Today’s Topics:

• Review of PDCFC Metrics
• Project Updates
  • OnBase E-Forms
  • iExpense
  • Employee Self-Service
• Policy Updates and Reminders
  • Business Expense
  • PCard
• Process Reminders
  • Business Expense
  • Procurement
  • Payroll Authorizations
  • Kronos
• Fiscal Officers – FY16 Budget and Planning
## Transaction Counts

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 14 Total</th>
<th>FY 15 Q1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P-Card Transactions</td>
<td>22661</td>
<td>5556</td>
</tr>
<tr>
<td>Business Expense Reimbursement</td>
<td>4054</td>
<td>686</td>
</tr>
<tr>
<td>Journal Entries/Cost Transfers</td>
<td>4378</td>
<td>532</td>
</tr>
<tr>
<td>Accounts Payable Entry</td>
<td>21483</td>
<td>4480</td>
</tr>
<tr>
<td>Timesheets/Kronos Timecards</td>
<td>23987</td>
<td>13807</td>
</tr>
<tr>
<td>Payroll Authorization/HRMS Entry</td>
<td>1737</td>
<td>553</td>
</tr>
</tbody>
</table>
Transaction Volumes by Quarter

**PASF/HRMS Entry**
- FY14 Q1: PASF Creation: 400, HRMS PA Entry: 200
- FY14 Q2: PASF Creation: 400, HRMS PA Entry: 200
- FY14 Q3: PASF Creation: 400, HRMS PA Entry: 200
- FY14 Q4: PASF Creation: 400, HRMS PA Entry: 200
- FY15 Q1: PASF Creation: 400, HRMS PA Entry: 200

**Paper vs. Kronos**
- FY14 Q1: Timesheets: 200, Kronos Timecards: 100
- FY14 Q2: Timesheets: 200, Kronos Timecards: 100
- FY14 Q3: Timesheets: 200, Kronos Timecards: 100
- FY14 Q4: Timesheets: 200, Kronos Timecards: 100
- FY15 Q1: Timesheets: 200, Kronos Timecards: 100

**BERs and Journal Entries**
- FY14 Q1: BER Creation: 500, Journal Entries and Corrections: 250
- FY14 Q2: BER Creation: 500, Journal Entries and Corrections: 250
- FY14 Q3: BER Creation: 500, Journal Entries and Corrections: 250
- FY14 Q4: BER Creation: 500, Journal Entries and Corrections: 250
- FY15 Q1: BER Creation: 500, Journal Entries and Corrections: 250

**AP and PCards**
- FY14 Q1: AP Entry: 5,000, P-Card Transactions: 2,000
- FY14 Q2: AP Entry: 5,000, P-Card Transactions: 2,000
- FY14 Q3: AP Entry: 5,000, P-Card Transactions: 2,000
- FY14 Q4: AP Entry: 5,000, P-Card Transactions: 2,000
- FY15 Q1: AP Entry: 5,000, P-Card Transactions: 2,000

November 6, 2014
OnBase e-Forms Project

• Roll-out November through January
• Automated workflow and notification
• Customer access to monitor request progress
• Next phase of Dartmouth’s electronic document management
iExpense Project

• Potential Business Expense Reimbursement solution for Faculty and Staff
• Survey being sent out next week
• Pilot to commence in January
• Corporate-Pay Credit Card
• Demos and Advisory Group meetings being scheduled for next month
Employee Self-Service

• Coming This Winter
• Self-Service for Maintaining
  • Personal Information (name, phones, addresses)
  • W-4s and Vermont state taxes
  • Direct Deposit for Payroll and AP Payments
  • Opting in for paperless payslips and W-2s
• Access to payslips and W-2s (back to 2002)
Policy Updates

• Business Expense
  • Per Diem changed from Hi/Lo to GSA Per Diem Rates
  • Meals Matrix
  • Direct Deposit
Meals and Food Defined:

<table>
<thead>
<tr>
<th>Definitions:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Meals</strong></td>
</tr>
<tr>
<td><strong>Local Meals</strong></td>
</tr>
<tr>
<td><strong>Travel Meals</strong></td>
</tr>
<tr>
<td><strong>Entertainment</strong></td>
</tr>
</tbody>
</table>
# Meals and Food Documentation Requirements

<table>
<thead>
<tr>
<th>Type of Meal:</th>
<th>BUSINESS MEALS</th>
<th>Entertainment (8201/8202)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Local (Non-Travel) Meals (8151)</td>
<td>Travel Meals (8144/8141)</td>
</tr>
<tr>
<td>Pcard</td>
<td>Detailed receipt required</td>
<td>N/A</td>
</tr>
<tr>
<td>Under $50</td>
<td>Attendees</td>
<td>N/A</td>
</tr>
<tr>
<td>$50 and Over</td>
<td>Detailed receipt required</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Attendees</td>
<td>N/A</td>
</tr>
<tr>
<td>BER</td>
<td>Receipts not required</td>
<td>Receipts not required</td>
</tr>
<tr>
<td>Under $50</td>
<td>Attendees</td>
<td>Attendees if other than self</td>
</tr>
<tr>
<td>$50 and Over</td>
<td>Detailed Receipt Required</td>
<td>Receipt Required</td>
</tr>
<tr>
<td></td>
<td>Attendees</td>
<td>Attendees if other than self</td>
</tr>
<tr>
<td>Per Diem</td>
<td>NA</td>
<td>Receipt Not Required</td>
</tr>
</tbody>
</table>

**Additional Guidance:**
PCards cannot be used for meals in restaurants or for travel meals. No sit-down or in-house service is allowed.
All meal expenses, regardless if local, travel or entertainment, require a business purpose.
PCard Policy Updates

- **New Look** – Similar look and feel of the Business Expense Policy
- **Purpose of the policies** explained – the need specific details, types of receipts, why PO’s must be used when purchasing items over $2499.00, etc.
- **The Procure-to-Pay Guide & Business Expense policies** are the *best* source
- **The P2P Guide** should be referenced *BEFORE* any purchase is made
- More detailed information:
  - acceptable receipts, descriptions of purchase, business purpose
  - example of pyramiding, good/bad receipts, required information required, etc.
- If we **identify a mistake, we correct the mistake.** Historical activity, does not make it ok.
- **Ownership and exception of Policy is with Procurement**
- **Consequences of not following the P-Card policies; ignorance is not an excuse.**
Dartmouth Information Security Policy Update

• Dartmouth Information Security Committee Policies (DISC)
  • [http://www.dartmouth.edu/comp/about/departments/info-security/information-security-policy.html#guidelineanchor](http://www.dartmouth.edu/comp/about/departments/info-security/information-security-policy.html#guidelineanchor)

• The 2015 Sarbanes-Oxley (SOX) compliance survey (scheduled for June of 2015), will be slightly expanded to include questions on several new targeted
Process Reminders

• **BER**: [http://www.dartmouth.edu/~control/policies/index.html](http://www.dartmouth.edu/~control/policies/index.html)
  - Submit for reimbursement within 60 days **ASAP** of expense
  - Provide Conference Agenda
  - Hotels/Car rentals zero balance receipt
  - Say “no” to Car rental Liability Insurances/Damage waivers

• **Procurement**
  - New Vendor requires New Vendor and W-9 forms and maintenance
    - Full Legal Name with middle initial required
  - Sole Source required for anything 10K and over
  - Signature Authority – print name if your signature is not clear
  - Approved Vendors and insurance with Risk Management
Process Reminders

• Payroll Authorizations
  • If an employee works, they MUST be paid
  • I-9’s are required to be complete within 3 days of employment
  • Biweekly/Student - due Wednesday before end of Pay Period
  • Monthly - due by the 15th of each of Month
  • Timely Hiring and Termination of Student workers

• Kronos
  • Payroll Processing Schedule
    • Saturday, 12-midnight – Timecard Complete-all hours entered
    • Monday, 7AM – Kronos reports sent to Supervisors
    • Monday, 12-noon – Corrections and Approvals Complete
    • Tuesday, 8AM – Finance Center Final Sign-off Complete

  • Supervisor Review
    • Review timecards for completeness
    • Accurate recording of Vacation, Personal, Holiday pay
    • Student Transfer of all hours worked
Did you know?

• Hanover Inn – Direct charging Meals prevents prepared meals tax
• Departmental Meal Card – Direct charge purchases from any on-campus vendor that accepts Dash
• Central Stores – check pricing (Batteries are CHEAP!)
• Coming Soon – Tax Exemption in our most traveled cities
2014 Holiday Payroll Deadlines

- **Monday, November 24, Thanksgiving Holiday Acceleration**
  - Student Payroll for Payroll Period ending November 22
  - Corrections complete by 10AM
  - Finance Center final sign-off Noon

- **Sunday, December 21, Winter Break Acceleration**
  - Student Payroll for Payroll Period ending December 20
  - Corrections complete by 10AM
  - Finance Center final sign-off Noon

- **Monday, December 29, Winter Break Processing**
  - Time-Entry due by Monday, December 22 (reports generated Tuesday, December 23)
  - Biweekly Payroll for Payroll Period ending December 27
  - Approvals Due by 10AM
  - Holiday Days: December 24, 25, Break Day: December 26
  - Finance Center final sign-off Noon
Dartmouth Compliance and Ethics

• “Dartmouth College is committed to responsibility and integrity, and values an environment where open, honest communications are the expectation, not the exception. We encourage you to speak with your supervisor, management or other campus officials in instances where you believe violations of law, policies or standards have occurred.”

• EthicsPoint - an independent third party serves as the point of intake for receiving complaints and concerns.
  • 888-497-0516
  • https://secure.ethicspoint.com/domain/media/en/gui/35378/index.html

• To Review Dartmouth’s Code of Ethical Business Conduct
  • http://www.dartmouth.edu/~rmi/
  • http://www.dartmouth.edu/~rmi/codeofethicalbusinessconduct.pdf
PDCFC OPEN HOUSE

DATE: WEDNESDAY, DECEMBER 17
TIME: 2:00 – 4:00 PM
WHERE: OUR PLACE – PARKHURST, SUITE 06
Thank you
Other Resources

PDCFC:
http://www.dartmouth.edu/~fincenter/provost-dean/

Controller Forms:
http://www.dartmouth.edu/~control/forms/index.html

Central Stores:
http://www.dartmouth.edu/~control/departments/inventoryops/index.html

Procure-to-Pay Guide:
http://www.dartmouth.edu/~control/departments/procurement/procure_to_pay_guide/

Kronos Training:
http://www.dartmouth.edu/~control/training/index.html#kronos

November 6, 2014
2015 Holidays

- **New Year's Holiday:** Thursday, January 1, 2015
- **Memorial Day:** Monday, May 25, 2015
- **Independence Day:** Friday, July 3, 2015
- **Labor Day:** Monday, September 7, 2015
- **Thanksgiving Day:** Thursday, November 26, 2015
- **Day after Thanksgiving:** Friday, November 27, 2015
- **Day before Christmas:** Thursday, December 24, 2015
- **Christmas Day:** Friday, December 25, 2015
- **Winter Break Days:** December 28, 29, 30 and 31, 2015
- **New Year's Holiday:** Friday, January 1, 2016