

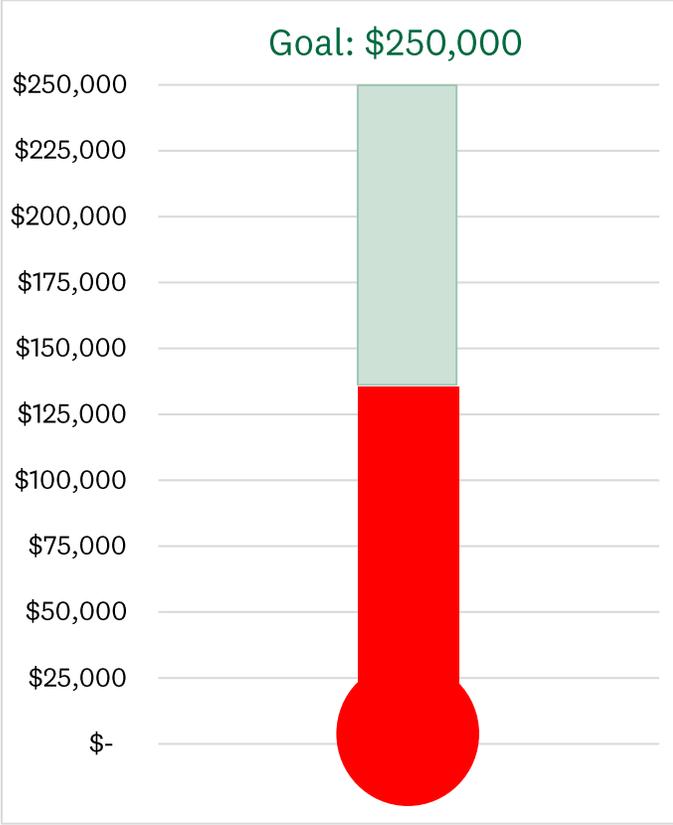
Finance & Admin Update

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

Dartmouth's United Way Campaign 2023



The [Dartmouth's United Way Campaign](#) is still underway, but your opportunity to give through payroll deduction ends this Wednesday, December 14!!



Source: 2023 Dartmouth United Way Campaign

We are just over 50% of our 2023 campaign goal, with just over \$135,000. Join us as we come together to create positive and transformative impacts in our community.

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 visit the [Ways to Give](#) site.

As a reminder, payroll deduction begins in January 2024, for anyone requesting to donate through payroll deduction by Wednesday, December 14, 2023. Your support matters, and together, we can make a meaningful difference.

Dartmouth Municibid

Occasionally Dartmouth has equipment, building supplies, or other items that are no longer needed, but still have resale value. These items are made available through an online auction site, [Municibid](#), that allows anyone to bid and get some great deals. A link to Municibid is also available on the Finance [Sale of Dartmouth Owned Property](#) webpage.



Welcome to the Finance & Admin Team

Duncan Pearson, *Human Resources Representative*
Celena Robles, *Project Manager & Executive Assistant to the CFO, CHRO, and SVPCPCO*

Fall Finance Information Forum Posted

The materials from the Fall 2023 Finance Information Forum, including the presentation, video, and resources, are now available. For those who could not attend the session or would like to reference these resources, go to the [Finance Information Forum site](#). The Finance Information Forums serve as a platform for Finance to communicate updates and reminders about projects, processes, and policies.

A notable highlight from this session was a presentation by Alex Diaz, Dartmouth's Chief Compliance Officer, offering insights into the [Dartmouth Integrity & Compliance Office](#) and the [Integrity Helpline](#). Feel free to check it out!

JP Morgan Chase Fraud Prevention

If you have a Dartmouth Purchasing Card (PCard) or Corporate Card, be on the lookout for emails from "JPMorganChase FraudPrevention". These are NOT spam and should not be ignored. Cardholder alerts notify you of suspicious activity on your account and allow you to quickly reply to validate transactions. To verify the email is legitimately from JP Morgan Chase, check the email address. The email address will be from:

jpmorganchase.fraudprevention@jpmchase.com

If you have questions or concerns about the authenticity of a message, call JP Morgan Chase anytime at **1-800-316-6056** or the number on the back of your card. To enroll in cardholder fraud alerts, a simple way to strengthen your defenses and keep fraudsters at bay, sign up at: ccportal.jpmorgan.com. You will have two options to receive notifications through mobile SMS text messages and/or an email when there is suspected fraud on your account.

Agiloft Contract Management Training

This monthly training is designed to be an introduction to contracting at Dartmouth. The course provides the context for contracting and diligence, and a high-level overview of Agiloft. Click a date below to register:

- [Thursday, January 18, 1:30 – 3:15PM](#)
- [Thursday, February 15, 1:30 – 3:15PM](#)

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



Call for Nominations: Lone Pine Staff Recognition Awards

Nominate a colleague for the *Sheila Culbert Distinguished Employee Award* or one of the six *Excellence Awards*:

- *Collaboration*
- *Innovation*
- *Passion & Commitment*
- *Diversity & Inclusion*
- *Leadership*
- *Unsung Hero*

➤ **Nomination deadline: Friday, January 12, 2024**

To learn more about each of these awards or to nominate a staff member or a team, visit the [Employee Recognition Awards](#) website

Financial Account Review Reminder

As we approach the end of the second quarter, we would like to underscore the importance and necessity of regular and timely review of financial transactions for those responsible for overseeing financial accounts. The [Financial Account Review Guidelines](#) site provides guidance on the systematic review of transactions charged to Dartmouth GL and sponsored accounts. This site outlines the significance of regular financial reviews, defines roles and responsibilities, and suggests the optimal approach for scrutinizing financial transactions. Additionally, the guidance outlines the retention and system of record for financial records. If you have not yet conducted a year-to-date review of your financial accounts, now is the time.

Employee & Student Gift Policy Reminder

'Tis the season for giving and appreciation, making it an opportune time to remind everyone of the [Business Expense policy on Gifts to Employees and Students](#).

Allowable Gifts (charged to a GL string only):

- Gifts or gift cards (under \$50 per person) in recognition of a work-related accomplishment or event.
- An item in recognition of the death or serious illness of an employee or immediate family member (up to \$100). (Flowers are not taxable but any other item \$50 and over would be)
- Institutional or divisional service awards

Gifts for long-service or retiring employee (Dartmouth recommends \$15 per year of service with a max of \$400 for retirement gifts).

Reminder for On-Campus Purchases

When making on-campus purchases, such as from the Dartmouth computer store, Hanover Inn, DDS, Athletics, or Central Stores, for Dartmouth business, please ensure to provide your chart string instead of using a corporate or procurement card or personal funds with reimbursement. This approach is more efficient for you and all parties involved in the transaction, helping to avoid unnecessary fees and additional labor during subsequent processing.



Join the Dartmouth Finance Collaborative

The [Dartmouth Finance Collaborative](#) now has a new website that offers access to past meeting videos, topics, and resource links. These meetings provide an opportunity for us to come together, learn, share, and address questions. We cover a broad spectrum of topics, including processes, policies, and systems during these sessions. Engage in collective discussion and learning during our monthly hour-long meetings, held every first Wednesday. Don't miss the chance to share insights, provide feedback, and expand your knowledge with us. To join the Dartmouth Finance Collaborative, register at [Dartgo.org/JoinDFC](#). Our next meeting is scheduled for Wednesday, January 3, from 9:00 to 10:00 AM.

Purchase Request Deliver to Location Required

When completing the Purchase Request eForm to have a purchase order created for goods or service, the "Deliver to Location" will now be required. This update to the Purchase Request eForm will reduce the back and forth between departments and the Finance Center to obtain this information.

Other Information

Capital equipment

Hazardous/chemical material

To place orders

Request on behalf of

Requestor Phone

Deliver to location *

Requisition Number

Purchase Order Number

Procurement Receipt Number

Invoice Number

2023 Service Awards

10 Years of Service

Annette Achilles, GSM Frontline Dev
Barbra Alan, Donor Engagement
Robin Albing, Lifelong Learning
Casey Aldrich, Dickey Ctr
Robert Barry, Acad Rel Teach Thay
Daniel Bean, Residential Ops
Carol Bean-Carmody, Classic Studies
Joanna Bennis, FOM
Zack Bennis, Computing Thay
Rachel Bibeault, CPHS
Arnt Bjorkman, Communications Thay
Jonathan Boutwell, Cust Svcs
Donald Brown, DCAD Facilities
Marvin Burns, Undergrad Dean's Office
Rebecca Carey, Admin Thay
Holly Cathcart, Primary Care
Andrila Chakrabarti, Irving Institute
Kenneth Chandler, Residential Ops
Philip Charbonneau, Residential Ops
Christiana Chue, Dart College Fund
David Clancy, Equip Mtnc Shop
Sarah Cloud, Educational Tech
Jamie Coughlin, Magnuson Center/DEN
William Cowen, Rsch Comp
Darcie Crate, Micro Immuno
Laura Dentel, Development Shr Srvc
Kathleen Drouin, Campus IT Support
Tracey Dugdale, Library-Acquisitions
Amanda Emerson, Rsch Comp
Asia Flad, Cust Svcs
Alexander French, Software Devel
Lucas French, Residential Ops
Andrei Ghenoiu, Adv Sys and Serv

Olivier Gilloux, Analyst Services
Michael Goudzwaard, D-CAL
Susan Green, Communication Geisel
Eric Guay, Grounds Services
Stephen Gunn, Comp Med & Research
David Gurney, Fire Systems Mtnc Shop
Joyce Hammel, Leadership Giving
Philip Hanlon, Pres Emir Pres
Ryan Hebert, Tuck Academic Ops
Dorothy Heinrichs, Development Shr Srvc
Scott Hening, Engin + Util
Maureen Hennigan, Service Mgt
Ryan Hill, Grounds Services
Robert Holley, Devel Geisel
Evert Holwerda, Thayer School
Andrew Knutsen, Campus IT Support
Robert Lasher, SVP Advancement Ofc
Daniel Lemon, Dining & Catering, Tuck
Alexis Lensing, Dining & Aux Ops
Darius Long, Research & Prosp Mgmt
Reilly McAllister, Dartmouth Cancer Ctr
June McLean, Development Shr Srvc
Alina Menard, Small Cafe Operations
Steven Moretti, Collis Dining
Sharon Morse, Inst Inf Sys & Svcs
Richard Nadler, Web Strategy & Design
Susanna Newsom, Donor Engagement
Patrick Norton, Cust Svcs
Kara O'Brien, Epidemiology
Barry Ordway, Cust Svcs
David Pack, Collis Center
Thomas Palys, Epidemiology
Aaron Panitz, Studio Art

Jessica Paterson, Develop & Acad Coord
Sergey Petryakov, Biomedical Research
Steve Place, Cust Svcs
William Platt, Editorial Services
Kim Prestridge, Fin Aid UG
Genevieve Puleo, Tuck Advancement
Albert Read, Tuck IT
Edward Rearick, Safety + Sec
Conrad Reining, Dean of Faculty
Dominic Rodizza, Infrastructure Services
Suzanne Rubin, Tuck Health Care Ctr
Michael Sauer, DPMS
Sarah Smith, Lib-Book Arts Wrkshp
Danielle Sparks, Lifelong Learning
Richard Stanton, Classroom Tech Svcs
Blaise Stephanus, Engineering Thayer
David Sturges, Library-Access Svcs
Danielle Taylor, Film and Media Studies
Gary Thompson, Engineering Office
Lisa Thompson, Adv Sys and Serv
Eric Ticehurst, Library-Acquisitions
Kristine Timlake, Economics
John Tumosa, Fire Systems Mtnc Shop
Stephanie Turner, Tuck Career Services
Rebecca Waters, Tuck Communications
Topher Watts, Advancement Admin
Courtney Webb, Residential Ops
Patrick Wheeler, Tuck Digital Strat Ctr
Norma Rose Williams, Classroom Tech
Rachel Williamson, Financial Reporting
Anna Winter, Theater
Stephen Yeaton, Cust Svcs

15 Years of Service

Laura Barrett, Library
Charles Bender, Sports Information
Jessica Bernatchy, Procurement Svcs
Christopher Bordeau, Admissions UG
Derek Brown, '53 Commons
Billie Jo Buchanan, Cust Svcs
John Burnor, Grounds Services
Mora Cantlin, Tuck Communications
Jennifer Casey, Develop and Acad Coord
Samuel Cavallaro, Web & Acad Devel
Kevin Collier, '53 Commons
Juli Coombs, Student Life
Patrick Crim, Dart College Fund
Anne Dowman, Tuck Exec Education
Barbara Draper, Tuck Diversity & Incl
Amanda Dupuis, Tuck Advancement
Terri Eastman, Dept Med Ed
Sherry Fiore, SVP Advancement Ofc
Kristina Fjeld-Sparks, TDI Operations
Rory Gawler, Outdoor Programs
Brian Geoghegan, Advancement Bus. Ops

Jessica Gilbert, Disp/Patrol
Christopher Gould, Real Estate Ofc
Jessica Havrda, Student Affairs
Nathan Heath, Bldg Repair Shop
Heather Huff, Investment Ofc
Melissa Jewell, Real Estate Ofc
Deepak Karanwal, Data WHS & Bus Int
Rosalie Kerr, Sustainability
Andrew Kilibarda, Tuck Exec Education
Joshua Kim, D-CAL
Gordon Koff, Fin Aid UG
Anthony Lanahan, Engineering Thayer
Martha Lane, Career Svcs Thay
Catherine Lark, Athletic Administration
Joshua Lascell, Lib-Spec Collection
Matthew Lotterhand, Tuck Deans' Office
Sean McNamara, Computing Security
Jordan Moriarty, Grounds Services
Crystal Murphy, Epidemiology
Magdalini Nanopoulos, Small Cafe Ops
George Newcomb, Healthcare Mgmt Edu

Deirdre O'Donnell, Tuck Career Services
Angela Orlando, Dart College Fund
Lorin Parker, Tuck Talent Management
Yvonne Pelletier, Grad & Adv Studies
Jennifer Phelps, '53 Commons
Samantha Potter, Art History
Michael Raymond, Cust Svcs
Jake Reder, Micro Immuno
Tom Rice, Tuck IT
Robert Robertson, Biological Sciences
Ashlee Robinson, Hopkins Ctr
Stephen Sampson, Disp/Patrol
Jeffrey Seamans, Cust Svcs
Sie Soukone, Cust Svcs
Ivan Stanhope, Skiway
Vivien Taylor, Earth Sciences
Stephen Tisdale, '53 Commons
Tracy Wallace, DSGHP
Jeremy Wheeler, Residential Ops
Brittney White, Dining & Catering, Tuck
Richard Whitmore, DCAD Facilities

20 Years of Service

William Bacon, Residential Ops
 Pamela Bagley, Lib-Biomed
 Joshua Bailey, Residential Ops
 Tracy Ballou, Research Admin Thay
 Hassina Benchabane, Molec & Sys Biol
 Laura Braunstein, Lib-Digital Strategies
 Jeanne Briand, UGAR
 Cristen Brooks, Dean of Faculty
 Peg Chase, Admissions UG
 Jennifer Cocklin, Learn and Develop
 Brenda Cole, Residential Ops
 Brian Corcoran, M&W Intercollegiate
 Jodie Davi, Conf & Events

Jay Davis, First Gen Office
 Tracy Dustin-Eichler, Ctr for Soc Impact
 Philip Garran, Library -Access Svcs
 Nancy Garrett, Conf & Events
 Corinne Girouard, Web Strategy&Design
 Laura Graveline, Library
 Francis Heath, Bldg Repair Shop
 Anita Herrick, Donor Engagement
 Mark Hiatt, Counseling & Human Devel
 Sassan Hodge, Engineering Thayer
 Maciej Kmiec, Biomedical Research
 Donna Lawless, Tuck Finance

Barbara Masteller, ADV MKT and ENG
 Richard McNulty, Tuck MBA Program
 Sarah Morgan, Magnuson Center/DEN
 Meredyth Morley, Philosophy
 Seth Nelson, Grounds Services
 Patricia Oakes, Cust Svcs
 Wole Ojurongbe, MALS
 Jennifer Seiler, Dev Ext Rel Thay
 Hannah Silverstein, Communications
 John Vanier, HCC Grounds Maint
 Weiping Zhou, TDI Operations
 Mary-Ella Zietz, Provosts Office

25 Years of Service

Kevin Baron, Mach Shop Thay
 Michael Bissaillon, Intercollegiate Admn
 Diane Bonin, Tuck Adms & Fin Aid
 Sandra Brown, Dining & Catering, Tuck
 Emily Caldwell, Pres Init Princ Gifts
 Lori Corrette, Inst Inf Sys & Svcs
 Katrina DeCoff-Webster, Integ & Compl
 Jeffrey DeWitt, Undergrad Dean's Office
 Timothy Duggan, Collis Center

Jennifer Friend, Dean Ofc Geisel
 Gwendolen Gensler, Financial Reporting
 Michele Jaeger, Registrar Geisel
 Andrew Johnson, Inst Inf Sys & Svcs
 Gabriela Kovacicova, Thayer School
 Amy Layne, Biological Sciences
 David Levesque, Science Facilities
 Stacie Marshall, Tuck MBA Program
 Rebecca Mlynarski, Mail Delivery Svcs

Anita Prasad, Chemistry
 Shelley Richer, ADM FIN AID UG
 Elizabeth Rosenberger, '53 Commons
 Elizabeth Smith, Dean of Faculty
 Scot Stammers, Financial Reporting
 Alex Thorngren, MD PhD Prog
 Marisue Valentine, Tuck Academic Ops
 Ellen Young, Network Svcs

30 Years of Service

Mark Bruno, Grounds Services
 Heidi Bushway, PE Administration
 Lisa Celone, Campus Services
 Aarron Clough, OSP Administration
 Michael Devins, Dining & Catering, Tuck
 Theresa D'Orsi, Dart Alumni Mag
 Kevin Evans, Woodlands Office
 Sherry Finnemore, Biological Sciences

Teoby Gomez, Undergrad Dean's Office
 Bernard Haskell, Residential Ops
 Tina Hoisington, Std Aff Geisel
 David Knox, Residential Ops
 Sarah LaBombard, Endowment
 Laura LaMontagne, Greek Life
 Ann Lavanway, Biological Sciences
 Steve Lubrano, Tuck Facilities

Andrew Perkins, Real Estate Ofc
 Balvinder Rakhra, Research/Prosp Mgmt
 Yvonne Salazar, OSP Administration
 Lincoln Schwarz, Engineering Office
 John Tansey, Guarini Institute
 Monica Wilson, Ctr for Prof Devel
 Roxanne Zola, Accounting

35 Years of Service

David Bibeau, Custom Applications Grp
 Eric Bivona, Library
 Randy Brown, Conf & Events
 Tricia Cornelius, Advancement Admin
 Jeannette Crary, Accounting
 Cynthia Crutchfield, Recognition & Stewardship
 Suzette Fegan, Library-Acquisitions
 Carol Gage, TDI Operations
 Robyn Hadlock, Arts + Sciences

Rick Hoisington, DCAD Facilities
 Bobby Ignjatovic, Paint Shop
 Lesa Knapp, Advancement Business Ops
 Cynthia Mansell, Sports Information
 Janice McEwan, Billing DCard Svcs
 Kelly Mousley, CSV Operations
 Nicole Richer-Maloney, Tuck Finance
 Young Shin, Comp Med & Research
 Barbara Sterling, Library-Acquisitions

40 Years of Service

Kathleen Decato, Outdoor Programs
 Kathy Green, Micro Immuno

Cathy Henault, Residential Ops
 Gary Hutchins, Graduate Studies

45 Years of Service

Mary Durand, Micro Immuno

50 Years of Service

Debra Fisk, Health Services

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

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

PCard Sweep Dates

PCard Transactions for the week of:	Sweep Date
December 3, 2023 (expectation to have these allocated before Winter Break)	Friday, January 5, 2024
December 10, 17, and 24, 2023	Friday, January 12, 2024

