

Finance & Admin Update

The latest news, updates, and announcements from Finance, Finance Centers, Campus Services, Human Resources, Information, Technology & Consulting, Integrity & Compliance, Internal Controls Services, and Safety & Security

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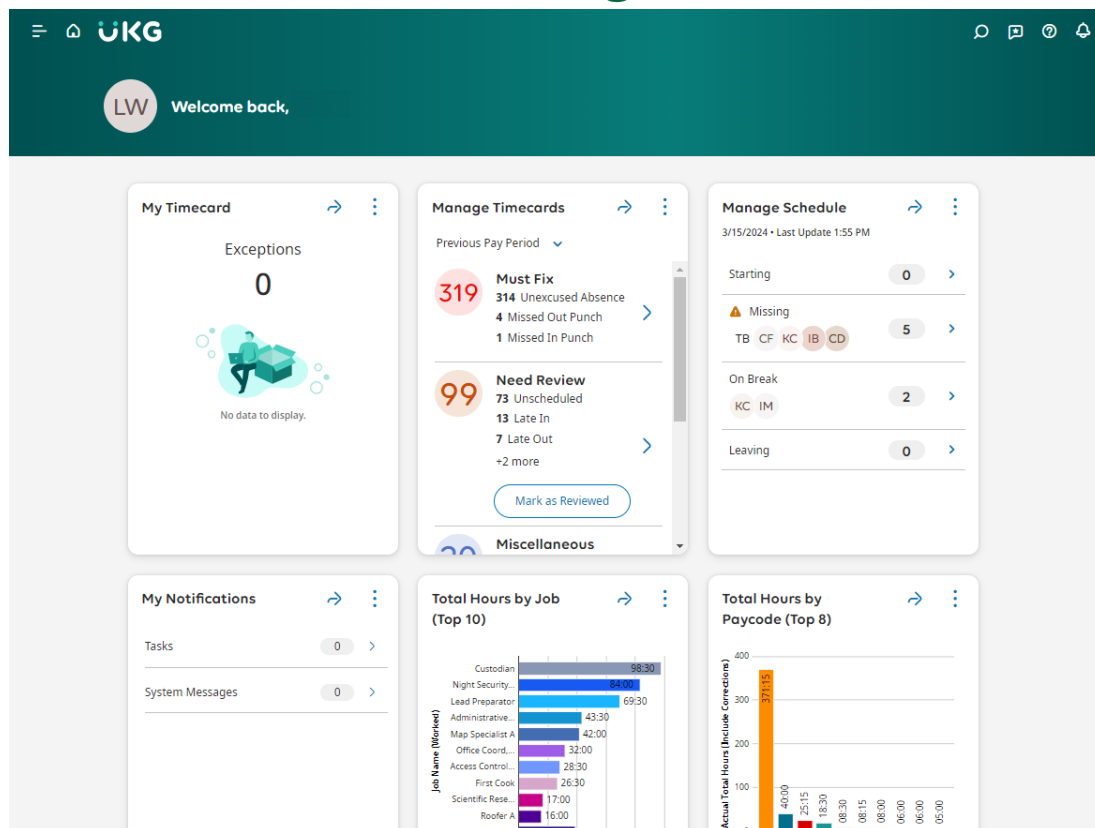
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Kronos to the Cloud Coming Soon



Source: Kronos to the Cloud Project

At the recent Fall Finance Information Forum, it was announced that Kronos, also known as UKG Workforce Management, will be transitioning to the cloud. This shift brings with it an updated and user-friendly interface, complete with customizable dashboards, enhancing accessibility and ease of use for employees tasked with time entry and approval.

In the coming weeks, we will commence communication regarding the project timeline, scheduling informational forums, and arranging training sessions tailored for biweekly employees, supervisors, and Kronos system approvers.

If you are interested in becoming a UKG Ambassador to support your department or division, please reach out to [Lisa Wallace](#). We will be scheduling a kick-off meeting within the next couple of weeks.

Finance Staff News

Welcome back **Tye Deines**, Executive Director, People Practices. Tye has rejoined Dartmouth after serving as the Chief Human Resources Officer for Union College.

Congratulations to **Faith Goodness** on her new position as **Project Manager for Strategic Initiatives in HR**.

Congratulations to **Michael Hoyt** on his new position in the Integrity and Compliance Office as the Manager for Investigations and Compliance Programs.

Upcoming Dates

Agiloft Contract Management Training
[Thursday, April 18, 1:30 - 3:15PM](#)

Dartmouth Finance Collaborative
[Wednesday, April 3, 9:00 - 10:00AM](#)

OnBase Unity Client: Getting Started
[Wednesday, March 20, 9:00 - 10:00AM](#)

Check out page 2 for more Upcoming Dates and Events

Upcoming Dates and Events

Learning & Development Updates

The [HR's Learning and Development Spring Term catalog](#) is now available. To learn more about our programs and register for an upcoming session, please visit: [Workshops and Programs](#)

2024 Recognition Deadlines:

[STAR Academy Certificate](#)

Materials due Friday, March 29th

Administrative Professionals working on their STAR Academy certificate, the deadline to submit materials is Friday, March 29th.



[Inspiring Leaders Certificate](#)

Materials due Monday, September 2nd

Individuals working on their Inspiring Leaders certificate, the deadline to submit materials is Monday, September 2nd.



Don't forget to checkout:



Spring Finance Information Forum

Thursday, April 25th, 9:00 – 10:00AM

Register to join the [Spring Finance Information Forum](#) to get the latest updates on projects, policies and processes changes, ask questions and provide feedback.

Suicide Prevention Training Opportunities

[Campus Connect Suicide Prevention Training](#)

Thursday, April 25th, 9:00AM – 12:00 PM

This training will increase your knowledge of suicide warning signs, enhance response skills when working with at-risk students, enhance self-efficacy when responding to students in crisis, and refer students in crisis to the appropriate campus resources.

[Campus Connect Booster](#)

Thursday, May 15th, 10:00AM – 12:00PM

This "refresher" training services to review, practice, and expand upon skills and concepts learned in Campus Connect Suicide Prevention Training

More information about these trainings and other offerings are available on the [Health Services Counseling Center](#) website. If you have any questions or concerns, please do not hesitate to reach out to the [Counseling Center](#).

Agiloft Contract Management Training

- [Thursday, April 18, 1:30 - 3:15PM](#)
- [Thursday, May 16, 1:30 - 3:15PM](#)

Student Employee Appreciation Week

April 15 – 19, 2024

Join us in celebrating the contributions of our student employees! Go to the Student Employment Office [Student Appreciation Week](#) page for details.

[STUDENT EMPLOYEE SHORT-ESSAY CONTENT](#)

Entries due Friday, April 12. *\$150 cash prize!*

[STUDENT EMPLOYEES FESTIVAL](#)

Tuesday, April 16, 3:00 – 5:00PM

Collis Common Ground

[Volunteers needed – sign-up online today!](#)

[IDEAS TO CELEBRATE YOUR STUDENT EMPLOYEES](#)

Consider getting a gift for your student employees. Lone Pine canvas pouches are perfect for rounding out your care package. [Order online by Tuesday, April 9](#). Orders will be fulfilled on a first-come, first-serve basis.

Institutional Diversity & Equity Workshops

[ADDRESSING ISLAMOPHOBIA AND ANTISEMITISM](#)

Go to the link above for details or click the links below to register for these in-person workshops!

[Understanding Islam and Addressing Islamophobia](#)

March 26, 2024, 2:00 – 4:00PM

Hayward Lounge, Hanover Inn

[Understanding and Addressing Antisemitism](#)

March 28, 2024

Hayward Lounge, Hanover Inn

10:00AM – 2:00PM: Part One: Introductory Workshop on Jewish Identity and Antisemitism

2:00 – 4:00PM: Part Two: Creating a Jewish-Inclusive Campus Environment: Reactive and Proactive Strategies to Address Antisemitism

Attendance at both workshops is not required.

Title IX Training

All faculty, staff, postdoctoral scholars, and graduate and professional students should have received an email from Dartmouth College with "Dartmouth College Vector Assigned Trainings" in the subject line. Title IX training is required annually but varies from year to year. This year's module is "Building Supportive Communities: Taking Action" and reviews previous material but also discusses different ways you can take action. **Training is required to be completed by June 30, 2024.** For more information go to [Title IX's Online Trainings](#).

OnBase Unity Client: Getting Started

- [Wednesday, March 20, 9:00 – 10:00AM](#)
- [Wednesday, May 8th, 9:00 – 10:00AM](#)

Policy & Process Updates

Mobile Communication Device Policy

The [Mobile Communication Device and Services Policy](#) and associated [Mobile Communication Device Request Form](#) and [Mobile Communication Stipend Request Form](#) have been updated to enhance clarity and streamline the process. In collaboration with Geisel Administration, we have consolidated language to eliminate redundancy and confusion regarding separate forms for Geisel.

Furthermore, the policy and forms have undergone the following changes for new mobile communication device and stipend requests (*note: there is no need to update forms for existing device or stipends*):

- The Mobile Communication Stipend is capped at \$50.00 unless accompanied by an explanation and prior approval. Geisel Communication Stipends are fixed at \$50.00 without exceptions.
- Ad hoc reimbursement for business calls by infrequent users is no longer permitted.
- Both forms must be completed and signed by the employee to confirm their understanding of the Mobile Communication Device and Services Policy.
- Approval sections have been removed from the PDF forms. Completed forms should be attached to the General Request eForm and forwarded to the employee's supervisor and Divisional Fiscal Officer for approval.

It's important to note that departmental or divisional policies regarding the issuance of mobile communication devices or stipends may be more restrictive (but not less) than the Dartmouth policy. For instance, a department or division might establish a lower stipend amount based on business requirements or budget constraints. Approval for mobile communication devices or services is contingent upon budget availability and is determined by the Divisional Fiscal Officer.

Print Services Policy Additions

The [Print Services Policy](#) has been revised to include the option of using a corporate card or PCard, in addition to non-PO invoices, for purchases totaling less than \$5,000.

Additionally, when procuring goods bearing Dartmouth wordmarks or logos, it is mandatory to utilize a licensed supplier. A list of licensed suppliers is accessible on the [Office of General Counsel's Trademark](#) website.

Code of Ethical Conduct

The [Code of Ethical Conduct](#) has been posted and replaces the previous Code of Ethical Business Conduct. The Code of Ethical Conduct provides guidance on expected ethical conduct for those who are part of the Dartmouth community, including trustees, faculty, staff, and student employees. We encourage all members of the Dartmouth community to review the updated policy.

As members of the Dartmouth Community, it is our responsibility to:

- Become familiar with the [Code of Ethical Conduct](#) and applicable Administrative Policies.
- Nurture a culture distinguished by integrity, quality, trust, openness, diversity, inclusion, and respect.
- Maintain engagement and report any breaches of the Code of Ethical Conduct or Administrative Policies.

If you have questions regarding the Code of Ethical Conduct, reach out to the Integrity and Compliance Office at: Integrity@dartmouth.edu.

Procure-to-Pay Guide Updates

Furniture and Furnishings

The Furniture and Furnishings section of the [Procure-to-Pay guide](#) has been updated to allow for the purchase of fixtures, furniture, and furnishings costing less than \$5,000 on the purchasing card or corporate card.

In addition to Red Thread, Exterus Business Furniture (Mesa Contract Incorporated) is available as a preferred furniture vendor.

Print Services

In support of the Print Services Policy updates, the Procure-to-Pay Guide has been updated to reflect the option of the corporate card or PCard for purchases less than \$5,000 and reinforces the need to use a licensed supplier when procuring goods bearing Dartmouth wordmarks or logos.

See outdated content?

If you see content that seems outdated or incomplete on the Finance website, in Finance policies, or in the Procure-to-Pay Guide, please reach out to [Finance Webmasters](#) team. Your input is appreciated!