PDCFC’s Almost-Spring Term Update Meeting

Agenda >>
- Who is TED? Meet the newest member of our Team.
- ETM – Employee Time Management
- PDCFC Updates
  - PDCFC Organizational Chart and Position Responsibilities
  - PDCFC 1st and 2nd Quarter Transaction Counts and Metrics
  - PDCFC Team Reminders and Notes
- Reminders - Month-end, Quarter-end, Year-end

Hyperion Planners Update for FY14 Budget process >>
(10 minutes at the end)
Tracking Electronic Documents
TED

Don’t be surprised if the name changes.
It will be so much more than this!
TED Goals

• Efficient access to shared information required by departments, finance centers, and central offices
• Visibility of work status throughout the process
• Increased transaction processing speed
• Approval tracking
• Ensure security of PII, confidential, and sensitive information
• Improved metric reporting
• Improved ability to manage workload balance
Transactions

- Transactions in the System:
  - P-card Receipts
  - DORR requests
  - Corrections and Transfers
  - Payroll Authorization requests
  - Purchase Requests
  - Future-dated Labor Account Distribution Changes
  - Wage Transfers
  - Business Expense Reimbursements
  - Internally-Generated Payments
  - PO and non-PO invoices
  - General requests
Using TED

• Access through a web browser
• No need to complete a paper/Excel/Word document then scan/email
• Enter requests directly into the system
• Upload scanned receipts or supporting documents
• Approvals can be made on an iPhone, iPad, Android, as well as PC and Mac web clients
Using TED

- Workflow moves each request type through lifecycle
- Individuals can check the status of their requests
- Approvals or other action requests are emails with links to the system
Data Security

• Worked with IT Security Team to ensure compliance
  – All forms will be at the same data security level
  – Social Security numbers will be hidden after requests are completed
  – Security for the system is defined by roles
  – Access to data and forms will be strictly controlled for the full life cycle of the request
  – Working to align with current Oracle security (will not have to recreate/duplicate existing structure)
Go Live - Summer 2013

• Going live with full system functionality but rolling out by finance center.
• This is a new technology for Dartmouth.
• There will be unforeseen issues that are better handled with a phased rollout.

Schedule:
• July 1 - Administrative
• August 1 – Arts and Sciences and PDCFC
• September 1 – Tuck/Thayer and Geisel
Training

• Training plan is under development
• Groups for training or information sharing
  – Finance Center staff
  – Department primary users
  – Department occasional users
  – Approvers
  – Central office staff
ETM – Employee Time Management

Project Scope

• Implement electronic time management for all hourly paid staff and students

• Support PTO policy administration, current and future
ETM Project Timeline

**Discovery, Planning & Analysis**
- Collect & Analyze Requirements
- Develop Current & Future state process mapping
- Vendor research and Budget review
- Prepare Process and Procedure documentation
- Develop Training material

**Project Start**
- Hire PM
- Build Working Groups

**10/1/2012 - 3/1/2013**
**Requirements Gathering**

**4/1/2013 - 6/30/2013**
**Build and Test Software**

**7/1/2013 - 7/1/2014**
**Phased Rollout Implementation**

**Multi Phased Implementation Begins**
**7/01/2013 Beginning of Rollout through 07/01/2014**
Phased rollout plan being developed based on:
- Numbers and types of employees
- Complexity of workforce
- Complexity of payrules
- Processes for Finance Centers
- Approval Routing
- User time collection methods
- Timing with other priorities in each division

**Evaluation of Success**
Evaluate Post implementation success and opportunities for improvement

**9/1/2014**
Already Completed

- 5 Working Groups have come together and gathered the following.

  - Current State Process maps for all areas of the institution
  - High level requirements gathered to help discern which system to choose
  - Detailed level requirements to ensure each group of employees and students will be set up and paid correctly
  - Gathered list of current holes in process and policy, working with leadership to propose solutions
  - Have begun writing user acceptance test cases for pre-implementation testing and approval
  - Discussions continuing on future state approval process and procedures with an electronic time system and what that impacts
Policy Opportunities

- Rounding of clock in and outs.
- Estate/Beneficiary Policy
- Overtime charged to multiple roles/jobs
- Lump sum payments for staff and students
- Mandatory minimum hours
- Call in Pay for non-union staff
- Identification of who can authorize/approve time in system
- Pooled tips and FICA tips
- On Call pay for non-union staff
- Retroactive timesheet corrections
Rollout Methodology

– Numbers and types of employees in each area
– Complexity of workforce
– Complexity of pay rules
– Processes for Finance Centers
– Approval routing
– User time collection methods
– Timing with other priorities in each division
PDCFC Organizational Chart and Position Responsibilities

Finance Center Director/Assistant Provost for Fiscal Planning and Operations
Mary-Ella Zietz

Associate Director Research Administration
Sarah Brooks
- Sponsored Research Analysis & Reporting
- Service Centers, Capital Leases
- Budgeting, Reporting, LADC's
- Quality Assurance

Finance Center Analyst
Toni Pippy*
- Financial Reporting, Analysis, Budgeting
- Journal Entries (WebADI)
- Department Billing
- DORR
- Quality Assurance

Operations Manager/Analyst
Lisa Wallace
- PDCFC Staff/workload management
- Communication/training employees in new processes, policies
- Provide functional expertise to project teams in Finance & Admin
- Financial Analysis, Financial Reporting

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Senior Specialist
Jeannie Surrell
Jocelyn Troy
- PASF/HRMS Entry
- e-Procurement
- Procurement/Payment Request Review
- BER Review/Batching
- Quality Assurance

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Specialist
Ann Betters*
Tonya Cameron
Patty Hanchett*
Kathy Nichols
- Payroll Time Entry
- BER Preparation
- Pcard Maintenance
- Accounts Payable Entry
- Quality Assurance

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# PDCFC Transaction Counts

<table>
<thead>
<tr>
<th>Total FY 2013 1&lt;sup&gt;st&lt;/sup&gt; and 2&lt;sup&gt;nd&lt;/sup&gt; Quarter</th>
<th>Total</th>
<th>Dean of the College</th>
<th>Provost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Authorization</td>
<td>1054</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>LADC/Wage Transfers</td>
<td>226</td>
<td>65%</td>
<td>35%</td>
</tr>
<tr>
<td>Business Expense Reimb</td>
<td>1592</td>
<td>35%</td>
<td>65%</td>
</tr>
<tr>
<td>Journal Entries/Cost Transfers</td>
<td>1099</td>
<td>15%</td>
<td>85%</td>
</tr>
<tr>
<td>Procurement Requests</td>
<td>424</td>
<td>9%</td>
<td>91%</td>
</tr>
<tr>
<td>P-Card Transactions</td>
<td>10429</td>
<td>46%</td>
<td>54%</td>
</tr>
<tr>
<td>Accounts Payable Entry</td>
<td>9875</td>
<td>29%</td>
<td>71%</td>
</tr>
</tbody>
</table>
# PDCFC Metrics

<table>
<thead>
<tr>
<th>Processes (Finance Center Goal)</th>
<th>Avg Days 1&lt;sup&gt;st&lt;/sup&gt; Q</th>
<th>Avg Days 2&lt;sup&gt;nd&lt;/sup&gt; Q</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASF to HRMS (1 day)</td>
<td>1.3</td>
<td>1.5</td>
</tr>
<tr>
<td>BER Preparation (2 days)</td>
<td>2.9</td>
<td>3.5</td>
</tr>
<tr>
<td>BER Entry for Payment (2 days)</td>
<td>2.5</td>
<td>2.4</td>
</tr>
<tr>
<td>Unapproved Pcards (100% Appr)</td>
<td>66/4705 1.4%</td>
<td>23/5724 0.4%</td>
</tr>
</tbody>
</table>
PDCFC Team Reminders/Notes

• Please provide:
  – **Detailed Business Purpose** for BER’s and PCards
  – Names for Group Meals
  – Conference Itinerary for Conference Travel

• Non-taxable Business Expense Reimbursements is Federally regulated (IRS Pub 463)

• Gifts/Prizes to Employees and Students are Taxable

• In preparation of Year-End, **Submit BER’s, Corrections, Transfers now**
Questions or Comments?
Notes & References for PDCFC Fiscal Officers and Staff
March 19, 2013

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

• Code of Ethical Business Conduct
  http://www.dartmouth.edu/~businessethics/code/

• Link to Confidentiality Agreement
  http://www.dartmouth.edu/~control/forms/authentication/index.html

• Link to Signature Authority Policy

• Link to New Org Charts
  http://www.dartmouth.edu/~control/docs/controllers/co-org-chart-11282012-2.pdf
  http://www.dartmouth.edu/~control/docs/procurement/org8-12.pdf
Key dates/targets through Year-end FY13

Sat., March 31          End of Q3
Thurs., April 4         Q3 closed and reports available in GL
April 11 - 17           Provost Q3 Meetings with departments
NOW                      Hyperion Planning open for Dept  Bdgting
Fri., May 10            Departmental Budgets due in Hyperion
                          (May 14th last year)
Mon., April 29          Departmental Budgets due in Hyperion,
                          Provost Division Planners
June 30                 is a Sunday this year
July 4                   is a Thursday this year