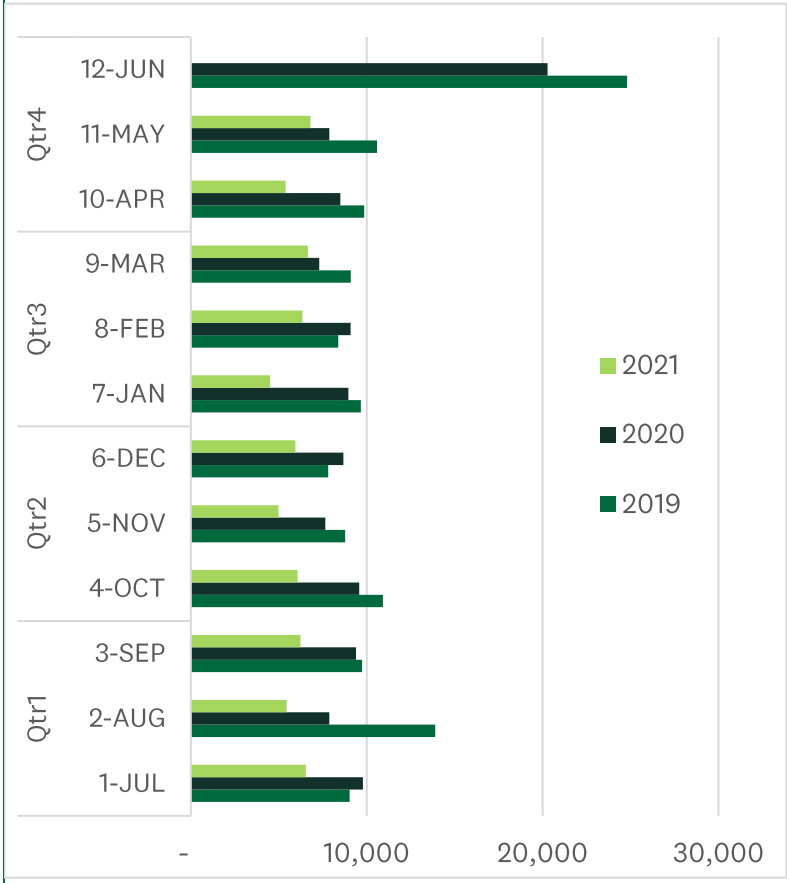
June 2021

Finance & Admin Update

Announcements and updates from Finance, Campus Services, Human Resources, and Risk & Internal Controls

Chart of the Month

Journal Entry & Cost Transfers Lines by Quarter



Source: Journal Entry, Cost Transfers, and Dept Reclass Metrics July 2018 – June 2021

Transaction volumes increase substantially during 4th quarter and particularly manual corrections and transfers. Regular account review and submission of adjustments is recommended.

Suggestions for reducing the need to journal:

- Allocate transactions to the appropriate account, even if collaborating with other departments and sharing costs
- Careful review chart strings transactions prior to processing
- Plan ahead and allocate transactions to restricted and sponsored funds with the original transaction
- It is not necessary to journal for overspending a natural class budget when in the appropriate category (supplies, professional services, etc.)

Go to Account Review Guidelines for more information on reviewing and verifying transactions.

Upcoming Events

Fiscal Year-End – June 30th

Download and save the Year-End Memo, Year-End Calendar, and Finance Center's Year-End Transaction Schedule (below).

Accelerated Biweekly Payroll

For June 20 – July 3 Payroll Period
Time Entry due by Thursday, July 1
Non-Union Approval due by Friday, July 2
Union Approve due by Sunday, July 4

4th of July Observed Holiday – Monday, July 5th

For Monday, 7/5/2021, Biweekly employees should select Pay code "Hol" and record the daily total hours.

Summer In-Person Undergrad Student Hiring

If you are hiring undergraduate student to work in-person this summer, there is no pre-approval process, however some undergraduate students may not be able to start working in-person immediately at the start of the term. Summer Term In-Person guidance is available on the SEO website for students and employers.

Employees COVID Testing Update Coming

COVID Testing changes are coming July 1 and will be available the week of June 28th on the Employee COVID-19 Resources site. This site provides detailed information regarding requirements for on-site work requirements, testing, vaccinations and submitting vaccine record. Check it out!

Submit Your COVID-19 Vaccine Records

To submit your completed vaccination information to Axiom Medical and provide consent to Dartmouth's limited use of this information please complete the following form: http://dartgo.org/vax. By providing this information, it does reduce the frequency of routine virus testing when on-campus.

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. An appointment may be scheduled using this link: http://dartgo.org/i95 or you can call HR at 603-646-3411.

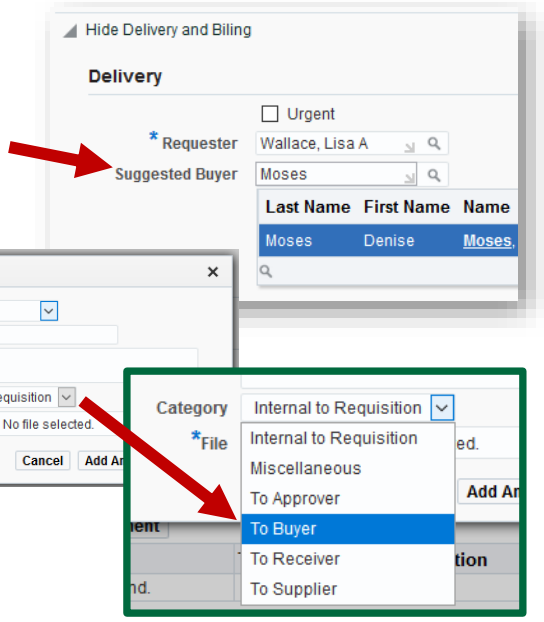
Procurement Updates & Reminders

New eProcurement Documentation

Updated purchase requisition materials have been prepared and are available on our Financial Systems Training & Guidance page.

Adding Buyer

As a reminder, please ensure to select a Buyer in the "Suggested Buyer" field within the Delivery and Billing section.



Requisition Attachments

When including attachments within the Requisition Attachments, please change the category to "To Buyer". This greatly improves the efficiency of linking the attachment to the Purchase Order.

Procure-to-Pay Guide

The Procure-to-Pay Guide is guidance for deciding how to approach buying and paying for goods and services and identifies those vendors that we have an existing business relationship.

Copier/Printer Maintenance

Konica Minolta toner cartridges and maintenance services are included in our agreement. Just call 1-800-456-5664 or visit http://www.mykmbs.com.

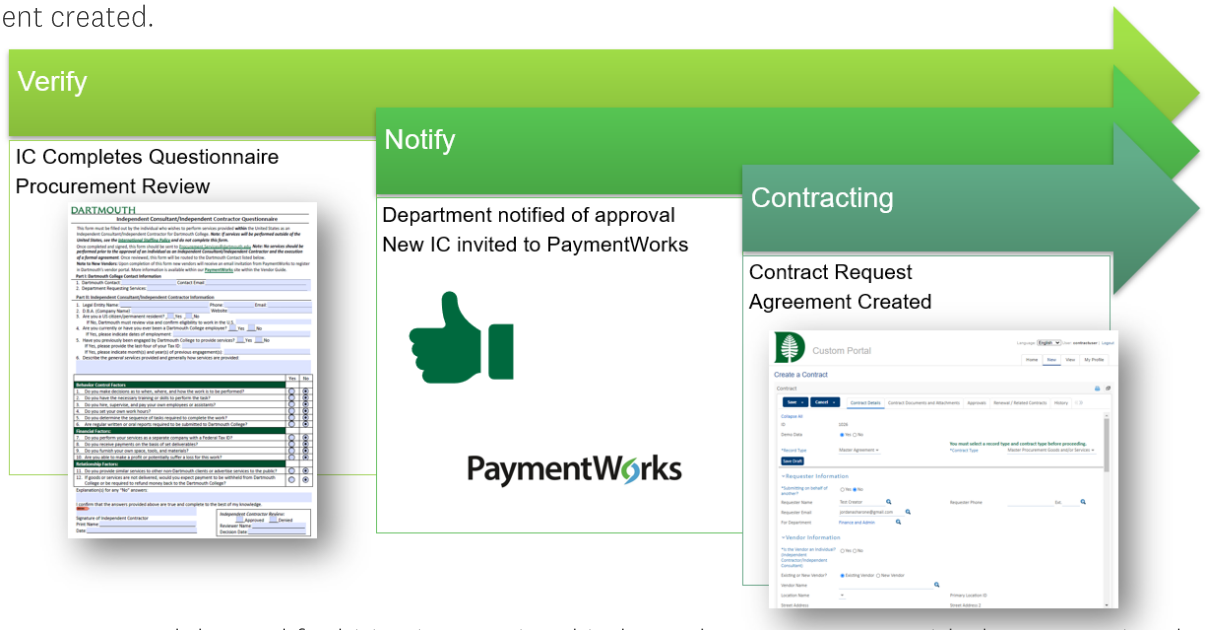
Contract Management System and new Independent Contractors Process

In mid-July, we will be expanding our rollout of the new Contract Management System with training and onboarding. With the rollout, we are decoupling the independent contractor diligence questionnaire from the agreement and introducing new Independent Consultant/Independent Contractor Questionnaire. With the new process, the workflow will be as follows:

Step 1: **Diligence:** Individual completes and emails the Independent Consultant/Independent Contractor Questionnaire to Procurement.Services@dartmouth.edu for independent contractor review.

Step 2: **Notification:** Procurement will notify department contact of approval decision.
If new vendor, Procurement will invite the vendor into PaymentWorks

Step 3: **Contracting:** Department contact submits Contract Request in the Contract Management System to have agreement created.



This is the same process module used for hiring international independent contractors with the International Staffing Questionnaire. More guidance is available at Contract Management and Contract Management System instructions sites. Your questions and input are appreciated and helpful, so please provide feedback to Jordana Jusidman and Lisa Wallace.

Finance Center 2021 Fiscal Year-End Transactional Processing Schedule

Process/Task	Submission	Deadline:
Cash Receipts		
Cash Deposits by 12:00 PM	Cashier's Office	Wed, 6/30/2021
Journal Entries, Corrections, and Transfers (including AP Corrections)		
Financial Report Review for Corrections of transactions prior to 5/31	Corrections and Journal eForm	Now
Financial Report Review for Corrections of transactions prior to 6/30	Corrections and Journal eForm	Wed, 7/7/2021
Payable Payments		
All Invoice & Other Payment Requests by 12PM	Payment Request eForm	Fri, 7/2/2021
Note: Clearly mark all Payment Requests either FY2021 or FY2022 to ensure it is applied to the correct FY		
Student Prizes and Awards by 12PM	Student Prize & Award eForm	Tues, 7/6/2021
Payroll		
FY2021 Labor Reports Review for Labor Distribution Corrections	Wage Transfer eForm for Prior Payroll MYLS eForm for Future Payroll	Mon, 6/14/2021
FY2022 Labor Distribution Changes	MYLS eForm for Future Payroll	Now (no need to wait until FY2022)
FY2021 Biweekly PA Requests (new hires, terminations, transfers, etc)	General Request eForm	Fri, 6/11/2021
FY2021 Exempt PA Requests (new hires, terminations, transfers, etc)	General Request eForm	Fri, 6/18/2021
FY2021 Biweekly PTO	Kronos	Sat, 6/19/2021
PCard		
FY2021 Purchases Completed	PCard	Tues, 6/15/2021
All FY2021 PCard Receipts	PCard eForm	Fri, 7/2/2021
Purchase Orders/Requisitions		
Purchase Requests	Purchase Request eForm	Tues, 6/29/2021
Note: Goods or Services must be delivered by June 30th to be applied to FY2021		Wed, 6/30/2021
Reimbursements/Expense Reports and Corporate Pay Card		
All Travel/Business Expense Payment Requests or Expense Report with Cash Advances	Payment Request eForm or Expense Report Request eForm	Wed, 6/23/2021
Dartmouth Students/Visitors Reimbursements	Payment Request eForm	Fri, 7/2/2021
Dartmouth Employees - Finance Center creation of Expense Report*	iExpense Expense Report	Wed, 6/30/2021
Dartmouth Employees - Self Service*	iExpense Expense Report	Thurs, 7/1/2021
*Note: iExpense Expense Report Approvals must be received by		Fri, 7/2/2021
Dartmouth Employees - Finance Center creation of Expense Report for expenses after 7/1/2021	iExpense Expense Report	Begins: Tues, 7/13/2021
Accelerated Payroll		
Bi-Weekly Payroll, July 4th	**Responsible Person**	**Date**
Record all hours for 6/20 - 7/3	All Biweekly Non-Union	Thurs, 7/1
Time Detail Reports Run	Finance Center	Fri, 7/2, 7:00am
Corrections and Approval Complete	Biweekly Non-Union Supervisors	Fri, 7/2 11:00am
Finance Center Approval (Non-Union) Complete	Finance Center (Non-Union)	Fri, 7/2, 4:00pm
Weekly Union Approval Complete	Union Payroll Supervisors	Sun, 7/4, 9:00am
Finance Center Approval Complete	Sunday, July 4, 4:00pm	Sun, 7/4, 4:00pm

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