contact Dartmouth.Payroll@dartmouth.edu.

Best Practices and Guidance

Finance has recently enhanced its Best Practices website to deliver step-by-step guidance for many of the most common processes. Furthermore, the website now includes valuable links to supplementary resources for each of these processes, creating a comprehensive resource hub.

This resource covers a range of financial and administrative topics, providing quick and practical solutions for common challenges. It streamlines payables advances, simplifies business and travel reimbursements, explains the importance of clear business purposes, and offers insights into various financial processes, such as check deposits, contracts, employee time reporting, and more. Whether you are looking for guidance on payroll, procurement cards, or invoice management, the Best Practices website has you covered.

We hope these recent updates will provide easy to follow guidance that will help you efficiently process transactions. Here is a shortened URL to help you share this resource with your colleagues and bookmark within your browser for yourself: https://dartgo.org/Finance_BestPractices. Please reach out to your Finance Center if you have feedback or additional processes to be added.

Payment Request Invoices with Contracts

When submitting and approving Payment Requests with invoices associated with a contract, ensure you provide the specific Agiloft Contract Number related to the Purchase of Goods or Services Agreement, Campus Service Agreement, or Statement of Work. This number should not reference a Master Agreement or Amendment.

During the invoice review process, it is essential to verify and confirm that the:

- invoiced services or goods align with the contract's description and statement of work.
- dates of service or delivery of goods on the invoice fall within the contract term, which includes the contract's effective date and end date.
- invoiced amount does not exceed the contract's stipulated amount.

Additionally, if the department or organization responsible for payment is different from the one that initiated the contract request, provide a clear rationale in the Comments field. This explanation may include cross-departmental collaboration or other pertinent details. This thorough review process ensures that invoices are accurately and appropriately associated with the corresponding contracts.

2023 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 PASF, if authorized for direct entry	Friday, December 8
All MYLS and Wage Transfers	MYLS eForm, Wage Transfer eForm	Wednesday, December 20
All Corrections, Journals, Transfers	Corrections and Journal eForm	Friday, December 15
All PCard transactions	PCard eForm	Monday, December 11
All AP Entry	Payment Request eForm	Monday, December 11
AP Pickup checks cut***	7 Lebanon St, 302	Wednesday, December 20

***Any checks at 7 Lebanon St, 302 after 3:00pm on Wednesday, December 20th will be mailed to the address shown on the check

Accelerated Biweekly Payroll Winter Break Deadlines

Task	Responsible Person	Date
Record all hours for 12/17 -12/30	All Biweekly Non-Union Employees	Thursday, December 21, 4:00pm
Time Detail Report Run	Finance Center	Friday, December 22, 7:00am
Corrections and Approval Complete	Biweekly Non-Union Supervisors	Friday, December 22, 11:00am
Finance Center Approval Complete	Finance Center (Non-Union)	Friday, December 22, 4:00pm
Weekly Union Approval Complete	Union Payroll Supervisors	Sunday, December 31, 9:00am
Finance Center Approval Complete	Finance Center	Sunday, December 31, 4:00pm

Accelerated Student Payroll Winter Break Deadlines

Task	Responsible Person	Date
Record all hours for 12/10-12/23	All Student Employees	Thursday, December 21, 11:59pm
Corrections and Approval Complete	Student Supervisors	Friday, December 22, 11:00am
Finance Center Approval Complete	Finance Center	Friday, December 22, 4:00pm

Recording Time for Winter Break 2023:

For pay Employee period ending December 30, 2023
All Regular Benefited Non-Exempt employees will need to:
Record Holiday Pay "Hol" for December 25th and December 26th
Record "Winter Brk" for December 27th, 28th, and 29th*
*If you work any Winter Break days, you should record your hours as normal.

For pay Employee period ending January 13th, 2024
Record the Holiday Pay "Hol" for January 1st, 2024

+	✕	Sun 12/24		
+	✕	Mon 12/25	Hol	7.5
+	✕	Tue 12/26	Hol	7.5
+	✕	Wed 12/27	Winter Brk	7.5
+	✕	Thu 12/28	Winter Brk	7.5
+	✕	Fri 12/29	Winter Brk	7.5
+	✕	Sat 12/30		