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>iExpense Hands-on Training</td>
<td>Hands-on training for iExpense is offered the first Wednesday of each month for anyone looking for new employees or anyone looking for a refresher. Click <a href="#">here</a> to sign-up.</td>
<td>All employees</td>
<td>Upcoming session: June 7: 1:30 PM - 3:30 PM</td>
</tr>
<tr>
<td>New SPUD Template Release</td>
<td>New CJE and CTX Template is coming and will be available for download at noon on June 12. Read more below.</td>
<td>All SPUD Preparers and Uploaders</td>
<td>June 12 at noon</td>
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Hiring Graduating Dartmouth Students

How this works?

In order for this to work, employers must hire their graduated Dartmouth students with particular hire and termination dates. BOTH a hiring AND a termination transaction MUST be created at time of hire.

1. Each graduated student employee hiring transaction must have an effective date of June 4, 2017 or later.
2. Each graduated student employee termination transaction must have an effective date of September 30, 2017 or sooner.

What do I need to tell my graduated Dartmouth student employee?

Instruct each of your graduated Dartmouth student employees (even those with Direct Deposit!) to email Dartmouth.Payroll@dartmouth.edu to update their Payroll Mailing address so their checks/paystubs don’t get sent to their student Hinman Box. (Every student Hinman mailbox is CLOSED after the student graduates and Hinman will not accept or hold their mail for pick-up.)

What do I need to know?

This process has a ‘hard end date’. The graduated Dartmouth student will cease to have access to the Kronos system on the pre-determined termination date.

The Policy:

Pending federal employment eligibility, a Dartmouth student employee may continue to work for Dartmouth College for one term following the completion of their coursework.

After the one term of employment (detailed dates are below), if a department has a business need to continue employment of this individual, the department must then hire the individual using the standard Dartmouth College process through DORR.

Employment termination date must be no later than the dates noted below.

- Spring Term Graduates may work until September 30
- Summer Term Graduates may work until December 31
- Fall Term Graduates may work until March 31
- Winter Term Graduates may work until June 30

This practice allows students who have graduated from Dartmouth College to continue working for one full term past graduation. This opportunity is not available to students who have withdrawn from the college. Contact your Finance Center or SEO for additional information.
New SPUD Template

Attention SPUD Preparers and Uploaders

Improvements are being made to the SPUD templates to help prevent some common issues that have come up with uploads over the past few months. The new templates will be available **June 12**. **NOTE: Beginning June 12, the existing templates you have used will no longer upload successfully.**

What does this mean for you?

If you upload SPUD entries to OnBase for OSP to process (CJE and CTX templates):

- Use existing templates through Thursday, June 8 – this will give OSP time to clear out OnBase before the change
- Between Friday, June 9 and noon on June 12, please do not prepare or upload entries to OnBase
- After noon June 12: download a new template from the website below and use it going forward

If you upload directly into Oracle (service centers, finance center billings, etc., using the CJE template)

- Use existing templates through June 11.
- Before noon June 12: please do not prepare or upload entries
- After noon June 12: download a new template from the website below and use it going forward

The new SPUD templates will be available at: [http://www.dartmouth.edu/~control/forms/spud.html](http://www.dartmouth.edu/~control/forms/spud.html) beginning at **noon June 12**. We will send out any updates to this plan to those responsible for uploading SPUD journals.

Please email any questions to: Financial.Reports@dartmouth.edu.

OnBase Invoice and Payment Request Project Update

The **Invoice and Payment Request Project** website is now live in ‘Announcements’ section on the Finance Centers’ website. Here you can get the project overview, proposed processes, see the latest mock-ups of the Invoice and Payment Request eForms and get involved in the providing feedback.

Check out the project and the eForms as they progress through development and leave your feedback. We want to hear from you!

Need Help?

Contact the APFC at:

**Email:** Admin.and.Provost.Finance.Center@dartmouth.edu

**Phone:** 646-1310

**Websites:**

Finance Centers: [www.dartmouth.edu/~fincenter/](http://www.dartmouth.edu/~fincenter/)

APFC: [www.dartmouth.edu/~fincenter/admin-provost/](http://www.dartmouth.edu/~fincenter/admin-provost/)

More Technical Help required?

iExpense Expense Report: Expense.Reporting@dartmouth.edu

Kronos: Kronos.Admin@dartmouth.edu

OnBase e-Forms/Unity Client: Admin.and.Provost.Finance.Center@dartmouth.edu