

# 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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**Kronos Help Drop-in  
Until October 22  
Monday - Friday  
9-10 & 2-3PM  
[Dartgo.org/KronosHelp](https://dartgo.org/KronosHelp)**

Click below for



**Dates & Deadlines**

## Why Employees Should Not Pre-populate their Timecards?



### The Importance of Timekeeping Methods

- Employees are responsible for ensuring time entries match their actual hours worked.
- Employers are legally required to maintain precise records of all hours worked by employees.



### Accurate Recordkeeping is Essential

- Time records are meant to reflect reality.
- Ensuring accuracy protects both the employee and employer.



### Pre-recording Time Violates the FLSA

- Inaccuracies in time reporting can violate the Fair Labor Standards Act.
- Over- or under-reporting, which can lead to wage disputes or legal issues.



### Record Hours Daily

- Taking an extra moment to log hours accurately at the beginning and end of each day benefits everyone, fostering trust and transparency in the workplace.

Recording your work hours accurately is not only good practice but also required by law. The Fair Labor Standards Act (FLSA) sets guidelines on tracking time, and pre-recording hours on timecards can cause problems. Here's why:

1. **Accurate Records are Essential** – Employers must keep precise records of daily and weekly hours worked. Prepopulating time can lead to discrepancies, violating legal requirements and complicating audits or disputes.
2. **Accurate Timekeeping Matters** – Whether using a time clock or self-reporting, accuracy is key. Prepopulated hours can miss real-time changes like working late or leaving early, making it your responsibility to match entries with actual work hours.
3. **Pre-recording Hours Violates the FLSA** – Recording future hours can lead to wage disputes and legal issues. Time records must reflect the actual hours worked.

**Bottom Line:** Always record your hours in real time to stay compliant, avoid disputes, and ensure fair pay. Accurate logging benefits both you and your employer by building trust and transparency.

## Welcome to Dartmouth

We are pleased to introduce two new colleagues:

- **Amanda Neri** has joined Human Resources as the Director of Talent Strategy.
- **Isabella Morse** began her role in Campus Billing and DartCard Services as the Loan and Accounts Receivable Collections Specialist.

## 2024 Dartmouth-Granite United Way Campaign

We are gearing up for the [2024 Dartmouth United Way Campaign](#)—a time when we come together to support our neighbors, strengthen our community, and create lasting change. Granite United Way is a vital partner in addressing critical needs in our region, from providing access to resources and health services to supporting families in times of crisis.



This year, our campaign focuses on the *power of community* with a goal of \$250,000. Just as we build a sense of belonging within Dartmouth, our contributions to the Granite United Way ensure that everyone in the Upper Valley can thrive. Whether it is by giving, volunteering, or spreading awareness, every act of kindness counts.

### Upcoming United Way Events – *Mark your Calendar* 📅

#### Dartmouth Football Game

Saturday, October 19 at 1:00PM

\$1 from every ticket sale is donated to Granite United Way.

#### Power of Community Event

Tuesday, November 19, 11:30–1:00PM

Hanover Inn Ballroom

#### Payroll Deduction Deadline

Thursday, December 12, 2024

Go to: [Dartmouth United Way](#)

Together, we have the power to uplift lives and make our community stronger. Let us show what we can achieve when we unite for a cause that truly matters! Thank you for joining Dartmouth’s ongoing commitment to creating positive change.

## 2025 Benefits Open Enrollment

October 21<sup>st</sup> - November 4<sup>th</sup>

Dartmouth is proud to offer a comprehensive, flexible benefits program that offers a range of options to support you and your family. Go to [Dartgo.org/benefits-oe](https://Dartgo.org/benefits-oe) for more details!!



### Open Enrollment Period

Mon, 10/21, 8:00AM - Mon, 11/4, 11:59PM

This is your chance to make changes to your benefits for the upcoming year.



### Benefits Fair

Hanover Inn Grand Ballroom  
Wed, 10/23, 11:00AM –3:00PM

Stop by to meet the benefit vendors, ask questions, enter raffles, receive giveaways, get a flu shot and more.



### Educational Webinars

Tues, 10/22, 1:00 – 2:30PM

Thur, 10/24, 10:00 – 11:30AM

Learn about your benefit options and upcoming changes for 2025 with an opportunity for Q&A.

[Sign up to attend one of the 90-minute sessions.](#)



### Enrollment Assistance:

Mon, 10/21 - Mon, 11/4

[Click here on/after 10/16/24 to sign-up](#)

One-on-one guidance is available via phone, zoom or in person to assist in enrolling and navigating the enrollment system.

## **BIG** THINK + IDE Video of the Month

In this month’s video, [How Can We Engage in Civil Discourse?](#), philosopher Judith Butler discusses how to overcome the barriers to respectful conversations, encouraging us to slow down, listen, and try to understand views we disagree with. She also explores the origins of cancel culture and how quick judgment can close the door to meaningful dialogue.

## Mark Your Calendars for the Fall Finance Information Forum!

Join our next [Finance Information Forum](#), Thursday, November 21, 1:00-2:00PM, to stay updated on all finance-related updates, including projects, processes, policies, and Thanksgiving and Winter Break dates. [Click here to register.](#) Don't miss out—see you there!

## Concise Business Purpose Reminder

Just a quick reminder to ensure your expense reports, payment requests, and PCards include a concise business purpose. Keeping it under 50 characters and avoiding special characters will help prevent any errors in processing.

Here are examples to guide you:

- **Sufficient:** Trip to NACUBO Conference  
**Not Sufficient:** Business Trip  
**Too Much:** Trip to NACUBO Conference in Washington DC on April 12 – April 16. Topics discussed included higher ed.
- **Sufficient:** Dinner meeting with Bio 101 (20 students)  
**Not Sufficient:** Dinner  
**Too Much:** Pizza dinner for Bio 101 class meeting in Silsby 104 with 20 students... (names of students)
- **Sufficient:** Office supplies  
**Not Sufficient:** Supplies  
**Too Much:** Office supplies: staplers, pens, post-it notes, and paper for supply closet

For more detailed guidance, check out the [Best Practices](#) page on Finance's website.

## Understanding Reasonable Tipping

When dining in or out or traveling, it is customary to leave a tip for the service provided. Dartmouth's [Business Expense policy](#) considers a 20% tip reasonable. However, it is perfectly acceptable to round up to the nearest dollar (\$1.00) to simplify the payment process.

For example, if your total bill (including meal and tax) comes to \$29.50, a 20% tip would be \$5.90. You can round this up to \$6.00, making the reimbursable amount \$35.50. Alternatively, you could round the total bill plus the tip to the nearest dollar. In this case, \$29.50 plus a \$5.90 tip equals \$35.40, which you can round up to \$36.00. This means the reimbursable amount would be \$36.00, with the tip effectively being \$6.50.

Employees should aim for a tip within the 20% threshold, but rounding to the nearest whole dollar for convenience is acceptable and reimbursable, even if it slightly exceeds 20%.

## Upcoming System Training



### Agiloft Contract Management Training

- [Thursday, November 7, 1:00 – 2:45PM](#)
- [Thursday, December 5, 1:00 – 2:45PM](#)



### OnBase Unity Client: Getting Started

- [Wednesday, November 13, 9:00 – 10:00AM](#)
- [Wednesday, January 22, 9:00 – 10:00AM](#)

## Amazon Business Account



Streamline your purchasing process by utilizing the [Dartmouth Amazon Business account](#)

for all your business needs. This dedicated platform offers a seamless shopping experience just like Amazon.com, but with added benefits tailored for institutional use. By using your Dartmouth email and a valid PCard or Corporate Card, you gain access to a vast selection of business-specific products, exclusive deals, and Business Prime shipping. This ensures that your purchases are compliant with Dartmouth's policies and are efficiently tracked and managed.

As a reminder, it is crucial to keep your Dartmouth credit card information separate from your personal Amazon account. Storing your Dartmouth card in a personal account can lead to accidental charges on your business card for personal purchases. To avoid this, always use the Dartmouth Amazon Business account for any work-related purchases. This not only helps with supporting clear financial records but also ensures that all transactions are in line with Dartmouth's purchasing policies.

For any assistance or to set up your business account, reach out to [Denise Moses](#) in Procurement Services. Let us keep our purchasing process smooth and compliant!

## PaymentWorks vs. Sprintax

Dartmouth Finance uses both PaymentWorks and Sprintax to manage different aspects of vendor onboarding and non-resident payments, ensuring compliance and efficiency.

- **PaymentWorks:** This platform is used for vendor management, ensuring that vendors are properly registered and verified before payments are processed. It helps streamline the onboarding process and maintain accurate vendor information.
- **Sprintax:** This software is specifically designed for nonresident aliens to manage their US income tax information. It calculates the appropriate tax withholding for payments to nonresident individuals, replacing the manual W8-BEN form.

In essence, PaymentWorks handles vendor registration and verification, while Sprintax focuses on tax compliance for nonresident aliens.

# Understanding Dartmouth's VPN

A Virtual Private Network (VPN), establishes an encrypted Internet connection, securing data transmission between devices.



## YES!

### Requires VPN

- **DartFS-Networked Attached Storage used in labs, HPC and web applications**
- **Discovery (HPC)**
- **MyFiles/OurFiles (File sharing)**
- **OnBase**
- **RDP/SSH to on-campus machines**
- **Finance Systems (like EBS, etc)**
- **When traveling or on an untrusted network.**

*For example: airport wifi, coffee shops; airplanes; your neighbors wifi; public libraries*

**LEARN MORE**

