Finance Center Dates and Deadlines

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
<th>Attention:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kronos Student Payroll – Acceleration</td>
<td>Due to the Thanksgiving Holiday, there will be an accelerated Student Payroll. Student Supervisors should work to have time cards finalized by 2:00 PM, Friday, November 18th and any students working over the weekend should be finalized by 9:00 AM, Monday, November 21st. Department review and approval must be completed by 9:00 AM. Please ensure students have transferred their hours. Absolutely no changes after 10:00 AM.</td>
<td>Student Supervisors</td>
<td>November 18th 2:00 PM; November 21st 9:00 AM</td>
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<tr>
<td>APFC Best Practices Roundtable</td>
<td>This series is intended to provide detailed guidance and discussion about APFC services, institutional policy, and procedural overview. RSVP at: <a href="http://doodle.com/poll/c2wsxc39c5545re3">http://doodle.com/poll/c2wsxc39c5545re3</a></td>
<td>Dept/Finance Administrators</td>
<td>December 1st 11:00 AM - 12:00 PM Parkhurst 303</td>
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<tr>
<td>APFC OnBase Unity Client Roundtable</td>
<td>The age of digital records is upon us. This roundtable is intended for Department and Finance Administrators to share, discuss, and learn how to access documents submitted to the Finance Center in the OnBase Unity Client. If you work on a laptop bring it along and enhance the session by following along. RSVP at: <a href="http://doodle.com/poll/jhf44gav4mzsx3bn">http://doodle.com/poll/jhf44gav4mzsx3bn</a></td>
<td>Dept/Finance Administrators</td>
<td>December 8th 11:00 AM – 12:00 PM Haldeman 125</td>
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Work-At-Home Pilot

The APFC submitted a proposal that was accepted by Rick Mills and Mike Wagner to begin a one year pilot that combines work-at-home with work on-campus.

Let me describe the proposal by beginning with what will not change.

- ✓ There will be staff on-campus everyday
- ✓ Hours of operation remain the same
- ✓ Service level expectations must continue to be met
- ✓ Customer service and customer relationships will not be affected

Now here is what is changing. Staff will work set schedules where they will be in the office two, three or four days per week and at home the other day(s). While working at home their portfolio of work will not change. They will continue their work in Kronos, OnBase, the P-Card system, Oracle e-Business suite, Hyperion, IRA and iExpense. Most customer interactions today are through one of these electronic systems or by email or phone.

>>Read more on page 2

Policy Update

The Print Service Policy has been updated with increased thresholds for Preferred Printers. Preferred Printers print projects:
- ○ less than $5,000 may be paid through a non-PO invoice or PCard under single limit amount
- ○ over $5,000 a Non-Catalog requisition (PO) required
- ○ one estimate from a Preferred Printer required for less than $10,000
- ○ two estimates from Preferred Printers required for greater than $10,000

The full policy is available at: http://www.dartmouth.edu/~control/policies/printservices.html
New Finance Center Documents

New Finance Center documents have been added to the Finance Center website to address some of our frequently asked questions.

✓ Check them out at: http://www.dartmouth.edu/~fincenter/finance_center_docs.html

Helpful Hints

⭐ Creating Nicknames for OnBase eForms with iExpense
⭐ Setting-up Direct Deposit
⭐ Clearing your Browser's Cache

Procure-to-Pay

⭐ Corporate Card vs. P-Card Comparison
⭐ Procurement Paperwork Grid

iExpense Flash Report

The Expense Reporting Team has just released a new iExpense Flash Report. This along with links to iExpense User's Guides and Training videos is available through the Controller's iExpense website.

✓ Them out at: http://www.dartmouth.edu/~control/iexpense
✓ Click on Flash Reports
✓ Click on the "iExpense Flash Report Issue 3"

Work-at-Home Pilot continued

We are fully implementing several tools that will support our staying connected. First we will be using the Cisco IP Communicator softphone. IP Communicator replicates a person’s desk phone on their computer. Your phone number stays the same, you can receive calls, and make calls like you are on-campus using your desk phone. We are also making much fuller use of Skype for Business. This tool, part of the Microsoft Office Suite allows staff to ‘chat’ both one-on-one and within groups. It also allows for video conferencing and screen sharing.

The APFC is an excellent candidate for the pilot because our processes are documented and electronic, staff are cross trained and work processes are monitored in real time within our systems. Because we have these systems, Laurie Noble, the team leads (Ann Betters, Melissa Durkee and Kathy O’Neill) and I are able to watch how work is flowing. This is a one year pilot and we will measure productivity all along the way. We will also make the pilot a standing item in our quarterly check-ins to surface any negative affects departments are feeling from this change. But you should let us know immediately if you see any significant degradation in service.

We are truly honored to be allowed to pilot this concept at Dartmouth in a fuller way than has been done in the past. We will work very hard to make it a success for the college, for the customers we serve and for the APFC staff.

If you have any questions or thoughts about the pilot please be in touch. - Rita