Fall Finance Information Forum

Finance and Operations Vision

Dartmouth will deliver an administrative experience that enables the global aspirations of its faculty, students, and staff by providing real-time access to rational processes and accurate information from anywhere in the world.

November 30, 2022
Agenda

➢ System & Project Updates
➢ Policy Reminders & Updates
➢ Other Reminders
➢ Upcoming Dates & Deadlines
System & Project Updates

- Contract Management Interface Update
- Student Employee Lifecycle Management
Agiloft Contract Management System Interface Update

➢ MORE SPACE FOR VIEWING

New View

Current View
Agiloft Contract Management System Interface Update

➢ New Navigation bar:
   items available on convenient toolbar across the top of the screen

➢ Enhanced Global Searching

➢ Switch & Search between table groups
Jobnet: database of student positions, website listings, Jobnet position numbers

PASmartForm (PASF): Hourly-paid student Hiring & Termination system

Kronos: Hourly-paid student e-timesheet system

Lump-Sum Pay Questionnaire: Process for requesting lump-sum payments to student employees

TempJobs Listserv: Positions will instead be listed in JobX

What is being replaced in Student Employment?
Modules being introduced:

- Create job positions & postings
- Supervisor control of job posting
- Student Job Searching
- Job Applications collected from students
- Job Offers to selected students, student action is required to accept job
- Messaging to students not selected for job

- Timecard is created when student accepts job
- Time entry options: ‘punch’ or drop-down web-entry of start and end shifts for each student position via mobile or web browser
- Student actively completes and submits timecard each pay period
- Supervisors actively approve student timecard each pay period (passive approval no longer permitted)
Discontinuing Student Employee Timesheet Rounding

• Effective Pay Period Start Date: 12/25/2022
• Time reported on the timesheet will be calculated and paid to the minute
• Quarterly hourly rounding will be disabled in Kronos
• Why?
  • TimesheetX does not support quarterly rounding while also allowing employees to report actual time
Next Gen Ambassadors

What is a Next Gen Ambassador?

Divisional/subdivisional resource who:

• serve as a partner of the Next Gen Student Employee System Implementation team and advocate for the Next Gen Student Employment System;

• serve as a frontline person and local first point of contact for questions and concerns;

• support other employers to understand how to use the system: learning to enter and create jobs, review applications, hire students, review and approve timesheets;

• report issues, gather and share feedback, and suggest improvements.

When do we start?

• December - orient ambassadors to the role

• January – support and advocate for employer access and job description creation

• February - encourage and support employers to post jobs for interim and spring term, and review applications

• March - support employers in their efforts to hire students, and review and approve timesheets

• Ongoing support and collaboration based on divisional/subdivisional hiring cycle
Next Gen Timeline

January

• Zoom Show ‘n Tell sessions by division or request
• Every supervisor needs to request access to the system
  • Indicate dept they need access to
  • Accept confidentiality agreement

February

• Supervisors create jobs in the system
  • Online Training materials provided
  • Zoom Drop-in times for questions
  • Start posting jobs available for interim & Spring term

Early March

• Students start using JobX to find & apply for jobs available in interim & spring term
• Supervisor Timesheet Approval Training
• Supervisor Hire students to work with employment dates of 3/19 & later
• Students accept jobs with start date of 3/19 or later

March 19 & later

• Students record time using clock in/out in TimesheetX
• Students submit time each pay period
• Supervisors approve time each pay period
SEO Supervisor Roundtable – Join Us!

- TOMORROW: Thursday, December 1st: 11:00 – 12:00 PM
- Agenda
  - Caring for our student employees:
  - Preparing for Winter Term
  - Next Gen
Policy Updates

➢ Revised: Property, Plant, and Equipment & Material Management Policies
➢ Independent Contractors & Guests Policy
Revised Property, Plant, and Equipment Policies
What’s Changed

• Updates align the policy name with the policy content
• Definitions of common terminology included
• Roles and responsibilities are clarified
• Processing guidelines are provided in detail
• The way we do things hasn’t changed
Who should care?

Review of these revised policies is recommended if any of the following applies to you or your position.

- You are:
  - A central, departmental, or division staff with procurement or financial responsibilities
  - A departmental property manager/custodian, PI, and/or lab manager
  - A project manager
- Or your responsibilities include:
  - Request, submission, approval, or upload of Oracle purchase requisitions
  - Procurement of goods through any method
  - Disposal or recycle of equipment, material, and other assets
  - Transfer or sell of equipment, material, and other assets
  - CIP set-up, management, or approval
# Revised Policies

**Effective December 1, 2022**

<table>
<thead>
<tr>
<th>Policy</th>
<th>Previous Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property, Plant and Equipment Policy (ID 024-0001)</td>
<td>Previously: Capitalization Equipment Threshold Policy</td>
<td>This is the main policy that clarifies organizational responsibilities by role, provides a definition of property by type, and specifies the proper treatment for costs incurred for the procurement of equipment and other assets, including, fabricated equipment, new construction, renovations, improvements, and maintenance projects.</td>
</tr>
<tr>
<td>Constructed and Fabricated Asset Policy (ID 024-0006)</td>
<td>Previously: Capitalization Policy (024-0006) and Fabricated Equipment Policy (024-0009)</td>
<td>This policy aids project managers and others in distinguishing between capital and non-capital costs, determining the proper accounting treatment for those costs, and in specifying the process to set up capital or fabricated projects.</td>
</tr>
<tr>
<td>Moveable Equipment Inventory Policy (ID 024-0011)</td>
<td>No title change</td>
<td>This policy outlines the requirements for the tracking and physical inventorying of moveable equipment/assets with an acquisition cost of $5,000 or more and a useful life greater than one year.</td>
</tr>
<tr>
<td>Property Disposition Policy (ID 024-0008)</td>
<td>Previously: Disposal Policy</td>
<td>This policy clarifies organizational responsibilities by role, provides requirements by disposition type (donation, sale, trade-in, recycle, scrap or salvage), and defines the proper methods of cost recovery.</td>
</tr>
<tr>
<td>Computer Transfer Policy (ID 024-0007)</td>
<td>No title change</td>
<td>This policy provides guidance for the sale, donation, or transfer of Dartmouth-owned computers or hardware to or from Dartmouth faculty, staff, fellows, students, visitors, and external entities.</td>
</tr>
</tbody>
</table>
The Revised Policies cont’d

• Appendices
  • Appendix A Definitions
  • Appendix B Useful Life and Depreciation
  • Appendix C Additional Guidance for Specific Types of Equipment
  • Appendix D Procurement Decision Tree
  • Appendix E Property Plant and Equipment Thresholds
  • Appendix F Constructed Asset
  • Appendix G Trade in and Credit Processing
  • Appendix H Capital Projects Natural Class Guidance
  • Appendix I Corrections to Chart String or PTAEQ

• Forms
  • CIP Account Setup Form
  • Componentization Template
  • Disposal Request Form
  • Equipment/Asset Transfer Request Form
  • Equipment Off Campus Request Form
  • Equipment Onboarding Form
  • Intent to Fabricate Request Form
  • Materials Management Disposal Request Form
  • Vehicle and Equipment Transfer Form
Where can I find the revised policies?

- Dartmouth Finance website in a new location under: “Purchase & Payments From Dartmouth”
- Dartmouth Policy Portal (https://policies.dartmouth.edu)
- Policy information forums to be announced
  - Vox Daily
  - Finance Website
  - Email/calendar invite
- Contact Art Hanchett, Emily Lopez, or Susan Mockus for questions or to request a meeting/training
Independent Contractors and Guests Policy

Reason for the Policy

- To provide guidance when engaging individuals for a service
- Streamline the process for engaging individuals for low-risk, low-cost services

Resources and guidance available within “Working with Suppliers” section on the Finance site

Hiring Independent Contractors & Guests

CONTENTS:

- What is an independent Contractor?
- Independent Contractor Policy at Dartmouth
- Definitions
- Before you Hire an Independent Contractor
- Processing:
  - Honoraria
  - Limited Engagements & Limited ‘Works Made for Hire’ Engagements
- Independent Contractor Services Agreements
- Contracting through the Contract Management System
- New Independent Contractors
Independent Contractor Decision Tree

- Designed to provide guidance when engaging individuals to perform services for Dartmouth College

This decision tree is designed to provide key decision points for determining the appropriate process for engaging individuals. For detailed guidance see the:
- Independent Contractors & Guests Policy and
- Independent Contractors and Guests site.

Need help? Contact your Finance Center.

Help Tip to provide additional guidance:
- New Vendor onboarding contact point

International Staffing Committee responds (and provides guidance as needed)
Individuals Performing Services: HONORARIUM

DEFINITION:
Honoraria are payments to guests. An honorarium payment is a modest gesture of appreciation for the individual’s efforts of preparing and performing a service without expectation of payment. An honorarium payment may be of any amount and is taxable income to the recipient.

PROCEDURE:
1. Individual completes and signs the “Honorarium Acceptance Form.”
2. Department submits through the Payment Request – Other Payment eForm.
Individuals Performing Services: LIMITED ENGAGEMENT

DEFINITION:

A Limited Engagement is defined as an engagement between Dartmouth and an Independent Contractor, where:

- services are performed within the U.S. (excluding U.S. Territories);
- total fees are $5,000 or less annually
- services are performed as a one-time service or multiple services over a limited period of time, and
- the engagement does not involve the following high-risk services, identified in the Purchase Order (PO) Policy

Limited ‘Works Made for Hire’ Agreement can be used for photography, videography, illustration, written work or other artistic creations

PROCEDURE:

1. Individual and Department completes and signs the “Limited Engagement Agreement” or “Limited ‘Works Made for Hire’ Agreement” Form
2. Department submits through Agiloft Contract Management System Limited Engagement Contract Type
   ***Contract Record immediately moves to signed and executed
3. Invoice submitted to invoice@dartmouth.edu or through the Payment Request eForm
   ***Don’t forget to share the contract number with your vendor, to reference on the invoice.
Individuals Performing Services
INDEPENDENT CONTRACTOR SERVICES AGREEMENT

DEFINITION:
Independent Contractors that do not qualify as an Honorarium or Limited Engagement, example:

- Fee for services over $5,000 in a year.
- Services are performed outside of the US.
- High risk area

PROCEDURE:
1. Are services being performed within the United States?
   - Yes, Individual complete the Independent Contractor Questionnaire and submit to Procurement.Services@Dartmouth.edu
   - No, Business Unit complete the International Staffing Questionnaire and submit to: International.Staffing.Committee@groups.Dartmouth.edu (NEW EMAIL ADDRESS)

2. Once Approved, Submit Contract Request to have an Independent Contractor Services Agreement drafted, negotiated, approved, and executed.

3. Once contract is executed, invoice submitted to invoice@dartmouth.edu or through the Payment Request eForm.
   ***Don’t forget to share the contract number with your vendor, to reference on the invoice.***
Policy Reminders!
Employee and Student Gift Policy Reminder

Allowable Gifts  
(charged to a GL string only):

- Gifts or gift cards (under $50 per person) in recognition of a work-related accomplishment or event
- An item in recognition of the death or serious illness of an employee or immediate family member (up to $100). (Flowers are not taxable but any other item over $50 would be)
- Institutional or divisional service awards
- Gifts for long-service or retiring employee (Dartmouth recommends $15 per year of service with a max of $400 for retirement gifts)

Non-allowable Gifts:

- Gifts recognizing non-work-related achievements or events:
  - Birthdays
  - Weddings
  - Baby Showers
  - Housewarming

Questions?
Any questions about gifts should be made to your Fiscal Officer or Finance Center
Employee and Student Gift Policy Reminder (con’t)

Taxability:
Gifts paid for by Dartmouth funds are taxable and must be reported as income:
• Gift cards or certificates ≥ $50 in a calendar year
• Gifts of tangible personal property ≥ $50 in a calendar year
• Gifts of tangible personal property ≥ $400 to a long-service or retiring employee

Reporting:
Regardless of expenditure amount, documentation for all gifts/gift cards purchased must include:
• Detailed receipt
• Specific business purpose
• Recipient name(s)

Use:
• PCard eForm if gift purchased on a Procurement Card (PCard)
• iExpense Expense Report/Expense Report eForm if gift purchased on a Corporate Card
• Payment Request eForm if submitting an invoice for a gift purchase
• General Request eForm if recipient is identified after the time of purchase
Confidentiality Agreement

Encourage Annual Review with your Team:

• I acknowledge that in the course of my employment, I may have access to personally identifiable and/or transaction-specific information concerning faculty, staff, students, alumni, donors, and/or vendors, such as social security numbers, dates of birth, credit card numbers, and negotiated prices for goods and services, as well as other non-public financial and business records of Dartmouth ("Confidential Information"). I agree that, except as permitted by law or College policy, or as necessary to perform the functions of my job, I will not, either during my employment by Dartmouth or thereafter, use or disclose Confidential Information without the prior written consent of Dartmouth. I further agree that I will use my best efforts to protect the security and integrity of Confidential Information by, for example, storing it on a secure file server rather than my desktop computer. Compliance with applicable College or department information security procedures constitutes compliance with this requirement.

• Any documents that I receive from any department of Dartmouth shall remain the property of Dartmouth. I agree to return all such documents to Dartmouth upon the termination of my employment and will not retain or distribute copies thereof.

• I acknowledge that the Dartmouth College Copyright Ownership Policy applies to the work that I prepare within the scope of my employment by Dartmouth.

• I have been directed to Dartmouth College's Code of Ethical Business Conduct and will abide by it.
Dartmouth Compliance & Ethics

Dartmouth College is committed to advancing the frontiers of knowledge through research and education, while maintaining the highest standards of ethics and integrity. We reaffirm our commitment to operating in full compliance with all laws, regulations, and policies.

--Richard Mills and David Kotz, Dartmouth’s co-compliance officers

To review Dartmouth’s Code of Ethical Business Conduct

- [www.dartmouth.edu/rmi/compliance/index.html](http://www.dartmouth.edu/rmi/compliance/index.html)
- [policies.dartmouth.edu/policy/code-ethical-business-conduct](http://policies.dartmouth.edu/policy/code-ethical-business-conduct)

**EthicsPoint** - In situations where you prefer to place an anonymous confidential report, we advise you to use this hotline, hosted by a third party, EthicsPoint.

- 888-497-0516
Upcoming Dates & Deadlines

➢ Dartmouth United Way Campaign
➢ Winter Break
➢ End of 2nd Quarter
2022 Dartmouth United Way Campaign
Neighbors Helping Neighbors

Donate

Volunteer

For more information go to:
https://www.dartmouth.edu/unitedway/
## Winter Break

### Accelerated Winter Break Deadlines

<table>
<thead>
<tr>
<th>Task</th>
<th>System</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>All PASF for Bi-Weekly &amp; Monthly HRMS</td>
<td>General Request HR/Payroll eForm</td>
<td>Wednesday, December 1</td>
</tr>
<tr>
<td>All MYLS and Wage Transfers</td>
<td>MYLS eForm, Wage Transfer eForm</td>
<td>Wednesday, December 14</td>
</tr>
<tr>
<td>All Corrections, Journals, Transfers</td>
<td>Corrections and Journal eForm</td>
<td>Wednesday, December 14</td>
</tr>
<tr>
<td>All PCard transactions prior to 12/10</td>
<td>PCard eForm</td>
<td>Monday, December 12</td>
</tr>
<tr>
<td>All AP Entry</td>
<td>Payment Request eForms</td>
<td>Monday, December 12</td>
</tr>
<tr>
<td>AP Pickup checks cut***</td>
<td>7 Lebanon St, 302</td>
<td>Wednesday, December 21</td>
</tr>
</tbody>
</table>

***Any checks at 7 Lebanon St, 302 after 3:00pm on Wednesday, December 21st will be mailed.***
## Winter Break
### PCard Sweep Dates

<table>
<thead>
<tr>
<th>PCard Transactions for the week of:</th>
<th>Sweep Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 4, 2022 (expectation to have these allocated before Winter Break)</td>
<td>Friday, January 6, 2023</td>
</tr>
<tr>
<td>December 11, 18, and 25, 2022</td>
<td>Friday, January 13, 2023</td>
</tr>
</tbody>
</table>
### Winter Break

**Biweekly Payroll – Accelerated Deadline**

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Person</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record all hours for 12/4-12/17</td>
<td>All Biweekly Non-Union Employees</td>
<td>Thursday, December 15, 4:00pm</td>
</tr>
<tr>
<td>Time Detail Report Run</td>
<td>Finance Center</td>
<td>Friday, December 16, 7:00am</td>
</tr>
<tr>
<td>Corrections and Approval Complete</td>
<td>Biweekly Non-Union Supervisors</td>
<td>Friday, December 16, 11:00am</td>
</tr>
<tr>
<td>Finance Center Approval Complete</td>
<td>Finance Center (Non-Union)</td>
<td>Friday, December 16, 4:00pm</td>
</tr>
<tr>
<td>Weekly Union Approval Complete</td>
<td>Union Payroll Supervisors</td>
<td>Sunday, December 18, 9:00am</td>
</tr>
<tr>
<td>Finance Center Approval Complete</td>
<td>Finance Center</td>
<td>Sunday, December 18, 4:00pm</td>
</tr>
</tbody>
</table>

**Recording Time for Winter Break 2022:**

For pay Employee period ending December 31st, 2022
All Regular Benefited Non-Exempt employees will need to:
Record the Holiday Pay **“Hol”** for **December 23rd, December 26th, and January 2nd, 2023**
Record **“Winter Brk”** for **December 22nd, 27th, 28th, 29th, and 30th**

*If you work any Winter Break days, you should record your hours as normal.
## Winter Break
### Student Payroll – December 26th Accelerated Deadline

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Person</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record all hours for 12/11-12/24</td>
<td>All Student Employees</td>
<td>Saturday, December 24</td>
</tr>
<tr>
<td>Time Detail Report Run</td>
<td>Finance Center</td>
<td>Monday, December 26, 7:00am</td>
</tr>
<tr>
<td>Corrections and Approval Complete</td>
<td>Student Supervisors</td>
<td>Monday, December 26, 9:00am</td>
</tr>
<tr>
<td>Finance Center Approval Complete</td>
<td>Finance Center</td>
<td>Monday, December 26, 4:00pm</td>
</tr>
</tbody>
</table>
End of FY’23, 2nd Quarter – January 5, 2022

HALF-WAY POINT:

• Review Financial Reports
• Submit transactions to be posted before FY23,Q2 close
  • Invoices and Payments
  • iExpense Expense Reports, including Corporate Card expenses
• PCard Transactions
• Journal Entry or Source System Corrections
Need Help?

Vendors should submit Invoices to: invoice@dartmouth.edu

Use Department accounts, instead of contacting individuals:

- Admin.and.Provost.Finance.Center@Dartmouth.edu
- Arts.and.Sciences.Finance.Center@Dartmouth.edu
- Geisel.Finance.Center@Dartmouth.edu
- Accounts.Payable@Dartmouth.edu
- Institutional.Accounting@Dartmouth.edu for Incoming Payments
- Financial.Reporting@Dartmouth.edu for help with IRA reports
- Financial.System.Access@Dartmouth.edu for system access assistance
- Procurement.Services@Dartmouth.edu for contracts & purchasing assistance
- Procure-to-Pay@Dartmouth.edu for pcard & corporate card

Technical Help

- Agiloft.Help@Dartmouth.edu for Contract Management System
- Expense.Reporting@Dartmouth.edu for iExpense
- Financial.System.Access@Dartmouth.edu for system access (Subject: Name/NetID)
- Finance.Webmasters@groups.Dartmouth.edu for website feedback and questions
Thank you