Electronic Time Management (ETM)

The College is continuing forward with the Employee Time Management Project (ETM). This project has also often been referred to as ELECTRONIC TIMEKEEPING.

The College has chosen Kronos as our time collection system. Employees who currently complete a staff or student timesheet in Excel will instead enter their time on a web entry form from their computer. The Kronos rollout is happening in phases; the current rollout with Admin Finance center is in its final stages.

ARTS & SCIENCES HOURLY STAFF rollout has been scheduled for the pay period beginning FEBRUARY 9.

All STUDENT timesheets will remain on paper until they transition to KRONOS in the summer term: JUNE 22 (date subject to change).

Employees should review the recently updated Employment Policies and Procedures Manual: Time Reporting for Hourly Staff and Student Employees

In Arts & Sciences, there will be 3 "roles" for electronic time management:

Employee

The employee will enter their "in" and "out" times on a timecard screen (web based entry form).

Supervisor (department)

The Supervisor will receive scheduled reports from the System Approver (ASFC) for review of the employee(s) time. Non-response will be approval. If there is an issue with the time, the Supervisor would contact the employee to make revisions.

System Approver (ASFC)

The System Approver schedules reports to be sent to supervisors and approves employee time.

Additional information and hands-on training is forthcoming.
Fixed Assets

Fixed assets, also known as "tangible assets" or property, plant, and equipment, is a term used in accounting for assets and property that cannot easily be converted into cash.

ASFC is now processing all fixed asset purchase requests for Arts & Sciences due to a new implementation by the College.

The new implementation is simply called "Fixed Assets."

Q: What are fixed assets?
Tangible items that cost $25k and up, as well as smaller dollar items ordered as part of a system with a total cost of $25k and up are considered fixed assets. Additional items such as costs for training, service agreements, maintenance contracts, extended warranties, equipment leases are not considered fixed assets, but may be part of a fixed asset order. The ASFC cannot process reimbursement forms for fixed assets.

Q: What is changing for me?
From this point on, any and all fixed asset expenses will only be paid if there is an accompanying purchase order number from eProcurement. To place an order that includes a fixed asset, you will need to submit a purchase request to the ASFC. If your area currently enters requisitions into eProcurement, you may continue to do so with the exception of fixed asset orders. The ASFC cannot become outdated. The new Fixed Assets module, already owned by the College, allows for more efficient tracking of College assets.

Q: How will I know if an item in my order is a fixed asset?
In addition, this information will also be included in the College's online eProcurement training.

Q: How do I submit a purchase request to the ASFC?
To submit a purchase request, complete the purchase request form found on our website:

www.dartmouth.edu/~fincenter/arts-sciences/  asfc@dartmouth.edu

Do you know these Policies?

- Capitalization Threshold
- Disposal Policy
- Fabricated Equipment
- Moveable Equipment Policy
- Off Campus Equipment
- Transferring Equipment
- Useful Life Schedule

Procurement’s website
BUSINESS EXPENSE POLICY
The Business Expense Policy, the College's overall expense policy (not just for reimbursements) has recently been updated and is posted on the Controller's Office website.

ETM TRAINING
Electronic Time Management (ETM) is rolling out on FEBRUARY 9 for Arts &Sciences hourly staff (see article for details). Hands-on training will be scheduled soon.

FIXED ASSETS
All purchase requests for fixed assets are now processed through the ASFC (see article for details).

FREQUENTLY ASKED QUESTIONS
We are reviewing frequently asked questions by our customers for the next newsletter. If you would like to submit questions or suggestions, please email ASFC's main email with the subject line: "Newsletter Questions."

Q&A: Best Practices for Electronic Submissions

Q: What is the best way to send in my requests to the Finance Center?

A: The majority of requests can be sent via email to the ASFC at asfc@dartmouth.edu.

Until the E-Forms workflow system has been implemented (Eye On It, top right), requests should continue to be sent by email as outlined in the Best Practices for Electronic Submission memo.

FY15 BUDGETS
FY15 Budget worksheets will be distributed JANUARY 8 and due to your fiscal officer on JANUARY 22.

NATURAL CLASSES
It is not always easy to determine which natural class to use for an expense or revenue. This topic is frequently discussed by the finance centers. Collectively, we are working with the central offices to create a natural class description list to assist customers in determining which natural class to use. Until this project is complete, we welcome your questions regarding natural classes.

STUDENT HIRING
The College is implementing a new process for student hiring in order to tie into the new Kronos system. Rollout is expected to coincide with Student ETM rollout in JUNE.

EYE ON IT
E-Forms Workflow System

The College's five Finance Centers are in the process of implementing an E-Forms Workflow System. This is another step in the College's move towards electronic document management.

The E-Forms Workflow System is fully integrated with OnBase, the Records Management System that is currently being implemented by the College.

The E-Forms Workflow system is designed as web based forms for automated and improved workflow and notification. This will enable customers to access and monitor their requests, in addition to submitting requests from computer, tablet, or mobile phone.

Estimated Rollout: SPRING 2014

ASFC Tool Tip
Need to send sensitive data via email? Your RICOH copier allows you to scan encrypted documents that require the receiver to use a password before opening the PDF. See our website for instructions.
Overview of Services

The ASFC provides support to the Arts & Sciences departments, programs, institutes, staff, faculty and students. We are responsible for a variety of personnel, payroll, purchasing, and accounting transactions for the Arts & Sciences division of the College.

PERSONNEL & PAYROLL
Our office liaises with the Office of Human Resources for the staff hiring process, in particular the entry into the DORR system for hiring approval. We also assist with Faculty Leaves. Have a new hire? Our office processes Payroll Authorizations, and payroll forms such as the I-9, W-4, and the Personal Info Change form. Need to move payroll charges to a different account? We process wage transfers (LADC and MYLS). Need to submit a timesheet? The ASFC processes both biweekly and student timesheets for the Arts & Sciences division.

PURCHASE & REIMBURSEMENT
Need something for your area? Our office will assist you with a purchase request and the eProcurement system. We are responsible for processing invoices for payment, reimbursements to individuals, and assist with vendor forms. We also review and archive procurement card (p-card) expense documentation for the division and provide documentation on file when cards are audited.

FINANCIAL SYSTEM ACCESS, ACCOUNTING & REPORTING
The ASFC processes all requests for an individual to have access to the financial systems. In addition, we process requests for changes to the general ledger (chart string segments to be created, disabled, or modified). We manage Dean of Faculty accounts and provide balances for those commitments. Need to move a general ledger charge from one string to another? We can process a correction or journal entry for you. We can also provide assistance with interpreting your IRA reports.

GENERAL
We encourage you to contact us when you have a question and we look forward to assisting you with your financial transactions.

Policy Spotlight

Brush up on Dartmouth’s

Code of Ethical Business Conduct Policy

from Risk and Internal Controls Website

updated September 2013

www.dartmouth.edu/~fincenter/arts-sciences/  asfc@dartmouth.edu