



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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Finance Center 2024 Year-End Transactional Processing Schedule

2024 Year-End Memo & Calendar now available. [Click Here!](#)

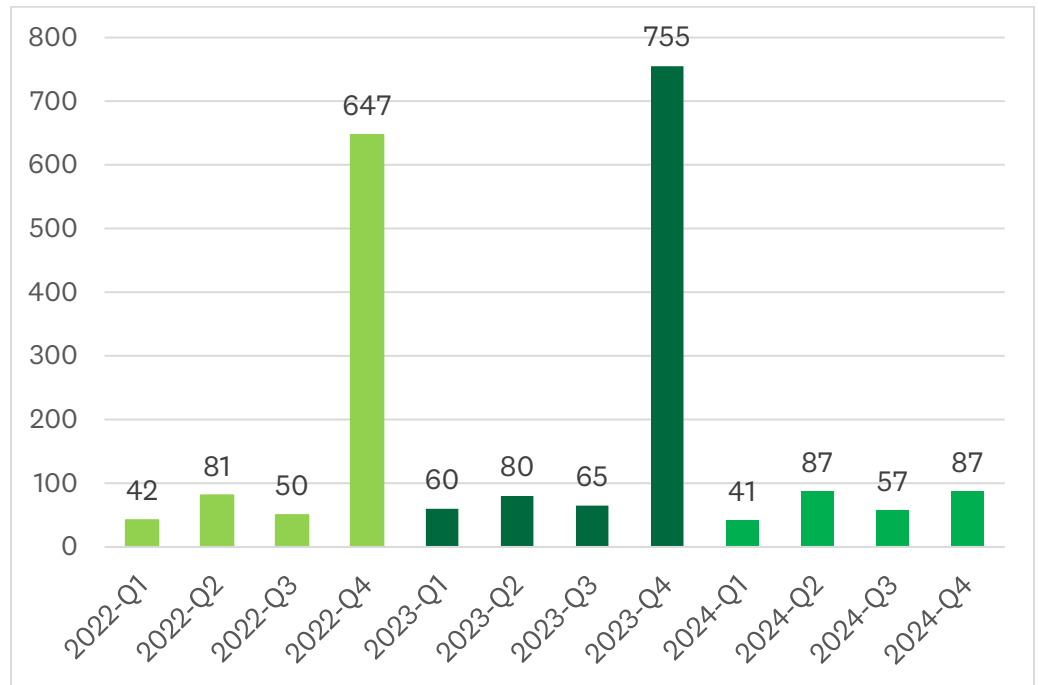
Upcoming Dates

Agiloft Contract Management Training [Thursday, May 16, 1:30 - 3:15PM](#)

Dartmouth Finance Collaborative [Wednesday, June 5, 9:00 - 10:00AM](#)

Chart of the Month

Student Prizes and Award eForm Counts Fiscal Years 2022 - 2024*



Source: Finance OnBase Student Prizes & Awards Data Metrics July 1, 2022 - *May 9, 2024

The 2024 Commencement Student Prizes and Awards season is here! May and June are when nearly 80% of the prizes and awards are awarded. As we recognize the achievements of our students, it is essential that all [Student Prizes & Awards eForms](#) for named prizes or awards that will appear in the Commencement Listings be submitted by June 7th. If you have any questions regarding the name of an award or how it will be listed, please reach out to the Recognition and Stewardship Office at: rshelp@dartmouth.edu.

To keep student prizes and awards a surprise and prevent premature payment notifications, while also supporting cashless, checkless, and paperless processing, Finance, in collaboration with Finance Centers and colleagues across campus, devised a new process. If you plan to present awards after June 5th and wish to delay payment notification until after June 6th, simply include "Hold payment until 06/11/2024" in the Comments field of the [Student Prizes & Awards eForm](#). (continued on page 2)

Welcome to Dartmouth our New Team Members!

Emily Chavez, Human Resources Operations, Human Resources
Zuzana Lewis, Vendor Maintenance Specialist, Procurement Services
Kristin D. Smith, Senior Financial Analyst, Financial Planning and Budget

Student Prizes & Awards Processing

(continued from Chart of the Month article *on* page 1)

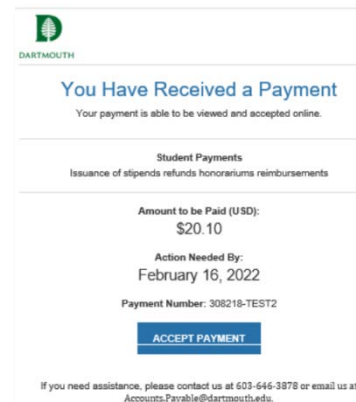
For awards presented before June 5th, submit the [Student Prizes & Awards eForm](#) after the ceremony for processing on the next payment day (Tuesdays/Thursdays). Recipients will receive an immediate notification from J.P. Morgan Chase regarding their payment.

For digital student payments, please make your students aware that they will receive a notification from J.P. Morgan Chase for them to register and accept payment directly through Zelle or ACH to their U.S. Bank. For more information, share with them the [Student Digital Payment FAQ](#) and [Student Digital Payments Guidance](#) pages.

While requesting a check for pick-up remains an option, it is discouraged. The deadline for check pick-up requests is Monday, June 3rd, with pick-up scheduled for Wednesday, June 5th.

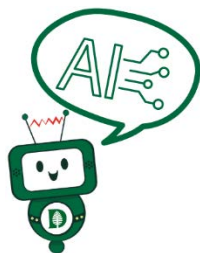
International (non-resident) Students must register in Sprintax for accurate payment processing and tax withholding before payment processing. If the [Student Prizes & Awards eForm](#) payment is requested to be held until after commencement and the non-resident student has not yet registered in Sprintax, they will first receive an invitation to register on 6/11/2024 and the payment will be processed once the student has completed the registration.

Additionally, regardless of payment method, please remind students, particularly if they are graduating, to update their addresses local and primary addresses in Banner. This information feeds their vendor record in our payment systems.



Navigating the Nexus: AI's Impact on Cybersecurity

By Leslie Athena Kelton, ITC's Client Experience Design



Artificial Intelligence (AI) is becoming increasingly prevalent in modern society, affecting both our work and personal lives. This extends to cybersecurity, where AI is becoming an increasing influence that is only expected to grow in the coming years.

Therefore, understanding the relationship between AI and cybersecurity is vital for Dartmouth employees to maintain strong digital defenses.

AI enhances traditional security measures by scrutinizing extensive datasets to detect and prevent cyber threats like phishing attacks and social engineering ploys. However, this technological advancement is not exclusive to defenders; adversaries leverage AI to enhance cyber-attacks, including the following:

- Social engineering schemes
- Password hacking
- [Deepfakes](#)
- Data poisoning

As you navigate this evolving landscape, adhering to current best practices is important. This entails bolstering defenses against emerging threats, particularly in password security, data privacy protection, and fortification against social engineering tactics.

To avoid falling victim to AI phishing attacks, Dartmouth employees should:

- Stay vigilant and skeptical: Be cautious of unexpected emails or messages, especially those requesting sensitive information or urging immediate action.
- Verify sender authenticity: Double-check the sender's email address and scrutinize any discrepancies or irregularities.
- Exercise caution with links and attachments: Avoid clicking on suspicious links or downloading attachments from unknown sources, as they may contain malware or lead to phishing sites.
- Implement multi-factor authentication (MFA): Strengthen account security by enabling MFA wherever possible to prevent unauthorized access, even if credentials are compromised.
- Educate yourself and others: Stay informed about the latest phishing tactics and cybersecurity best practices and share this knowledge with colleagues to collectively bolster defenses against AI-driven phishing attempts.

For more information on AI and cybersecurity, [follow this link](#).

Handling Misassigned Payment Requests eForms Pending Submission

If you receive a Pending Submission Payment Request eForm or while managing your Pending Submission Payment Request eForms within the Unity Client and the attached invoice is not one that should have been routed to you, please do not cancel or delete the Payment Request eForm. Instead, if you have the Pending Submission email, forward it to your Finance Center with an explanation that the eForm was misassigned. If you know who the submitter of the eForm should be, please also include that information. Otherwise, the Finance Center will research the invoice to identify the appropriate submitter and reassign the request. If you do not have the Pending Submission email, please send an email to your Finance Center also including the Payment Request ID.

Kronos to the Cloud

Coming this October

This fall, Kronos will be moving to the cloud environment. The updated system will provide a new look and feel, complete with a customizable Dashboard to access employee timecards, view vacation and personal-time accruals and more. We will begin training in late September for both employees and supervisors. Be on the lookout for more information coming this summer.

Finance Space Consolidation

In recent months, Finance has undergone consolidation efforts, with several business units relocating to suite 302 on the third floor of 7 Lebanon Street. Notably, Risk Management & Insurance has transitioned from North Fairbanks, and Procurement Services has moved from suite 313 to suite 302.

Finance continues to maintain onsite office hours on Wednesdays only from 10:00AM – 3:00PM for the pick-up of AP checks, corporate credit cards, procurement cards, and automotive registrations.

The Payroll Office, still located in 7 Lebanon Street, suite 309, is available on-site Wednesdays and Thursdays from 10:00AM – 2:00PM.

Campus Billing and DartCard Services is also still available in McNutt, room 103, Monday – Friday, 9:00AM – 12:00PM and 1:00PM – 4:00PM.

System Training

Agiloft Contract Management Training

- [Thursday, May 16, 1:30 – 3:15PM](#)
 - [Thursday, June 20, 1:30 – 3:15PM](#)
-

OnBase Unity Client: Getting Started

- [Wednesday, July 24, 9:00 – 10:00AM](#)
 - [Wednesday, September 11, 9:00 – 10:00AM](#)
-

DEIB Resources

Employee Resource Networks

[Employee Resource Networks](#) (ERNs) support Dartmouth's efforts in retaining, recruiting, and advancing the under-represented members within the Dartmouth community. ERNs elevate voices and provide resources, mentorship, social networking, and career development for all members. Institutional Diversity & Equity currently sponsors the following ERNs:

- [Asian and Pacific Islander Caucus \(APIC\)](#)
- [Black Caucus](#)
- [Empowering Women of Color \(EWOC\)](#)
- [LatinX Hispanic Caribbean \(LHC\) Network](#)
- [LGBTQIA+ Employee Network](#)
- [Dartmouth Veterans Network](#)
- [Young Professionals at Dartmouth \(YPD\)](#)

Additionally, IDE has added several [DEI Training Development Resources](#) available resources, and make sure to check out [Big Think+](#).

Online Accessibility Training Opportunities

Creating Accessible Documents

Tuesday, May 14, 12:00PM – 12:45PM

In this workshop, we will cover simple ways to improve the accessibility and transparency of your course documents in order to foster a more inclusive learning community.

[How Microaggressions Keep Disability out of Diversity](#)

Tuesday, May 14, 2:00PM – 3:00PM

This presentation will highlight recent research on disability microaggressions, ask us to reflect on our beliefs, and share recommendations for becoming more inclusive educators.

[Rising to Equity with UDL: Connections to Your Practice](#)

Wednesday, May 15, 1:00PM – 2:00PM

In this session, participants will examine forthcoming updates to the Universal Design for Learning framework and discuss concrete strategies for implementing equity-based practices in their teaching.

Upcoming Payroll Deadlines and Reminders

Process/Task	Responsibility	Deadline
Accelerated Student Payroll for the Memorial Holiday		
Record and submit all hours for 5/12 – 5/25	Student Employees	Sat, May 25th, 11:59PM
Timesheet Corrections and Approval Complete	Student Employee Supervisors	Tue, May 28th, 11:00AM
Timesheet Approval Complete	Finance Center	Tue, May 28th, 2:00PM

Reminder: Spring Term Student Employment End Dates

Student employers! The academic and fiscal year end is coming. The last possible end dates for student employment for 2023-2024 are as follows:

- Graduating International Students: **June 4, 2024**
- All Other Graduating Students: **June 8, 2024**
- Continuing Students (*not graduating*): **June 22, 2024**



Process/Task	Responsibility	Deadline
Accelerated Biweekly Payroll for the July 4th Holiday		
Record all hours for 6/16 – 6/29	All Biweekly Non-Union Employees	Thu, June 27, 4:00PM
Time Detail Report Run	Finance Center	Fri, June 28, 7:00AM
Corrections and Approval Complete	Biweekly Non-Union Supervisors	Fri, June 28, 11:00AM
Finance Center Approval Complete	Finance Center (Non-Union)	Fri, June 28, 4:00PM
Weekly Union Approval Complete	Union Payroll Supervisors	Sun, June 30, 9:00AM
Finance Center Approval Complete	Finance Center	Mon, July 1, 9:00AM

🔔 FY2024 LAST DAY BIWEEKLY PTO **SAT, JUNE 29**

Reminder: Holiday Reporting in Kronos

Biweekly Employees should add “Hol” to their Kronos timecard for Monday, May 27th and Thursday, July 4th.

<input type="checkbox"/>	Sun 5/26		
<input checked="" type="checkbox"/>	Mon 5/27	Hol	7.5
<input type="checkbox"/>	Tue 5/28		

<input type="checkbox"/>	Wed 7/03		
<input checked="" type="checkbox"/>	Thu 7/04	Hol	7.5
<input type="checkbox"/>	Fri 7/05		



Finance Center 2024 Year-End Transactional Processing Schedule

Process/Task	Submission	Deadline
Check Deposits		
Check Deposits by 12:00PM (Cash is not accepted)	Cashier's Office	Fri, June 28
Journal Entries, Corrections, and Transfers (including AP Corrections)		
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	Wed, July 3
Labor Account Distribution Changes and Payroll Authorizations		
FY2024 Labor Reports Review for FUTURE Labor Distribution Corrections	MYLS eForm for Future Payroll	Fri, June 14
FY2024 Labor Reports Review for PRIOR Labor Distribution Corrections	Wage Transfer eForm for Prior Payroll	Fri, June 21
FY2025 Labor Distribution Changes	MYLS eForm for Future Payroll	Now (No need to wait)
FY2024 Biweekly PA Requests (new hire, terminations, transfers, etc.)	General Request eForm/PASF	Fri, June 21
FY2024 Exempt PA Requests (new hire, terminations, transfers, etc.)	General Request eForm/PASF	Fri, June 14
Payables		
→ Clearly mark all Payment Requests either FY24 or FY25 to ensure they are applied to the correct fiscal year		
All Invoice & Other Payment Requests by 12:00pm	Payment Request eForm	Fri, June 28
All Invoice & Other Payment Requests with a new vendor and/or new contract for FY24	Payment Request eForm	Mon, June 24
Student Prizes and Awards by 12:00PM	Student Prize & Awards eForm	Fri, June 28
PCard		
FY2024 Purchases Completed	PCard	Fri, June 14
All FY2024 PCard Receipts	PCard eForm	Mon, July 1
Purchase Order/Requisitions		
Purchase Requisition/PO Requests	Purchase Request eForm	Thu, June 27
Note: Goods or Services must be delivered by June 30th to be applied to FY2024		Sun, June 30
Reimbursements/iExpense Reports and Corporate Card		
All Travel/Business Expense Requests with Payable Advances	Payment Request eForm or Expense Report Request eForm	Wed, June 19
Dartmouth Students/Visitors Reimbursements	Payment Request eForm	Fri, June 28
Dartmouth Employee - Self Service*	iExpense Expense Reports	Fri, June 28
*Note: Approval of iExpense Expense Reports must be received by		Tue, July 2
Dartmouth Employees - Finance Center creation of Expense Report for expense before 7/1/2024	Expense Report Request eForm	Fri, June 28