<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary E-Mail:</td>
</tr>
<tr>
<td><a href="mailto:DMS.Finance.Center@dartmouth.edu">DMS.Finance.Center@dartmouth.edu</a></td>
</tr>
<tr>
<td>BER Submission E-Mail:</td>
</tr>
<tr>
<td><a href="mailto:DMS.Finance.Center@dartmouth.edu">DMS.Finance.Center@dartmouth.edu</a></td>
</tr>
<tr>
<td>Telephone:</td>
</tr>
<tr>
<td>(603) 646-6484</td>
</tr>
<tr>
<td>Fax:</td>
</tr>
<tr>
<td>(603) 646-6467</td>
</tr>
<tr>
<td>Hinman Box:</td>
</tr>
<tr>
<td>7052</td>
</tr>
<tr>
<td>Website:</td>
</tr>
<tr>
<td><a href="http://www.dartmouth.edu/~fincenter/dms/">http://www.dartmouth.edu/~fincenter/dms/</a></td>
</tr>
<tr>
<td>Physical Address:</td>
</tr>
<tr>
<td>Hillcrest Building, Lebanon, NH 03766</td>
</tr>
</tbody>
</table>
Payroll
Process for Completing Payroll Authorization Smart Form Filled by Finance Center

Helpful Hints

- DMS Finance Center will use the Payroll Authorization (PASF) Smart Form to perform the following actions:
  - New Hires Beginning Employment (New hire, Re-hire and Re-appointment)
  - Changes Affecting Existing Employees while Currently Employed (changes to position, pay rates, employment status and classification, promotions/transfers, etc.)
  - Ending Employment (Termination, End Assignment, and Retirement)
- Submit your information to the DMS Finance Center at least 1 week before the Effective Date, or Start Date, of the New Hire.
- Do not communicate Personal Identifiable Information such as Social Security Numbers and date of birth via email.
- Check to make sure that you have provided correct chart string information.
Send e-mail to DMS Finance Center to request PASF be prepared.

Any supporting documentation should be emailed to DMS Finance Center with instructions.

The Finance Center may contact you or the employee if additional information or follow-up is needed.

Visit the Frequently Asked Questions section on the Finance Center website for additional information:

http://www.dartmouth.edu/~fincenter/

<table>
<thead>
<tr>
<th>For questions related to…</th>
<th>…You should contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Availability of funding related to PA actions</td>
<td>DMS Finance Center</td>
</tr>
<tr>
<td>Accounting information (e.g. chart strings, etc.)</td>
<td></td>
</tr>
<tr>
<td>Payroll Policies and Detailed Procedures</td>
<td>Payroll</td>
</tr>
<tr>
<td>Completion of PA process, Employee Files and Records</td>
<td></td>
</tr>
<tr>
<td>Completing the PA form properly</td>
<td>DMS Finance Center</td>
</tr>
<tr>
<td>Salary setting information</td>
<td>Dartmouth Human Resources (HR)</td>
</tr>
<tr>
<td>Finance Center Contact Information</td>
<td></td>
</tr>
<tr>
<td>Payroll Form</td>
<td>Finance Center Website</td>
</tr>
</tbody>
</table>
Helpful Hints

- Complete most current version of the form in Excel to ensure that calculations are accurate.
- Double check for accuracy of math and the information provided.
- Double check to make sure that you have correct assignment or student ID numbers.
- Use the Online Directory to access information required to complete your timesheet, including assignment numbers.
- Contact your supervisor(s) with any questions regarding time reporting.
- Supervisor/Timekeeper: Consult the Time Turnaround Report to validate vacation time, sick time, and other employee data.
To complete a timesheet, access the timesheet and instructions located on the Payroll website:

http://www.dartmouth.edu/~control/forms/timesheets.html

Download the form and complete the required information to show your work hours for the two-week period specified.

This form should be completed in Excel to ensure that calculations are accurate.

Be careful to provide accurate information in the following areas:
- Name printed legibly
- Pay period ending dates (always a Saturday)
- Sign In and Sign Out times
- Math totals
- Number of hours worked
- Correct assignment numbers associated with hours worked

If a student employee, then the following needs to be on the timesheet:
- Jobnet Number
- Dart ID Number
- Valid account strings
- Rate of Pay

After completing the form in Excel, print the form.

Sign the timesheet.

Deliver your timesheet to your supervisor for review and approval.

<table>
<thead>
<tr>
<th>For questions related to...</th>
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<tbody>
<tr>
<td>Verifying time worked</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Your wage statements, check issuance, etc.</td>
<td>Payroll</td>
</tr>
<tr>
<td>Policies and Procedures for completing timesheets</td>
<td>Payroll Website</td>
</tr>
<tr>
<td>Finance Center Contact Information</td>
<td>Finance Center Website</td>
</tr>
</tbody>
</table>
Process for Timekeeper Reviewing, Approving, and Submitting Timesheets

- Review timesheets to ensure accuracy in the following areas:
  - Name printed legibly
  - Pay period ending dates
  - Math totals for time
  - Number of hours worked
  - Sign In and Sign Out times
  - Correct assignment numbers associated with hours worked

- If timesheet is for a student employee then the following needs to be on the timesheet:
  - Jobnet Number
  - Dart ID Number
  - Valid account strings
  - Rate of Pay

- If data is not accurate, follow up with the employee or student to resolve any issues.
- If you make any changes to the time sheet, review changes with the employee/student and obtain their signature of approval.
- Batch timesheets, attach timekeeper cover sheet, and note missing employees, if applicable. Send to DMS Finance Center.

For questions related to...

<table>
<thead>
<tr>
<th>Detailed Procedures and Policies on timesheets</th>
<th>Payroll Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status of processing timesheets</td>
<td>DMS Finance Center</td>
</tr>
<tr>
<td>Finance Center Staff Contact Information</td>
<td></td>
</tr>
</tbody>
</table>
Process for Submitting a Labor Account Distribution Change

Future Dated

**Reasons for submitting an LADC – Future Dated** may include:

- The PI or Department leadership moves a person from one function to another requiring a change in labor schedule
- A PI establishes new grant and resources are moved from other areas to the new grant
- Department leadership establishes a new non-grant organization or program and moves resources to that new area.

Send an e-mail to the DMS Finance Center to indicate approval to prepare the LADC.

Include the following details in your e-mail:

- Full Name
- Effective Date of change
- Chart String(s)
- Percent allocation of effort per chart string

---

**For questions related to…** | **…You should contact**
---|---

- Budget approval and departmental accounting | DMS Finance Center

- LADC Data Requirements and Processing Follow-up | DMS Finance Center

- Policies and Procedures for Payroll issues | Finance Center Website
Process for Submitting a Labor Account Distribution Change (LADC) – Wage Transfer

1. Initiates LADC
   - Emails request to DMS Finance Center with appropriate justification

2. Approves LADC
   - Reviews information for completeness and acceptability
   - Approves LADC and forwards to DMS Finance Center

3. Processes LADC
   - Reviews LADC and enters into HRMS
   - Validates data and checks Chart Strings

4. Files Copy
   - Prints LADC approval email
   - Files LADC email approval
   - Emails EIS that data entry has been reviewed

5. Performs Reviews and Audits
   - Produces reports
   - Conducts periodic reviews and audits

For questions related to...

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<tr>
<td>Policies and Procedures for Payroll issues</td>
<td>Finance Center Website</td>
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</tbody>
</table>
Business Expense Reimbursement
Process for Submitting Receipts and Business Expense Reimbursement (BER) Form to the Finance Center

Individual /Traveler

1. Submits BER Form and Receipts to Finance Center
   - Fills out expense form with basic trip details (first tab of BER workbook)
   - Attaches scanned receipts and other expense documents
   - Sends all documents to DMS Finance Center via email

Finance Center

2. Completes and Reviews BER Form
   - Receives and organizes expense information
   - Completes business expense form
   - Conducts critical review (receipts, compliance, accuracy of math)
   - Sends completed expense form to Individual

Individual

3. Verifies BER Form
   - Verifies that expense form was accurately completed by the DMS Finance Center
   - Sends expense form to department Approver

Department Approver

4. Reviews & Approves BER Form
   - Reviews expense form
   - If changes are needed, sends back to DMS Finance Center and copies individual
   - Approves/rejects expense form
   - Sends approval/rejection to DMS Finance Center and copies Individual

Finance Center

5. Enters Data
   - Inputs Business Expense Reimbursement information into Oracle Payables system
   - Files completed form and attachments

Accounts Payable

6. Processes Payment
   - Cuts check to individual

Central Finance

7. Performs Reviews
   - Produces reports
   - Conducts periodic reviews

Helpful Hints

- Start with fresh BER form from Finance Center Web site.
- Make sure that all information on scanned receipts is legible.
- Make sure that you have included the correct GL chart strings/PTAEO strings in your form.
- Submit the form no more than 10 days after the end date of your trip or activity.
- If received Cash Advance for trip, include Cash Advance number.
Process for Submitting Receipts and Business Expense Reimbursement (BER) Form to the Finance Center

- Locate and download the Business Expense Reimbursement Form (BER) from the Finance Center Website.
- After downloading the BER form, complete the “Activity/Trip Summary (first tab)” section of the form in Excel.
- Submit all required receipts (please follow the link in the Policy Notes section below to learn more about required receipts).
- Check that information on scanned receipts is readable.
- Attach the scanned receipts and the electronic BER to an email.
- Email the form to the DMS Finance Center.
- After the DMS Finance Center prepares the BER form, it will be returned to you by email for verification.
- If the form is correct, email the form to your designated approver for approval.
- Designated approver will forward approved form to DMS Finance Center and copy you.

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<tr>
<td>Business Expense Reimbursement Policies</td>
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<td>Finance Center Website</td>
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<td>Check issuance and reimbursement amount</td>
<td>Finance Center Website</td>
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<tr>
<td>Allowable Trips or Activities</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Detailed BER form procedures</td>
<td>Finance Center Website</td>
</tr>
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</table>
Procurement
Always refer to the Procure-to-Pay guide for general instructions on making different types of purchases:

- **Guide to Warehouse Policies and Goods**
- **Guide to SciQuest Policies and Goods**
- **Guide to Other Purchases, Including Non-Catalog Requisitions and Services**

Keep all purchase documentation for your records including receipts, order confirmations, and receipts/packing slips.

### For questions related to...

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</tbody>
</table>
How to Purchase Goods through the Warehouse

Procedures

- Always refer to the Procure-to-Pay guide for general instructions on purchasing.  
  - **Guide to Warehouse Policies and Goods**
- Consult the **Inventory Operations page** to see if desired goods are located in the Warehouse.
- If you do not receive all goods ordered, contact your Departmental Super User or DMS Finance Center

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<tr>
<td>Inventory Warehouse goods and operations</td>
<td>Inventory Operations: <a href="http://www.dartmouth.edu/~control/departments/inventoryops/index.html">http://www.dartmouth.edu/~control/departments/inventoryops/index.html</a></td>
</tr>
</tbody>
</table>
How to Purchase Goods through SciQuest

Procedures

- Always refer to the Procure-to-Pay guide for general instructions on purchasing.
- **Guide to SciQuest Policies and Goods**
- Download and save the Purchase Request Form to your hard drive for easy access.
- Upon receipt of goods check all items against the order confirmation to make sure that the order has been filled completely.
- If you do not receive all goods, contact the DMS Finance Center.
Process for Purchasing Goods through SciQuest

- Access the Finance Center website to download a Purchase Request Form to initiate the purchase of goods.
- Send the purchase request form to the DMS Finance Center via email.
- When the DMS Finance Center submits your order through the appropriate SciQuest vendor, you will receive confirmation of your order.
- Review the order confirmation to make sure that the order was completed correctly.
- When you receive your goods, check them against the order confirmation to make sure that all goods are received.
- If your order is over $2,500, notify the DMS Finance Center of receipt of goods by sending an email or by sending the scanned packing slip via email.
- If the goods are under $2,500, the invoice will be paid automatically and you do not need to send a receipt confirmation.
- If you do not receive all items, please inform the DMS Finance Center.

For questions related to...

<table>
<thead>
<tr>
<th>Purchasing decisions</th>
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</thead>
<tbody>
<tr>
<td><strong>DMS Finance Center</strong></td>
<td><strong>Procurement Website</strong> (<a href="http://www.dartmouth.edu/~control/departments/procurement/">http://www.dartmouth.edu/~control/departments/procurement/</a>)</td>
<td><strong>Finance Center Website</strong></td>
</tr>
<tr>
<td>Purchasing Policy, Detailed Procedures and Forms</td>
<td>Finance Center Staff Contact Information</td>
<td></td>
</tr>
</tbody>
</table>
Always refer to the Procure-to-Pay guide for general instructions on purchasing
- Always check the Preferred Vendors list in the Procure-to-Pay guide
- Email scanned receipts to DMS Finance Center within 3 days of purchase. Receipts must include: cardholder name, business purpose, and chart string(s).
Process for Purchasing Goods using your P-Card

- Use your P-Card to purchase authorized goods and obtain itemized receipt.
- In a note written on your receipt (or in an accompanying email), indicate the business justification for the purchase and the chart string/PTAEO to charge.
- Send a scanned copy of the receipt to the DMS Finance Center via email.

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<thead>
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<tbody>
<tr>
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<td>Confirming receipt of goods and services</td>
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<tr>
<td>P-Card Procedures and Policies</td>
<td>Procurement Services Webpage:</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.dartmouth.edu/~control/">http://www.dartmouth.edu/~control/</a></td>
</tr>
<tr>
<td></td>
<td>departments/procurement/</td>
</tr>
<tr>
<td></td>
<td>P-Card Manager in Procurement</td>
</tr>
</tbody>
</table>
Process for Purchasing Goods or Services through Non-Catalog Requisition

Helpful Hints

- Always refer to the Procure-to-Pay guide for general instructions on purchasing.
- **Guide to Other Purchases, Including Non-Catalog Requisitions and Services**
- Always refer to the Procure-to-Pay guide for general instructions on purchasing.
- Always check the Preferred Vendors list in the Procure-to-Pay guide.
Procedures for Purchasing Goods through Non-Catalog Requisition

- Access the Finance Center website to download a Purchase Request Form to initiate the purchase of goods or a service.
- Send the purchase request form to the DMS Finance Center via email.
- The DMS Finance Center will confirm the appropriate purchasing vehicle for your order. You may be contacted during this process to discuss your order, especially for large purchases.
- After the DMS Finance Center submits your order through the appropriate channel, you will receive confirmation of your order.
- Review the order confirmation to make sure that the order was completed correctly.
- When you receive your goods or an invoice for services rendered, check against the order confirmation to make sure that all goods or services were received.
- If your order is over $2,500, notify the DMS Finance Center of receipt of goods by email or by sending the scanned packing slip/receipt via email.
- If the goods or services are under $2,500, the invoice will be paid automatically and you do not need to send a receipt confirmation.
- If you do not receive all items, please contact the DMS Finance Center.

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