Chart of the Month
COVID-19 Vaccination Count nears 1 Million for New Hampshire & Vermont

I GOT MY COVID-19 VACCINE!

1st Dose Complete
Fully Vaccinated

100000
900000
800000
700000
600000
500000
400000
300000
200000
100000
0

VT Total Fully Vaccinated
NH Total Fully Vaccinated
VT Total Complete Dose #1
NH Total Complete Dose #1


New Hampshire and Vermont will reach more than one-million individuals vaccinated by the end of April. If you have not yet signed up to receive your vaccine, you can do so through your state COVID-19 registration site: New Hampshire or Vermont.

Dartmouth College is partnering with our Occupational Medicine provider, Axiom Medical, to manage employee vaccination records. Dartmouth College will use Employee vaccination information as needed for administrative purposes relating to Dartmouth community health and/or administration of applicable Dartmouth policies (including the frequency of COVID-19 testing), or otherwise permitted by applicable law.

Go to http://dartgo.org/vax to voluntarily submit your completed vaccination information to Axiom Medical and provide consent to Dartmouth’s limited use of this information.

Employees who do not have access to a computer or mobile device with a camera or scan function may make an in-person 5-minute appointment with Human Resources to obtain assistance in completing the online form. Go to http://dartgo.org/95 to schedule an appointment or you can call HR at 603-646-3411.

For more information go to: Employee Vaccination FAQs

Upcoming Events – Mark your Calendars

Administrative Professionals Day Event via Zoom
Wednesday, April 21, 9:00 – 10:30 AM

Town Hall with EVP Rick Mills via Zoom
Wednesday, April 21, 12:00 – 1:00 PM

Spring Finance Information Forum via Zoom
Wednesday, April 21, 2:00 – 3:30 PM

The Forum is designed to provide updates to projects, processes, policies, and upcoming events. This session will be recorded and made available following the event.

Oracle EBS Upgrade and System-wide Outage
Thursday, May 6 – Monday, May 10
Beginning 5:00 PM on Thursday, May 6 – Monday, May 10, Oracle Enterprise Business Suite and many integrated systems will be offline for a system upgrade. For more information see the Oracle EBS Upgrade information below or go to the EBS Upgrade site.

Student Prize & Award Season is Here!

The 2021 Commencement Student Prizes and Award season is here and all Student Prize & Award eForms are due by June 4th.

Name of Prize

To ensure students are recognized within the Commencement lists for formal prizes/awards with the proper prize/award name that meet donor expectations, it is essential that the correct name is selected from the Name of Prize field on the Student Prize & Award eForm.

Changes to the process for collecting prizes and awards for 2021 commencement have been made for this year.

• All communications regarding the names of awards and how they will be listed in the Commencement lists (printed or virtually) will be coordinated through rshelp@dartmouth.edu. Please do not reach out directly to Office of Communications.

Please email rshelp@dartmouth.edu as soon as possible, but no later than 4/23/2021 if any of the following apply:

• You will not be able to submit the Student Prizes & Awards eForm before the June 4th deadline.
• You do not expect to give out awards this year.
• Your department is awarding a new prize/award that is not listed in the drop-down menu in the Student Prizes & Awards eForm.
• You are making changes to existing awards. A form will be sent to you through email with instructions.
Oracle Enterprise Business Suite (EBS) Upgrade and Outage: May 6th – May 10th

The following information is also available on the Oracle Enterprise Business Suite Upgrade site and any changes to this information will be made available on the upgrade site.

Oracle EBS supports many of Dartmouth’s administrative, employee, and financial functions, including Employee Self-Service, where you view your Payslips and Employee W2, or iExpense, where you submit your corporate card and business expenses. Oracle EBS also supports Accounts Payable, eProcurement, Grants Accounting, and HRMS, and more. In addition, Oracle integrates with many more systems, such as PASF, OnBase Unity Client and OnBase eForms, IRA Financial Reports and other systems that rely on Oracle to feed or validate employee or chart strings data.

Why Upgrade? Oracle will no longer support our current version of Oracle EBS as of Dec 2021, so the upgrade to Oracle 12.2.10 is necessary.

When? While the major upgrade event is from May 6 – 10, it will require some alternative processing for general business transactions, to ensure processing is complete and we have the system as clean as possible for the upgrade. See below for the Alternative Transactional Processing Schedule.

- **Wednesday, May 5:** The final Oracle nightly feed before the upgrade will run posting information, from within Oracle and auxiliary interfaces, tables, and reports. This will require most general transactional processes to be complete.
- **Thursday, May 6 – Monday, May 10:** The upgrade is a major system upgrade that will take several days. The current plan is to take the system down in the afternoon of Thursday, May 6th and it will likely be down through Monday, May 10th.

What Systems will be impacted?

**Common Oracle System Modules:**
- Employee Self-Service (Payslips, W2)
- iExpense
- iProcurement
- GL Journal Entries (WebADI)
- Grant Journal Entries (SPUD)
- MYLS
- P-Card Transaction Maintenance

**Central/Host Oracle Modules:**
- Accounts Payable
- Cash Management
- Fixed Assets
- Human Resource Management System (HRMS)
- Oracle Grant Accounting (OGA)
- Payroll
- Stockroom

**Integrated Systems:**
- IRA Financial Reports will be stale until after the upgrade.
- OnBase Unity Client & eForms for Finance, HR, Geisel, Arts & Sciences should not be used.
- Personnel Action Smart Form (PASF) will be unavailable.
- Any direct feeds to and from Oracle will be offline or stale

What Systems will **not** be impacted?

- Kronos Time Management & Timeclocks
- Planon Real Estate
- RAPPORT
- Single-Sign On (SSO) & Global Protect

What is changing in Oracle? New Look & Feel

There will be a new look and feel, as well as, many customizable preferences settings, otherwise there is very little changing for the general user. There are a couple of enhancements within the iProcurement module and there will be new WebADI and SPUD Journal Templates. Most of the upgrade is technical enhancements on the backend.
Alternative Transactional Processing Schedule:
In preparation for the system outage and upgrade, it will be essential that we complete most of our general business transactional processes by Wednesday, May 5th for those transactions to be captured within the final nightly feed.

<table>
<thead>
<tr>
<th>Process/Task</th>
<th>Submission</th>
<th>Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash Receipts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Deposits by 12:00 PM</td>
<td>Cashier’s Office</td>
<td>Wed, 5/5/2021</td>
</tr>
<tr>
<td><strong>Journal Entries, Corrections, and Transfers (including AP Corrections)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corrections, Journals, &amp; Transfers</td>
<td>Corrections and Journal eForm</td>
<td>Tue, 5/4/2021</td>
</tr>
<tr>
<td>WebADI Uploads</td>
<td>WebADI</td>
<td>Wed, 5/5/2021</td>
</tr>
<tr>
<td>SPUD Journals Uploads</td>
<td>SPUD Journal</td>
<td>Wed, 5/5/2021</td>
</tr>
<tr>
<td><strong>Payable Payments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Immediate Payment Requests by 12-Noon</td>
<td>Payment Request eForm</td>
<td>Mon, 5/3/2021</td>
</tr>
<tr>
<td>Student Prizes and Awards by noon</td>
<td>Student Prize &amp; Award eForm</td>
<td>Mon, 5/3/2021</td>
</tr>
<tr>
<td>All Travel/Business Expense Payment Requests or Expense Reports*</td>
<td>Payment Request eForm or Expense Report Request eForm</td>
<td>Mon, 5/3/2021</td>
</tr>
<tr>
<td>Dartmouth Students/Visitors Reimbursements</td>
<td>Payment Request eForm</td>
<td>Mon, 5/3/2021</td>
</tr>
<tr>
<td>Dartmouth Employees - iExpense Expense Report (direct entry)*</td>
<td>iExpense Expense Report</td>
<td>Mon, 5/3/2021</td>
</tr>
<tr>
<td>*Note: iExpense Expense Report Approvals must be received by Tue, 5/4/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All AP entry complete by 3:00 PM</td>
<td>Accounts Payable</td>
<td>Tue, 5/4/2021</td>
</tr>
<tr>
<td><strong>Payroll/Personnel Authorization/Labor Distribution Corrections</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Future Labor Distribution Changes</td>
<td>MYLS eForm for Future Payroll</td>
<td>Wed, 4/28/2021</td>
</tr>
<tr>
<td>MYLS</td>
<td>MYLS Direct Entry</td>
<td>Wed, 5/5/2021</td>
</tr>
<tr>
<td>Biweekly PA Requests (new hires, terminations, transfers, etc)</td>
<td>General Request eForm/PASF</td>
<td>Wed, 4/28/2021</td>
</tr>
<tr>
<td>PASF Employee</td>
<td>PASF Direct Entry</td>
<td>Wed, 5/5/2021</td>
</tr>
<tr>
<td>PASF Students Hiring</td>
<td>Student PASF Template</td>
<td>Wed, 5/5/2021</td>
</tr>
<tr>
<td>Prior Labor Distribution Corrections</td>
<td>Wage Transfer eForm</td>
<td>Wed, 5/5/2021</td>
</tr>
<tr>
<td><strong>PCard</strong></td>
<td></td>
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<tr>
<td>PCard Reporting–Accelerated Processing for 5/7/2021 Sweep</td>
<td>PCard eForm</td>
<td>Fri, 4/30/2021</td>
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<tr>
<td>PCard System Allocation Accelerated</td>
<td>PCard Transaction Maintenance</td>
<td>Wed, 5/5/2021</td>
</tr>
<tr>
<td><strong>Purchase Orders/Requisitions/Stockroom Purchases</strong></td>
<td></td>
<td></td>
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<tr>
<td>Purchase Requests</td>
<td>Purchase Request eForm</td>
<td>Mon, 5/3/2021</td>
</tr>
<tr>
<td>Purchase Requisitions</td>
<td>eProcurement</td>
<td>Tue, 5/4/2021</td>
</tr>
<tr>
<td>Purchase Requisitions Approval</td>
<td>eProcurement</td>
<td>Tue, 5/5/2021</td>
</tr>
<tr>
<td>Stockroom Purchases*</td>
<td>Stockroom</td>
<td>Wed, 5/5/2021</td>
</tr>
<tr>
<td>*Note: Stockrooms purchases will be available through upgrade, but no charge slip for purchases will be provided nor cash sales</td>
<td></td>
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</tbody>
</table>
OnBase General Request & Payment Request eForm Enhancements

General Request eForm Enhancements:
On the HR/Payroll/Tax Reporting Submittal and Student Information Submittal Request Types, the “Date of Birth” and “Social Security #” fields have been moved to display above Request Explanation in order to make it more obvious to not enter this personal information in the Request Explanation box.

Request Type:
HR/Payroll/Tax Reporting Submittal

This information is not required for current employees.

Date of Birth
Social Security #

Request Explanation:
Please do not enter Personal Identifying information (such as a Social Security number) in this text field.

The following Request Types have also been added to the General Request:
- Communication Stipend
- Credit Card Maintenance
- Return/Voided Payments
- Vendor Maintenance

Also, two new document types have been added for Backup Documents (emails) and Checks to be voided.

Payment Request eForm Enhancements:
Currency (Example: USD, EUR, etc.)*

When selecting International Wire, “Currency” is now required to ensure proper payment amount and preventing duplicate payments.

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