

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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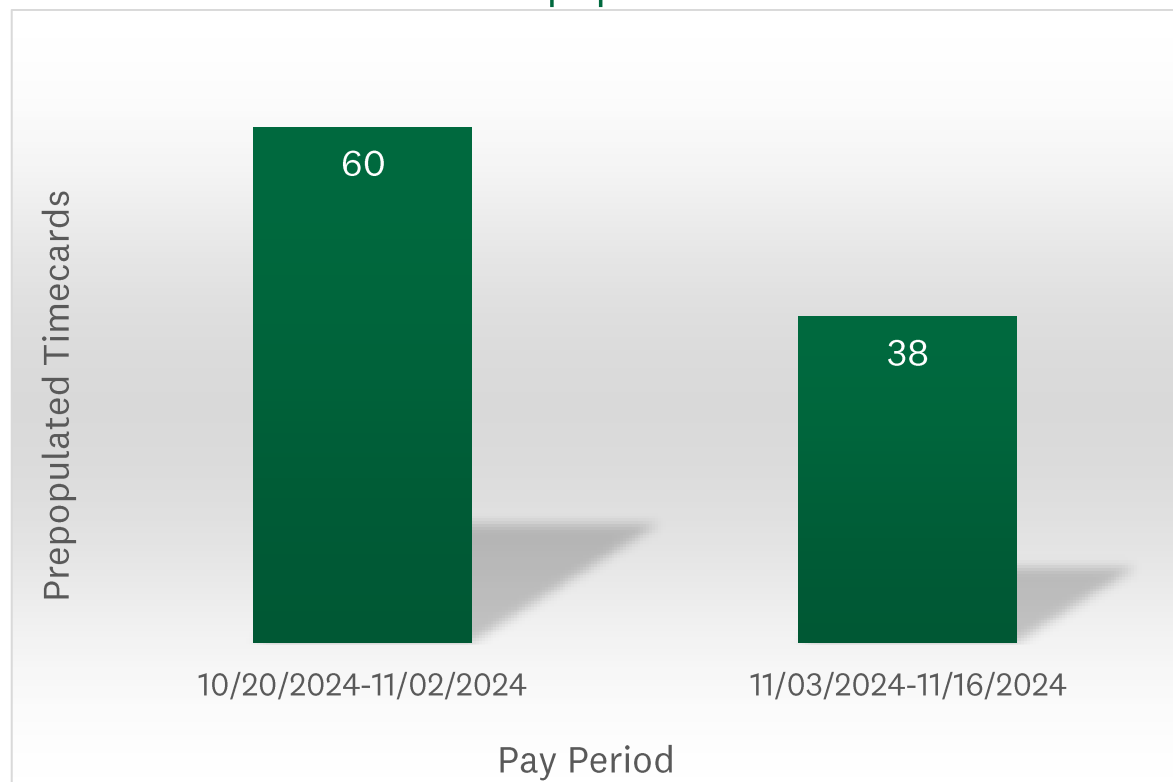
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Click below for upcoming Dates & Deadlines

Chart of the Month

Number of Prepopulated Timecards



FY2025 Kronos Quality and Compliance Reporting (Yeshwanth Lolla)

Thank You for Your Commitment to Accurate Time Reporting!!

We want to thank all supervisors, managers, and employees for your dedication to accurately track work hours. Your efforts in adjusting, sharing, and encouraging precise timekeeping have significantly improved our practices.

Since starting Kronos Cloud training and discussing the importance of not prepopulating time in mid-September, we've seen immediate progress. This reflects your commitment to maintaining accurate records and compliance.

Why Accurate Tracking Matters:

- **Accurate Records:** Employers must keep precise daily and weekly records. Prepopulating hours risks errors, potentially violating standards.
- **Real-Time Tracking:** Whether employees are clocking in or self-reporting, input entries to reflect actual hours worked.
- **Legal Compliance:** Future hours must not be pre-recorded, as FLSA requires records reflect actual hours worked.

In short, record hours in real time to stay compliant, avoid disputes, and ensure fair pay. Accurate logging builds trust and transparency.

Thank you once again for your dedication and hard work. Together, we are building a more accurate, transparent, and compliant workplace. Keep up the great work!

Fall Finance Information Forum

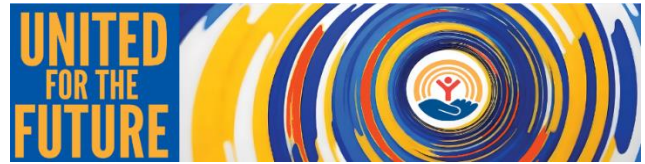
Register now for the [Fall Finance Information Forum](#), Thursday, November 21, 1:00-2:00PM. Join us for exciting updates on finance and finance-related projects, processes, policies, and Thanksgiving and Winter Break dates. [Click here to register](#). Don't miss out and we look forward to seeing you there!

Finance, Finance Centers, and HR Closed Half Day, Friday, November 15th

On Friday, November 15 from 8:00AM – 1:00PM, Finance, Finance Centers, and Human Resources will be closed for a professional development event. Please plan accordingly and submit all requests for services and processing early. Thank you in advance for your patience and effort.

Join the 2024 Dartmouth-Granite United Way Campaign!

The 2024 Dartmouth United Way Campaign is underway—a powerful moment for us to come together, support our neighbors, and strengthen our community. The Granite United Way plays a critical role in addressing essential needs here in the Upper Valley, offering resources, health services, and support for families during challenging times.



Why Contribute? This year, our goal is to raise \$250,000, helping ensure everyone in our community has the opportunity to thrive. Every dollar you give and every hour you volunteer makes a tangible difference. Whether you choose to donate, volunteer, or simply spread the word, you’re building a stronger community—one act of kindness at a time.

Get Involved

- **Donate:** Even a small contribution can make a big impact.
- **Volunteer:** Your time is a valuable gift to those in need.
- **Advocate:** Help us spread the message by encouraging friends and colleagues to join us.

Mark Your Calendar

- **Power of Community Event:** Tuesday, November 19, 11:30–1:00PM, Hanover Inn Ballroom
- **Payroll Deduction Deadline:** Thursday, December 12, 2024, [Make your pledge here](#)

Together, we have the power to uplift lives and create lasting change. Thank you for joining Dartmouth’s commitment to a brighter future for the Upper Valley!

Accelerated Thanksgiving Deadlines

Task	Deadline
All PCard transactions on the PCard eForms for Sweeping Nov 22 & Nov 29	Monday, November 18
All Payment Request eForms	Tuesday, November 19
Last AP Run: print/mail/ACH, Check pickup at the Finance, 7 Lebanon Street, Suite 302	Wednesday, November 27

There is no need to accelerate payroll for the Thanksgiving Holiday.

Biweekly Employee Timecard Reporting

Don’t forget to mark **HOL** for Thursday, November 28 and Friday, November 29th.

Thu 11/28	Hol	8.00
Fri 11/29	Hol	8.00

IDE **BIG** THINK + Monthly Video

In this month’s video, [Train your Brain to be Open to Other People’s Idea](#), dives into the powerful skill of *intellectual humility*—the ability to stay open-minded without losing conviction. Rather than falling into the traps of being overly stubborn or too easily swayed, **someone with intellectual humility can** balance confidence with curiosity, **and** make sound decisions while remaining open to new perspectives.

PA Request Reminder!

As a reminder, Personnel Authorizations (PA or PASF) are required to be submitted at least 5 days prior to the effective date. Submitting as soon as you are aware of a new hire, re-hire, transfer, or assignment change is encouraged.

Monthly-paid employee personnel authorizations are required to be submitted by the 15th each month, unless otherwise announced. For November, monthly PAs are due by **November 15th** and for December, all PAs are due by **December 6th** in preparation for Winter Break.

2024 Financial Statements

The 2024 Financial Statements are now available on the [Financial Statements & Publications](#) webpage. The 2024 Financial Statements for the Trustees of Dartmouth College provide a comprehensive overview of the financial position and activities for the fiscal year ending June 30, 2024.

Reminder: Limited Engagements

A Limited Engagement is an arrangement between Dartmouth and an independent contractor for a one-time service or services over a limited period. To qualify as a Limited Engagement, the following criteria must be met:

- The services do not involve any high-risk activities.
- The services will be performed in the U.S. (excluding U.S. territories).
- Including the engagement, the individual will not be paid more than \$5,000 by Dartmouth in the calendar year.
- The individual is not a Dartmouth employee at the time when services are performed.

Important Steps:

- Review the [Hiring Independent Contractors & Guests](#) webpage for guidance on engagement individuals for the purchase of goods or services at Dartmouth.
- Use the [Independent Contractor Decision Tree](#) to determine if the engagement qualifies and the process.
- Leverage the Independent Contractor Dashboard in [Agiloft](#) to verify that the individual has not already engaged in agreements with Dartmouth exceeding \$5,000 and ensure the new agreement will not cause the total to surpass this limit.

Ensure that all Limited Engagements comply with these guidelines to avoid exceeding the annual institutional contract limit.

For more information or assistance, visit the [Hiring Independent Contractors & Guests](#) webpage or contact the [Procurement Services team](#).

NetID Search for Payments

Be on the lookout for new functionality on the [Payment Request eForm](#)! *Within the next week*, you will be able to search by NetID on the Payment Request eForm for both students and employees.

This new search functionality is restricted to those payment types that are allowable for these payee groups. This means you can search by NetID

Legal Payee Name*	Business Purpose (will display on check)*				
f0027k4					
Test V, Velma R	STUDENT	HINMAN	f0027k4	HANOVER	NH
Test V, Velma R	STUDENT	HOME	f0027k4	WOODBURY	CT

for **Other Payments** and **Payable Advance** payment types for both student and employees and **Travel/Business Expense** for students. You will not be able to search by NetID for Invoice and PO Invoice payment types, since we do not make these types of payments to these payee groups.

Upcoming System Training



Agiloft Contract Management Training

- [Thursday, December 5, 1:00 – 2:45PM](#)
- [Thursday, January 5, 2:15 – 4:00PM](#)



OnBase Unity Client: Getting Started

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



NEW: Agiloft IRA Reports Training

- [Wednesday, December 4, 9:00 - 10:00AM](#)
- [Wednesday, January 15, 9:00 – 10:00AM](#)

ALTOUR

FORMERLY
TRAVEL LEADERS CORPORATE

Travel Leaders is Now ALTOUR

Travel Leaders Corporate and ALTOUR have merged, effective October 14, 2024.

As part of this transition, ALTOUR will be rebranding to reflect the new identity and vision. You will notice the following changes:

- **Company Name:** All references to Travel Leaders will now be ALTOUR.
- **Email Addresses:** Our email addresses will change from [@tlcorporate.com](#) to [@altour.com](#). However, the old addresses will still work.

ALTOUR has assured us there will be no disruption to our services during this transition and that the merger will bring numerous benefits, including enhanced service offerings, expanded reach, and improved customer experience.

For any questions or assistance, reach out to [Julia Lane](#) in Procurement Services.

2024 Finance and Finance Center Winter Break Processing Deadlines

Accelerated Winter Break Deadlines

Task	Form/Location	Date
End of Year Purchases – e.g. end of year discounts on equipment, etc.	Purchase Request eForm , or Agiloft Contracts	Monday, December 2
All PASF for Bi-Weekly & Monthly HRMS	General Request HR/Payroll eForm PASF , if authorized for direct entry	Friday, December 6
All MYLS and Wage Transfers	MYLS eForm , Wage Transfer eForm	Wednesday, December 18
All Corrections, Journals, Transfers	Corrections and Journal eForm	Friday, December 20
All PCard transactions	PCard eForm	Monday, December 9
All AP Entry	Payment Request eForm	Monday, December 9
AP Pickup checks cut***	7 Lebanon St, 302	Wednesday, December 18
All deposits made through Cashier’s Office	Miscellaneous Receipt	Friday, December 20, 12:00pm

***Any checks at 7 Lebanon St, 302 after 3:00pm on Wednesday, December 18th will be mailed to the address shown on the check

Accelerated Student Payroll Winter Break Deadlines

Task	Responsible Person	Date
Record all hours for 12/8-12/21	All Student Employees	Thursday, December 19, 11:59pm
Corrections and Approval Complete	Student Supervisors	Friday, December 20, 11:00am
Finance Center Approval Complete	Finance Center	Friday, December 20, 4:00pm

Accelerated Biweekly Payroll Winter Break Deadlines

Task	Responsible Person	Date
Record all hours for 12/15 -12/28	All Biweekly Non-Union Employees	Thursday, December 19, 4:00pm
Time Detail Report Run	Finance Center	Friday, December 20, 7:00am
Corrections and Approval Complete	Biweekly Non-Union Supervisors	Friday, December 20, 11:00am
Finance Center Approval Complete	Finance Center (Non-Union)	Friday, December 20, 4:00pm
Weekly Union Approval Complete	Union Payroll Supervisors	Sunday, December 29, 9:00am
Finance Center Approval Complete	Finance Center	Sunday, December 29, 4:00pm

Recording Time for Winter Break 2024

For Employee pay period December 8 - 28, 2024:

- All Regular Benefited Non-Exempt employees will need to:
- Record Holiday Pay “Hol” for December 24th and December 25th
- Record “Winter Brk” for December 23rd, 26th, and 27th*

+	⊖	Mon 12/23	Winter Brk	8.00
+	⊖	Tue 12/24	Hol	8.00
+	⊖	Wed 12/25	Hol	8.00
+	⊖	Thu 12/26	Winter Brk	8.00
+	⊖	Fri 12/27	Winter Brk	8.00

For Employee pay period December 29, 2024 - January 11, 2025:

- Record “Winter Brk” for December 30th, and 31st*
- Record the Holiday Pay “Hol” for January 1st, 2024

+	⊖	Mon 12/30	Winter Brk	8.00
+	⊖	Tue 12/31	Winter Brk	8.00
+	⊖	Wed 1/01	Hol	8.00

*If you work any Winter Break days, you should record your hours as normal.

DATA PRIVACY

**ALL DARTMOUTH
EMPLOYEES HAVE AN
OBLIGATION TO MAINTAIN
THE PRIVACY AND
SECURITY OF PERSONAL
INFORMATION**

**ANY LOSS OR COMPROMISE OF FERPA
OR HIPAA DATA MUST BE REPORTED
IMMEDIATELY TO THE INFORMATION
SECURITY TEAM**

Family Educational Rights and Privacy Act

FERPA

Protects Student Education Records

FERPA grants students the right to review, amend, and control the disclosure of their sensitive information. Schools must inform students of these rights and only share records with authorized personnel for legitimate educational purposes, ensuring student data remains secure.

Health Insurance Portability and Accountability Act

HIPAA

Protects Individual Health Information

HIPAA protects the privacy and security of an individual's health information. Individuals must provide written authorization for uses or disclosures not related to treatment.

