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.

April 25, 2024
Agenda

Upcoming Projects
• Kronos to the Cloud
• Agiloft CMS IRA Reports

Policy & Processing Updates
• Code of Ethical Conduct
• Driving on Dartmouth Business
• Mobile Communication
• Business Expense Policy Update
• Tips & Gratuity Reminder

Student Processing Dates & Reminders
• Student Prizes & Awards Season
• Memorial Day Accelerated Payroll
• Spring Term Student Employment End Dates
• Hiring Graduating Students

Fiscal Year-End
• Reminders
• Processing Deadlines
Upcoming Soon

Kronos to the Cloud

Agiloft IRA Reports
Kronos to the Cloud

Coming Soon
Kronos to the Cloud - Features

- New Customizable Dashboard
- Menu of additional Data Views and Reports for managing employee time

- Timecards similar
- Minor differences to:
  - Comments
  - Transfers
  - Multiple assignments
Kronos to the Cloud – What is not changing

**What is not Changing**

- **Login** through Kronos.Dartmouth.Edu
- **Reports**: Time Detail and Accrual Reports will continue to be sent to Supervisors
- **Access**: Supervisors that currently access Kronos to review and approve within the system
- **Approval Process**: Supervisors review and approval not changing

**What is Changing**

- **Dashboard** and **Menu** for Employees and Supervisors
- **Employee Timecard**: Assignment column with dropdown for employees with more than one job
- **Comments** and **Transfers** are through a side panel
- **Dataview**: new feature for viewing Timecards and Employee information
- Creating **Hyperfinds, Schedules, and Reports**
**Agiloft CMS IRA Reports – Coming Soon**

- Contract Spend Down
- Contracts by: Vendor, Record Type, Contract Type

![Screenshot of Agiloft CMS IRA Reports]

### SUMMARY REPORT

Click on a Contract ID to see related Invoice Details below.

<table>
<thead>
<tr>
<th>Contract Type</th>
<th>Vendor Name</th>
<th>Status</th>
<th>Contract Effective Date</th>
<th>Contract Chart String Org</th>
<th>Total Contract Value</th>
<th>AP Inv Amt</th>
<th>Remaining Contract Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement Good and/or Services SOW</td>
<td>OHIO Corporation</td>
<td>Effective</td>
<td>9/19/2023</td>
<td>619</td>
<td>67,200</td>
<td>37,632</td>
<td>29,568</td>
</tr>
<tr>
<td>Procurement Good and/or Services SOW</td>
<td></td>
<td>Expired</td>
<td>8/23/2022</td>
<td>619</td>
<td>69,920</td>
<td>52,946</td>
<td>17,024</td>
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<tr>
<td>Procurement Good and/or Services SOW</td>
<td></td>
<td></td>
<td>2/1/2023</td>
<td>619</td>
<td>21,000</td>
<td>21,000</td>
<td>0</td>
</tr>
<tr>
<td>Procurement Good and/or Services SOW</td>
<td></td>
<td></td>
<td>2/13/2023</td>
<td>619</td>
<td>67,200</td>
<td>44,940</td>
<td>22,260</td>
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<tr>
<td>Procurement Good and/or Services SOW</td>
<td></td>
<td></td>
<td>5/15/2023</td>
<td>619</td>
<td>219,200</td>
<td>120,380</td>
<td>98,820</td>
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<td>10/12/2023</td>
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<td>Procurement Good and/or Services SOW</td>
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<td></td>
<td>11/1/2023</td>
<td>836</td>
<td>47,150</td>
<td>47,162</td>
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<tr>
<td>Procurement Good and/or Services SOW</td>
<td>Peterson Rodgers Group LLC</td>
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<td>1/2/2024</td>
<td>836</td>
<td>45,000</td>
<td>6,413</td>
<td>38,580</td>
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<td>Procurement Good and/or Services SOW</td>
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<td>Expired</td>
<td>10/21/2022</td>
<td>836</td>
<td>72,000</td>
<td>49,930</td>
<td>22,070</td>
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<tr>
<td>Procurement Good and/or Services SOW</td>
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<td></td>
<td>11/1/2022</td>
<td>836</td>
<td>57,600</td>
<td>35,564</td>
<td>22,016</td>
</tr>
</tbody>
</table>

### INVOICE DETAIL REPORT

<table>
<thead>
<tr>
<th>Contract Chart String Org</th>
<th>AP Inv Date</th>
<th>AP Inv GL Date</th>
<th>AP Inv Num</th>
<th>AP Inv Desc</th>
<th>AP Inv Amt</th>
<th>Remaining Contract Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>619</td>
<td>09/30/2022</td>
<td>12/22/2022</td>
<td>125432</td>
<td></td>
<td>13,378</td>
<td>58,544</td>
</tr>
<tr>
<td></td>
<td>11/50/2022</td>
<td>12/22/2022</td>
<td>125623</td>
<td></td>
<td>12,100</td>
<td>57,700</td>
</tr>
<tr>
<td></td>
<td>12/12/2022</td>
<td>12/22/2022</td>
<td>125726</td>
<td></td>
<td>7,965</td>
<td>62,225</td>
</tr>
<tr>
<td></td>
<td>01/31/2023</td>
<td>05/06/2023</td>
<td>125860</td>
<td></td>
<td>9,355</td>
<td>60,565</td>
</tr>
<tr>
<td></td>
<td>02/29/2023</td>
<td>05/06/2023</td>
<td>125985</td>
<td></td>
<td>10,300</td>
<td>59,613</td>
</tr>
<tr>
<td></td>
<td>02/29/2023</td>
<td>05/06/2023</td>
<td>125977</td>
<td></td>
<td>1,523</td>
<td>19,478</td>
</tr>
</tbody>
</table>
Policy & Process Updates

Code of Ethical Conduct
Driving on Dartmouth Business
Mobile Communication
Business Expense Policy Update
Tips & Gratuity Reminder
Dartmouth Code of Ethical Conduct

Our Shared Responsibility

Become familiar with the Code of Ethical Conduct and applicable Administrative Policies.

Nurture a culture distinguished by integrity, quality, trust, openness, diversity, inclusion, and respect.

Maintain engagement and report any breaches of the Code of Ethical Conduct or Administrative Policies.

Dartmouth's Policy Portal
- Peer to Peer File Sharing and Copyright Law
- Research Misconduct Policy and Procedures
- Business Expense Policy
- Accepting Gifts
- Procurement Sole Source and Competitive Bidding Policy
- Employment Policies

Guidance Resources
- Integrity and Compliance
- Diversity, Equity, and Inclusion
- Promote Inclusive Practices

Reporting
- Dartmouth Integrity Helpline
- Equal Opportunity Grievance Procedure
- Employee Sexual Misconduct Policy
- Nondiscrimination and Anti-Harassment Policy
Driving on Dartmouth Business

Employees and Students

• Must be Approved Drivers, regardless of if driving a personal, rented or Dartmouth-owned vehicle.
• The driving of personal vehicles is discouraged – Onus of responsibility is on the owner of the car.
• Renting through Enterprise will give you the best rates.

  Good stuff!! ➔ Enterprise offers the best rates for personal/leisure rentals as well.
• Employees should decline the Collision/Damage Waiver insurance on domestic rentals and accept it for international rentals. Note: booking with your corporate card gives you the greatest protection.

Visitors and Guests (Recruits)

• Must book and pay for their own car rental with their own credit card.
• Should accept the Collision/Damage Waiver insurance.
• Should book through Enterprise using the Dartmouth Other rental code for the best rates.
Streamline Forms and Approval Routing

Whenever possible, we are looking for opportunities to prevent multiple approvals through PDF documents.

• Employee attests to understanding the policy on the PDF form
• Submits through General Request eForm
• Approval processed on the General Request eForm
• Routed to Finance Center for processing

Forms leveraging this process

• Corporate Card Cardholder Agreement
• Procurement Card Application
• Mobile Communication Stipend Form
• Mobile Communication Device Form
Business Expense Policy Updates coming soon!

- Clarification and Compliance
  - Submitting PCard Receipts and Expense Reports
  - Personal Expenses
- Automobile, Parking, Ground Transportation
- Unallowable expenses
Tips/Gratuity & Per Diem

Reasonable tips/gratuity (not more than 20%) for non-meal related expenses are reimbursable, even if claiming per diem.  

*Rounding to nearest dollar is OK*

Public Transportation:

- Reasonable tips related to public transportation expenses include the cost of taxis, shuttles, airport vans (or car service), subways, buses, rail, and other modes of public transportation may be included for reimbursement.

Lodging:

- Reasonable tips related to lodging stays, include valet, housekeeping and baggage may be included for reimbursement.

Meals & Incidentals:

- Travel Meals & Incidentals Per Diem includes tips/gratuity for meals.
- When a per diem is not chosen, actual and reasonable costs will be reimbursed, including a reasonable tip of not more than 20%.
Upcoming Dates & Reminders

Student Prizes & Awards

- Student Digital Payments

Memorial Day Accelerated Payroll

- TimesheetX Supervisor Review

Spring Term Student Employee End Dates

Hiring Graduating Students
Student Prizes & Awards – Due June 7

Name of Prize must be selected from the list

Email rshelp@dartmouth.edu by May 10 if:

- Unable to meet June 7 deadline
- Do not anticipate giving out awards this year
- Prize/Award is not available in the Name of Prize list
- There are changes to an existing award

Verify residency – Non-resident students must register in Sprintax to ensure accurate payment process and tax withholdings.

**Digital Payments are recommended.** Student will receive notification from J.P. Morgan to accept payment.

Any prizes that require check pick-up need to be submitted by Monday, June 3\(^{rd}\) and must be picked up on Wednesday, June 5\(^{th}\).
Student Digital Payments

All student payments default to J.P. Morgan Chase digital payments for paying students for Payment Request and Student Prize & Award eForms

For Students:

• Simple one-time registration with J.P. Morgan to provide preferences for obtaining payment
• Option to have direct deposit to their U.S. bank via Zelle or ACH
• Payment notification from J.P. Morgan to accept payment
• Payment is issued either same or next day, depending on preferences
• Student may decline electronic payment and a check will be issued in 14 days from J.P. Morgan

For Departments:

• Check pick-up is still available, when necessary, but discouraged
• Wire transfers are still available and encouraged for students with foreign bank accounts
• Legal mailing address and citizenship still required for tax purposes
• Please make students aware of the digital payment option

For more information go to How to Pay Students at: dartmouth.edu/finance/purchasing/buying_paying/student_payments/index.php
Memorial Day Holiday – Monday, May 27th

### Accelerated Student Payroll in TimesheetX

<table>
<thead>
<tr>
<th>Processing</th>
<th>Responsibility</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record and Submit all hours worked for 5/12 – 5/25</td>
<td>Student Employees</td>
<td>Saturday, May 25th, 11:59PM</td>
</tr>
<tr>
<td>Timesheet Corrections and Approval Complete</td>
<td>Student Employee Supervisors</td>
<td>Tuesday, May 28th, 11:00AM</td>
</tr>
<tr>
<td>Timesheet Approval Complete</td>
<td>Finance Center</td>
<td>Tuesday, May 28th, 2:00PM</td>
</tr>
</tbody>
</table>

Supervisor continue to encourage student employees to submit their timesheet following their final shift of the second pay period week.

**Timesheet Edits & Corrections following Approval & Processing**

- Student should submit a [request to edit timesheet](#)
- Timesheet will be reopened by Payroll
- Student will make edits to the timesheet and re-submit
- Supervisor will re-approve time
- Adjustments will be made in the next pay period
GOAL:
To accurately and timely pay employees for all time worked.

• Weekly Timesheet Review is encouraged (TimesheetX Control Panel)
• What to look for:
  • Inaccurate time reporting - contact students if:
    • Missing Hours or shifts
    • Over-reported time
    • Time reported on the wrong day or time
  • Review Comments
    • Unable to report time on a specific day (Review Hire Record)
    • Unable to report hours during class time (Class Exception Request)
Spring Term Student Employment End Dates

The last possible end dates for student employment for 2023-2024 Academic Year are as follows:

• Graduating International Students: June 4, 2024
• All Other Graduating Students: June 8, 2024
• Continuing Students (not graduating): June 22, 2024
Hiring Graduating Students

Graduated students cannot continue to work as student employees post-graduation. Hiring or continued employment of Dartmouth graduates must follow Dartmouth’s established regular or temporary staff hiring processes.

- Departments that wish to hire Dartmouth graduates for 9 or more months post-graduation:
  - Work with your staff/divisional HR Liaison to follow standard staff hiring processes for regular (non-temp) employment. | minimum of 4-6 weeks lead-time needed

- Departments that wish to hire Dartmouth graduates as temp staff for > 3-8 months post-graduation:
  - Work with your staff/divisional HR Liaison to follow standard temp hiring processes. | minimum of 4 weeks lead-time needed

- Departments that wish to hire Dartmouth graduates as temp staff for 3 months or less post-graduation:
  - Work with your staff/divisional HR Liaison to hire a GST (Graduated Student Transition) temp staff position under an expedited GST hiring process. | minimum of 3 weeks lead-time needed
Fiscal Year-End

Reminders

Processing Deadlines
Year-End Reminders

Things that can be done now:

• Review Financial Reports & Submit Corrections
  o Copier Usage Charges will post to IRA First Close
• Submit all Check Deposits to Cashier’s Office
  o iExpense Personal Charges & Unused Advances can be
    paid through the Central Merchant Account
• Submit any available Payments and Reimbursements
• Make any necessary Purchases or Orders now
  o items must arrive by June 30 to be applicable for Fiscal
    Year 2024
• Submit all Labor Distribution Changes for Fiscal Year 2024 or
  2025 (no need to wait!)
## Fiscal Year-End Processing Deadlines

<table>
<thead>
<tr>
<th>Process/Task</th>
<th>Submission</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accelerated Payroll</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record all hours for 6/16 – 6/29</td>
<td>All Biweekly Non-Union Employees</td>
<td>Thu, June 27, 4:00pm</td>
</tr>
<tr>
<td>Time Detail Report Run</td>
<td>Finance Center</td>
<td>Fri, June 28, 7:00am</td>
</tr>
<tr>
<td>Corrections and Approval Complete</td>
<td>Biweekly Non-Union Supervisors</td>
<td>Fri, June 28, 11:00am</td>
</tr>
<tr>
<td>Finance Center Approval Complete</td>
<td>Finance Center (Non-Union)</td>
<td>Fri, June 28, 4:00pm</td>
</tr>
<tr>
<td>Weekly Union Approval Complete</td>
<td>Union Payroll Supervisors</td>
<td>Sun, June 30, 9:00am</td>
</tr>
<tr>
<td>Finance Center Approval Complete</td>
<td>Finance Center</td>
<td>Mon, July 1, 9:00am</td>
</tr>
</tbody>
</table>

### FY2024 LAST DAY BIWEEKLY PTO (KRONOS) (SAT, JUNE 29)

| FY2024 Labor Reports Review for FUTURE          | MYLS eForm for Future Payroll                   | Fri, June 14              |
| Labor Distribution Corrections                   |                                                 |                           |
| FY2024 Labor Reports Review for PRIOR           | Wage Transfer eForm for Prior Payroll           | Fri, June 21              |
| Labor Distribution Corrections                   |                                                 |                           |
| FY2025 Labor Distribution Changes               | MYLS eForm for Future Payroll                   | Now (No need to wait)     |
| FY2024 Biweekly PA Requests (new hire, terminations, transfers, etc.) | General Request eForm/PASF | Fri, June 21              |
| FY2024 Exempt PA Requests (new hire, terminations, transfers, etc.) | General Request eForm/PASF | Fri, June 14              |
# Fiscal Year-End Processing Deadlines

<table>
<thead>
<tr>
<th>Process/Task</th>
<th>Submission</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Check Deposits</strong></td>
<td>Cashier’s Office</td>
<td>Fri, June 28</td>
</tr>
<tr>
<td>Check Deposits by <strong>12:00PM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Cash is not accepted)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Journal Entries, Corrections, and Transfers (including AP Corrections)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Report Review for Corrections of transactions prop 5/31</td>
<td>Corrections and Journal eForm</td>
<td>NOW</td>
</tr>
<tr>
<td><strong>Payables</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>➔ <em>Clearly mark all Payment Requests either FY24 or FY25 to ensure it is applied to the correct fiscal year</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Invoice &amp; Other Payment Requests by <strong>12:00pm</strong></td>
<td>Payment Request eForm</td>
<td>Fri, June 28</td>
</tr>
<tr>
<td>All Invoice &amp; Other Payment Requests with a new <strong>vendor</strong> and/or new <strong>contract</strong> for FY24</td>
<td>Payment Request eForm</td>
<td>Mon, June 24</td>
</tr>
<tr>
<td>Student Prizes and Awards by <strong>12:00pm</strong></td>
<td>Student Prize &amp; Awards eForm</td>
<td>Fri, June 28</td>
</tr>
</tbody>
</table>
## Fiscal Year-End Processing Deadlines

<table>
<thead>
<tr>
<th>Process/Task</th>
<th>Submission</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PCard</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY2024 Purchases Completed</td>
<td>PCard</td>
<td>Fri, June 14</td>
</tr>
<tr>
<td>All FY2024 PCard Receipts</td>
<td>PCard eForm</td>
<td>Mon, July 1</td>
</tr>
<tr>
<td><strong>Purchase Order/Requisitions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase Requisition/PO Requests</td>
<td>Purchase Request eForm</td>
<td>Thu, June 27</td>
</tr>
<tr>
<td></td>
<td>*Note: Goods or Services must be delivered by June 30th to be applied to FY2024</td>
<td>Fri, June 28</td>
</tr>
<tr>
<td><strong>Reimbursements/iExpense Reports and Corporate Card</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Travel/Business Expense Requests with Payable Advances</td>
<td>Payment Request eForm or Expense Report Request eForm</td>
<td>Wed, June 19</td>
</tr>
<tr>
<td>Dartmouth Students/Visitors Reimbursements</td>
<td>Payment Request eForm</td>
<td>Fri, June 28</td>
</tr>
<tr>
<td>Dartmouth Employee - Self Service*</td>
<td>iExpense Expense Reports</td>
<td>Fri, June 28</td>
</tr>
<tr>
<td></td>
<td>*Note: Approval of iExpense Expense Reports must be received by</td>
<td>Tue, July 2</td>
</tr>
<tr>
<td>Dartmouth Employees - Finance Center creation of Expense Report for expense after 7/1/2024</td>
<td>Expense Report eForm</td>
<td>Fri, June 28</td>
</tr>
</tbody>
</table>
## Operational & Technical Contacts

### Frontline Support

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Provost Finance Center</td>
<td>603-646-1310</td>
</tr>
<tr>
<td>Arts &amp; Sciences Finance Center</td>
<td>603-646-2028</td>
</tr>
<tr>
<td>Geisel Finance Center</td>
<td>603-650-1238</td>
</tr>
<tr>
<td>Campus Billing &amp; DartCard Services</td>
<td>603-646-3230</td>
</tr>
<tr>
<td>Financial Systems &amp; Services</td>
<td></td>
</tr>
<tr>
<td>Payroll Office</td>
<td>603-646-2697</td>
</tr>
<tr>
<td>Procurement Services</td>
<td>603-646-2811</td>
</tr>
</tbody>
</table>

### Technical Help

<table>
<thead>
<tr>
<th>Service</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Management System</td>
<td><a href="mailto:Agiloft.Help@Dartmouth.edu">Agiloft.Help@Dartmouth.edu</a></td>
</tr>
<tr>
<td>Financial Reporting</td>
<td><a href="mailto:Financial.Reports@Dartmouth.edu">Financial.Reports@Dartmouth.edu</a></td>
</tr>
<tr>
<td>Financial System Access</td>
<td><a href="mailto:Financial.System.Access@Dartmouth.edu">Financial.System.Access@Dartmouth.edu</a></td>
</tr>
<tr>
<td>Hyperion (EPBCS)</td>
<td><a href="mailto:EPBCS.Admin@Dartmouth.edu">EPBCS.Admin@Dartmouth.edu</a></td>
</tr>
<tr>
<td>iExpense</td>
<td><a href="mailto:Expense.Reporting@Dartmouth.edu">Expense.Reporting@Dartmouth.edu</a></td>
</tr>
<tr>
<td>Kronos</td>
<td><a href="mailto:Kronos.Admin@Dartmouth.edu">Kronos.Admin@Dartmouth.edu</a></td>
</tr>
<tr>
<td>Finance Website</td>
<td><a href="mailto:Finance.Webmasters@Groups.Dartmouth.edu">Finance.Webmasters@Groups.Dartmouth.edu</a></td>
</tr>
</tbody>
</table>
Thank you!!!