## Finance Center Dates and Deadlines

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
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2:00 PM to 3:00 PM  
Instructional Center, 37 Dewey Field Road |
10:30 – 11:30 AM  
Instructional Center, 37 Dewey Field Road |
| Kronos 8 Go-Live                     | Kronos Upgrades to Workforce 8 with new look and feel and is Java-free for Time Entry. There is no changes for time entry through timeclocks.                                                                      | August 11<sup>th</sup> |
| Kronos System Outage                | During the upgrade, Kronos web version will be down and unavailable. Timeclocks will be operational during the upgrade.                                                                                      | August 11<sup>th</sup>  
6:00 AM – 1:00 PM |
| Student Roundtable: Kronos Upgrade & Payroll Updates | The Dartmouth electronic timecard system (Kronos) is being upgraded on August 11. Please join us to learn more about:  
• Changes due to the Kronos upgrade on August 11  
• Student Time corrections process  
• Using Employee Self-Service and teaching student employees to use it  
Sign-up required: [https://docs.google.com/forms/d/e/1FAIpQLSfunNL6yn8wEae9ZNJdLXIG-8bTzKAqJcpY0juxBpJNP2xcg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfunNL6yn8wEae9ZNJdLXIG-8bTzKAqJcpY0juxBpJNP2xcg/viewform) | August 8<sup>th</sup>  
1:30 – 3:00 PM  
Collis 101 |
| APFC Parkhurst Office Move          | The APFC Parkhurst Office is scheduled to move to the 3<sup>rd</sup> Floor of 7 Lebanon Street. This includes Rita Temple Brooks, Todd Holland, Lisa Ott, Toni Pippy, and Lisa Wallace. The APFC’s Operations Team will continue to be located in Blunt until later this Fall. | August 12<sup>th</sup> |
| APFC Offices Closed                 | Finance and Administration Annual Picnic and Team-Building Event. Many offices within the Finance and Administration division will be closed during this period.                                                | August 17<sup>th</sup>  
11:30 – 4:00 PM |
| APFC Best Practices Roundtable      | This is the first of a new series to provide detailed training, guidance, and discussion about APFC services, institutional policy, and procedural overview. RSVP at: [http://doodle.com/poll/mg4vh5vse83keena](http://doodle.com/poll/mg4vh5vse83keena) | August 18<sup>th</sup>  
2:00 – 3:00 PM  
Location based on RSVP |
| APFC OnBase Unity Client Roundtable | This is the first of a new series to provide detailed training and discussion of how to navigate and access submitted requests and related documents in the OnBase Unity Client. RSVP at: [http://doodle.com/poll/33nkbrq8rk39pw2](http://doodle.com/poll/33nkbrq8rk39pw2) | September 1<sup>st</sup>  
11:00 AM – 12:00 PM  
Location based on RSVP |
Kronos Biweekly Payroll – Acceleration

Labor Day is Monday, September 5. There will be an accelerated Biweekly Payroll Tuesday, September 6. Department review and approval must be completed by 10:00 AM.

September 6th
10:00 AM Approval

APFC Fall Information Forum

The APFC will host our Bi-Annual Information Forum. Find out about all that is going on in the realm of institutional policies, processes, systems, and services.

Save the Date
October 19th

Kronos 8 Upgrade

We are excited to announce an upgrade on Thursday, August 11 that makes Kronos 'Java-free' for employees entering time via the web-entry time system. Kronos will be unavailable from 6:00 am – 1:00 pm on Thursday, August 11 during the upgrade. Following the upgrade, Kronos will continue to be accessed using kronos.dartmouth.edu with a new look and feel. A short instructional videos for employees and students to learn how to use the new system is available at http://dartgo.org/kronos.

Any questions regarding this upgrade or access to Kronos can be sent to Kronos.Admin@Dartmouth.edu.

Professional Development Opportunities for Department Administrators

The APFC is offering two new roundtable series to learn best practices working with the Finance Center and using the OnBase Unity Client. These will be regular offerings by the finance center and are designed to provide a space for training, guidance, discussion, and sharing.

**APFC Best Practices** Roundtables will provide detailed training, guidance, and discussion about APFC services, institutional policy, and procedural overviews. Our first session will be held on August 18 from 2:00 – 3:00 PM. Location will be determined based on number of attendees. RSVP at: http://doodle.com/poll/mg4vh5vse83keena

**OnBase Unity Client User** Roundtable will provide detailed training and discussion of how to navigate and access submitted requests and related documents in the OnBase Unity Client. Our first session is scheduled Thursday, September 1 from 11:00 AM – 12:00 PM. Bring your laptops to participate hand-on. The location will be determined based on the number of attendees. RSVP at: http://doodle.com/poll/33nkbrqq8rk39pw2

Helpful Hints

**Corrections**

A new Corrections view in the IRA GL Transaction Report provides all the information required for submitting a correction or cost transfer through the Correction, Journal, and Cost Transfer e-Form. Use the monthly transactions report you receive from the Finance Center or this new report to ensure accurate and efficient processing of your correction.

**iExpense**

When using your Corporate Pay Card, do not forget to wait for the transaction to post to iExpense, so it can be easily selected on your Expense Report. You should not manually enter Corporate Card transactions on your Expense Report as Receipt-Based Expenses. This requires reprocessing of your Expense Report and you will need to pay the College back for the unintended reimbursement. To view Corporate Card transactions that are pending processing, sign-in to employee.dartmouth.edu, click on iExpense, and then click on Corporate Card Transactions on the green menu bar.