Fall Finance Information Forum

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 28, 2023
Agenda

➢ Process Updates
➢ Resource Updates
➢ System & Project Updates
➢ Policy Reminders
➢ Upcoming Dates & Deadlines
Process Updates

➢ Invoice Review for Contracts
➢ TimesheetX Compliance
Invoice Review for Contracts

Verify Contract Information:

- Contract number is related to:
  - Purchase of Goods or Services Agreement
  - Campus Services Agreement
  - Statement of Work (SOW)
  - Not a Master Agreement or Amendment

- Invoiced services align with description of goods or scope of work
- Dates of service or delivery fall within the contract term (between effective and end dates)
- Invoiced amount does not exceed the Total Amount of the agreement
- If Org on the agreement is different from Payment Request, provide rationale in the “Comments” field

Contract Details Coming Soon!
Non-Compliant Timesheets are:

- Student Employee does not submit or submits timesheet after the Student Employee Deadline
- Supervisor Approves timesheet after the Supervisor Deadline - or -
- Finance Center Approves timesheet on behalf of the Supervisor
TimesheetX Time Reporting Responsibilities and Compliance for Supervisors

Supervisor Responsibilities:
• Maintain open communication and set clear expectations with student employees.
• Review and Approve Timesheet before Deadline: by 11:00AM on Monday following the end of the Pay Period
  • Timesheets are a legal and required employment record under Federal and NH Labor Laws
  • Accurate and timely time reporting is critical

Student Employee Responsibilities:
• Accurate recording of hours.
• Specify start and end times for each shift.
• Record benefit time and comments.
• Verify accuracy before submission.
• Submit time following the final shift of the pay period.
• Deadline: 11:59 PM on Saturday at the end of the Pay Period

Timesheet Visibility:
• Ensure all student employees can access and view their timesheets.
• If the timesheet is not visible, immediate action may be needed to adjust their Hire Record.

Class Exceptions Request:
• Used for recording time during canceled class period.

Need Help:
• Dartmouth Payroll Office for time reporting questions
• Student Employment Office for hiring questions

Timesheet Edit Request:
• Corrections should be rare
• Use to correct a submitted and approved or prior timesheet
Resource Updates

➢ Dartmouth Integrity & Compliance Office
➢ Finance Website Updates
➢ New Dartmouth Finance Collaborative
Creating a College-Wide Ethics and Compliance Program that:

- Fosters a culture of integrity and respect
- Manages risk and protects the value and reputation of the College
- Meets/exceeds the standards for an effective compliance program under the US Federal Sentencing Guidelines and DOJ guidance.
- Provides an appropriate information flow to senior leadership and the board

The Office reports to the EVP and Special Counsel to the President and to the Chair of the Trustee Audit and Oversight Committee.
Compliance Management
- Compliance activities led by specialist offices
- Coordinated through ICO
- ICO constant monitoring and reporting

Helpline and Matter Resolution
- Resolution efforts led by specialist offices and ICO
- Support “Speak Up” culture
- Capture risk data
- Ensure escalation
- Best practices / process improvement

Training and Communication
- Led by ICO
- Coordinated with HR and other offices
- Foster culture of integrity
- Annual code training
- Risk-based curriculum
- Lessons Learned

Board Reporting
- Continuous Improvement
- Program Evaluation
Dartmouth Integrity and Compliance Office

Dartmouth Integrity Helpline

- It is essential that we hear from the community when there are questions or concerns about ethics and compliance
- Available 24/7/365 for you to ask questions or report any concerns you have about ethics, compliance, and integrity at Dartmouth

Click Here to Access the Helpline or Dial Toll-Free: 888-497-0515
Finance Website Updates
Enhanced Finance Best Practices

Decision Trees

RESOURCES FOR DETERMINING IF YOU NEED A CONTRACT

Watch: Clarifying the Role of Contracts and Purchase Orders in Procurement Transactions

Check out: Determining when a Purchase Order or a Contract is Needed Decision Tree

CONTRACT TYPES
Agreements
- Events/Travel Agreements

CONTENTS:
- What is an Independent Contractor?
- Independent Contractor Policy
- Before you Hire an Independent Contractor
- Definitions
- Processing:
  - Honoraria
  - Limited Engagements & Limited ‘Works Made for Hire’ Engagements
- Independent Contractor Services Agreements

Additional Resources
- Expense Reporting & Reimbursements Guidance
- iExpense Guides, Resources and Videos
- How to Pay Students
- Meals & Entertainment Matrix
- Spotting and Removing Pre-Itemization
- Returning funds for a personal expense charged to a Corporate Card or unused Advance

BUSINESS PURPOSE

A “Business Purpose” is necessary when submitting expense reports, payment requests, and PCards. Concise business purposes of less than 50 characters are encouraged. Additionally, please be sure not to copy any special characters into the business purpose. This can cause delays in payments to students.

Examples
- Sufficient Information: Trip to NACUBO Conference
- Not Sufficient Information: Business Trip
- Too Much Information: Trip to NACUBO Conference in Washington DC on April 12 – April 16. Topics discussed included higher education finance.

Keep in touch

If you found us looking for more information on Financial Aid, we encourage you to check out the Financial Aid website. If you would like to discuss Financial Aid with someone, please reach out to Financial.Aid@Dartmouth.EDU

For questions to Finance business units, please use the form below.

GET IN TOUCH
Have a question or suggestion? Submit it here.

All fields are required.

Personal Information
First Name:
Last Name:
Email:

Dartmouth Affiliation:
Select your affiliation:

Select a department to contact:
Select a department to contact

Enter your comment, question, or suggestion
Dartmouth Finance Collaborative

- 1st Wednesday of the Month
- Discuss Finance topics, ask questions, share your tips and tricks, provide input and feedback
- Zoom channel for collaborating and communicating
- Discussion Topics: Suggest a topic – We’ll cover it (or get the answers)
  - People – Who does what?
  - Policies – What and why?
  - Processes – How and why?
  - Systems – How and what?
  - Projects – Where are we going?

Next meeting
Wednesday, December 6, 9:00 – 10:00AM
Topic: Agiloft Navigation
Dashboards, Searching, Views and Reports

Join us by registering at: dartgo.org/joindfc
System & Project Updates

➢ TimesheetX Upgrade coming soon
➢ Oracle Self-Service Analytics
➢ Kronos to the Cloud
➢ OnBase Upgrade
TimesheetX Upgrade coming soon

➢ Additional filters on Timesheet Control Panel (e.g. hire dates)
➢ Timesheet will display all dates, versus student adding the day to enter time
Oracle Self-Service Analytics

Powerful business intelligence tool that enable users to independently access, analyze, and visualize data securely without the need for extensive technical expertise or support from IT professionals. The goal is to empower business users to explore and understand data on their own, facilitating quicker and more informed decision-making.

Create custom reports and visualization

- Regularly ran reports with your specifications
- Combine with your own data
- Create Proof of Concept reports

Guidance KB available

- Join in Slack: #oracle-ssa
- Getting Started
- How Do I Visualize Data?
- How Do I Share Analytics Content?
- Advanced Content Authoring
Kronos to the Cloud – 2024 Go Live

➢ Moving Kronos from “On Prem” to the Cloud
➢ End of Life for current platform (WFC) is 3/31/27.
➢ Moving to Workforce Dimensions cloud application
➢ “Lift and Shift” – little change to end user experience
➢ Possible integration with data warehouse

Timeline:
• 11/8/23 – Project Kickoff
• December 2023 – Development Workshops
• Feb/March 2024 – User Acceptance Testing
• April 2024 – Go Live
OnBase Unity Client System Upgrade in 2024

➢ No change to Functionality and Features
➢ Primarily back-end infrastructure updates
➢ Minimal disruption for end-users
➢ Unity Client should seamlessly push for most end-users

Upgrade Timeline:

1. Dev Upgrade: January - February 2024
2. Pre-Prod Upgrade & Testing: early March 2024
3. User Testing in Pre-prod: mid-March - April 2024
4. Production Upgrade: late-May 2024
Policy Reminders!

➢ Gift Policy
➢ Confidentiality Agreement
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

Annual Review with your Team is Encouraged:

• 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.
Upcoming Dates & Deadlines

➢ Dartmouth United Way Campaign
➢ Winter Break
➢ End of 2\textsuperscript{nd} Quarter
Dartmouth’s United Way Campaign is underway!! Join us as we come together to create positive and transformative impacts in our community.

2023 Goal is $250,000

You can give:
one-time donation or throughout the year via a payroll deduction
to non-profit organization(s) of your choice

It's fast, secure, and easy!

Donation through Payroll Deduction are due
Wednesday, December 14, 2023

Deductions begin in January 2024

2023 United Way Campaign Video
## 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 PASF, if authorized for direct entry</td>
<td>Friday, December 8</td>
</tr>
<tr>
<td>All MYLS and Wage Transfers</td>
<td>MYLS eForm, Wage Transfer eForm</td>
<td>Wednesday, December 20</td>
</tr>
<tr>
<td>All Corrections, Journals, Transfers</td>
<td>Corrections and Journal eForm</td>
<td>Friday, December 15</td>
</tr>
<tr>
<td>All PCard transactions</td>
<td>PCard eForm</td>
<td>Monday, December 11</td>
</tr>
<tr>
<td>All AP Entry</td>
<td>Payment Request eForm</td>
<td>Monday, December 11</td>
</tr>
<tr>
<td>AP Pickup checks cut***</td>
<td>7 Lebanon St, 302</td>
<td>Wednesday, December 20</td>
</tr>
</tbody>
</table>

***Any checks at 7 Lebanon St, 302 after 3:00pm on Wednesday, December 20th 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 3, 2023 (expectation to have these allocated before Winter Break)</td>
<td>Friday, January 5, 2024</td>
</tr>
<tr>
<td>December 10, 17, and 24, 2023</td>
<td>Friday, January 12, 2024</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 12/17 - 12/30</td>
<td>All Biweekly Non-Union Employees</td>
<td>Thursday, December 21, 4:00pm</td>
</tr>
<tr>
<td>Time Detail Report Run</td>
<td>Finance Center</td>
<td>Friday, December 22, 7:00am</td>
</tr>
<tr>
<td>Corrections and Approval Complete</td>
<td>Biweekly Non-Union Supervisors</td>
<td>Friday, December 22, 11:00am</td>
</tr>
<tr>
<td>Finance Center Approval Complete</td>
<td>Finance Center (Non-Union)</td>
<td>Friday, December 22, 4:00pm</td>
</tr>
<tr>
<td>Weekly Union Approval Complete</td>
<td>Union Payroll Supervisors</td>
<td>Sunday, December 31, 9:00am</td>
</tr>
<tr>
<td>Finance Center Approval Complete</td>
<td>Finance Center</td>
<td>Sunday, December 31, 4:00pm</td>
</tr>
</tbody>
</table>

**Recording Time for Winter Break 2023:**

For pay Employee period ending December 30, 2023

All Regular Benefited Non-Exempt employees will need to:

Record Holiday Pay “Hol” for December 25th and December 26th

Record “Winter Brk” for December 27th, 28th, and 29th*

*If you work any Winter Break days, you should record your hours as normal.
# Winter Break

## Student Payroll – December 22nd Accelerated Deadline

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Person</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record all hours for 12/10-12/23</td>
<td>All Student Employees</td>
<td>Thursday, December 21, 11:59pm</td>
</tr>
<tr>
<td>Corrections and Approval Complete</td>
<td>Student Supervisors</td>
<td>Friday, December 22, 11:00am</td>
</tr>
<tr>
<td>Finance Center Approval Complete</td>
<td>Finance Center</td>
<td>Friday, December 22, 4:00pm</td>
</tr>
</tbody>
</table>
End of FY24, 2\textsuperscript{nd} Quarter – January 4\textsuperscript{th}, 2024

FISCAL YEAR HALF-WAY POINT:

- Review Financial Reports
- Submit transactions to be posted before FY24,Q2 close
  - Invoices and Payments
  - iExpense Expense Reports, including Corporate Card expenses
- PCard Transactions
- Journal Entry or Source System Corrections
Resources
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