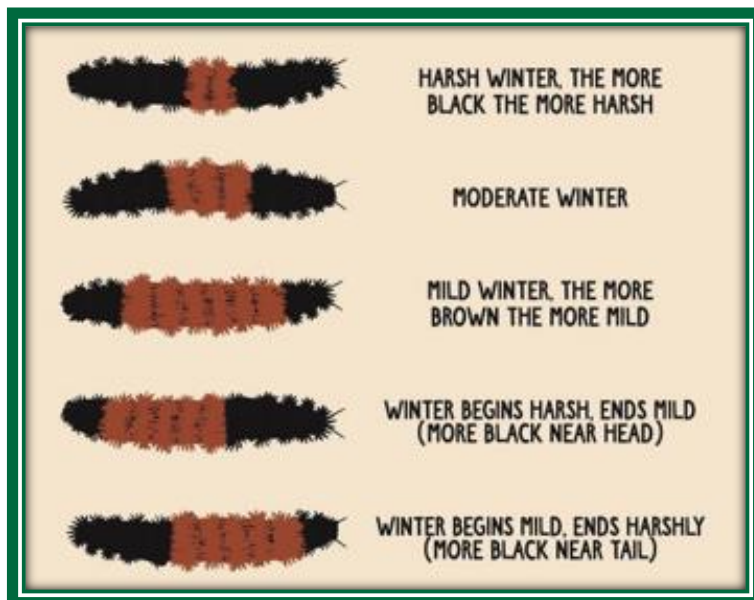


# Finance & Admin Update

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

## Chart of the Month

### Woolly Bear Caterpillars: Winter Prediction



Source: Chart: Facebook.com, Image: Lisa Wallace

If you are out and about preparing for the winter days ahead or enjoying some of our last few warm days of early fall, be on the lookout for the Woolly Bear caterpillars that are just beginning to emerge. These second generation fuzzies are considered the “weather prophets”. Folklore claims that these little black and rust-colored creatures can predict the severity of the winter that lies ahead.

According to legend:

*The wider the rusty brown sections (or the more brown segments there are), the milder the coming winter will be.*

*The more black there is, the more severe the winter.*

While there has been some scientific research in the viability of the Woolley Bears powers of prediction, there has been no true conclusive evidence. Despite this, these creatures are fun to find and harmless to handle.



From the ones recently spotted in my yard, we are looking at a winter that begins harsh, but ends mild.

For more information, check out “[Woolly Bear Caterpillars and Weather Prediction](#)” in the Farmer’s Almanac.

## 2022 Benefits Open Enrollment Coming Soon

The 2022 Benefits Open Enrollment period for faculty and staff will begin Monday, October 18<sup>th</sup>, 8:00AM and run through Monday, November 1<sup>st</sup>, 11:59PM. This is your annual opportunity to review and change your benefits for 2022.

Please note, your current Flex Spending Accounts (FSA’s) and/or Health Savings Account (HSA) elections will not automatically re-enroll in 2022. If you would like to continue to contribute to an FSA or an HSA, you must re-enroll for the new plan year during this Open Enrollment period. If no action is taken, you will be defaulted to the medical, dental, life insurance, long-term disability, and wellness program coverage you had at the end of 2021.

Information will be posted on the website by October 13 at <https://www.dartmouth.edu/hrs/benefits/>

## Review your Personal Information in Employee Self-Service

Human Resources and Payroll request that you review and update your Personal Information at your earliest convenience in Employee Self-Service and in particular your legal residence.

[Employee Self-Service](#) allows Dartmouth Employees to:

- View and update your Personal Information, such as, Payroll or Mailing Address
- View and update your Federal W4 information
- View, setup, and update Direct Deposit for your paychecks, reimbursements, and other AP payments.
- Go Paperless for your Payslips and Employee W2s
- Provide Emergency Contact information
- View your Payslip, Employee W2, and Total Compensation Statements

Guidance is available at [Employee Self-Service](#).

## Campus Billing & DartCard Services Hours of Operation

Campus Billing and DartCard Services, McNutt, Room 103 is now open to the public, 9:00AM–12:00PM and 1:00PM–4:00PM, Monday – Friday.

The Cashier’s Office will remain closed to the public. Please see page 3 of this update for more information on [Cashier’s Office Operations](#) Update.

**Note: Cash is no longer being dispersed for change or Cash Advances.**

## Process Reminders

### Receiving ACH/Wires

Vendors prefer to send funds electronically, which saves them time, money and paper. If your vendor has decided to go with Electronic Payments instead of Checks, please refer to the following policy and guidelines in ensuring a smooth transition.

All ACH/EFT type transactions are processed differently and often require either an authorization form or an online account be established with the vendor in order for Dartmouth to receive the funds. Departments should not complete these forms or processes but instead forward forms or vendor links to [Institutional Accounting](#).

Departments expecting a payment by wire transfer, ACH or EFT should send a notification to [Institutional Accounting](#) and provide the following information:

- Name of Sender – Individual, or company, or sending bank
- Expected Amount - exact or estimated dollar amount
- Expected Date – If this is known
- A copy of the Invoice
- Chart string(s) – for funds to be posted in GL

For more information go to [Receiving Electronic Payments](#).

### We Accept Credit Card Payments

A [Central Merchant Account](#) has been setup to assist departments with accepting credit card payments from external organizations on an ad hoc basis for billable services or events.

Examples of transactions that would be appropriate for the Centralized Merchant Account would be:

- Departments or Programs that are providing billable services less than 5 times per month.
- Departments or Programs that are holding a short event or conference and need to accept payments during a set period of time to offset costs associated with the event (food, lodging, parking, speaker fees)

For more information and to register go to the [Central Merchant Account](#) site.

### Credit Card Increase Requests

When requesting a single-transaction limit increase on a Procurement Card or a permanent increase on either a Corporate or Procurement Card, Fiscal Officer approval is required. All credit card increase requests should be submitted either:

- 1) through the [General Request eForm](#) on the “Credit Card Maintenance” Request Type or
- 2) by email to [Procure-to-Pay](#). Please do not email individual Finance staff for these types of requests.

Credit Card applications and maintenance are performed every Wednesday and Friday, so urgent or last-minute requests should be emailed to [Procure-to-Pay](#).

## Procurement Updates

### Contract Management System Coming Soon

We are steadily working toward rolling out the Agiloft Contract Management System. We will begin reaching out to division leaders over the next few weeks to schedule a launch period with remaining departments. Live training will be available through a registration process, as well as, online through video and website resources.

Check out [Contract Management](#) and [Contract Management System](#) sites for more information on contracting at Dartmouth.

### Allan’s Vending Price Increase

Allan’s Vending is increasing their prices for the first time since 2014!! Effective October 1st, Allan’s Vending will adjust their pricing accordingly:

	K -Cups (24ct Box)	5-Gal Water bottle
<i>Current Price</i>	\$12.00	\$5.00
<b>New Price</b>	<b>\$13.29</b>	<b>\$5.50</b>

Sugar, creamers, etc., will continue to be billed at their normal rate.

In addition, there will be an equipment replacement fee of \$39.95 going forward. Allan’s Vending currently does not bill for the initial coffee equipment and bottled water coolers (only for filtered water systems). This fee is to offset the labor cost of replacing the original equipment.

### Konica Minolta’s MyKMBS.com Platform Update

Konica Minolta updated its MyKMBS.com platform. This online site allows authorized users to order supplies and place service calls. If you need assistance accessing MyKMBS, email [Julia Lane](#).

**Toner is free:** Toner is included as part of the usage fee. Konica Minolta will never call you to send you toner. If you receive a sales call for toner, it is a scam.

**Have Supplies?** Make sure you have supplies on hand for the end of the term! Especially a waste toner box. Once the waste toner box is full, the machine will not print or copy.

**Black & White Printing:** If you have a color MFD, take this opportunity to confirm that your Konica is set up to default to black and white printing. With Konica Minolta the charge is \$.005/black and white copy and \$.04/color copy – unless you bought out your machine and then it’s slightly higher.

### Free Access to News Resources

Dartmouth Library maintains subscriptions to many local, national and international newspapers and news sources, including the [Valley News](#), [New Hampshire Union Leader](#), [PressReader](#), [New York Times](#), and the [Wall Street Journal](#).

For a full listing and guidance for setting up your account with your favorite news resources, check out the [Newspapers & News Guide](#).

## Cashier's Office Operations Update

The Cashier's Office will remain closed to the public until further notice. Please continue to place deposits and payments in the door slot on Room 101 in the McNutt building. As a reminder, Cash should never be sent through U.S. or Hinman Mail.

### Deposits:

When completing the miscellaneous receipt, you must have the full chart string (including natural class), the amount of your deposit, and a description.

We ask that you check the general ledger (GL) for your deposit as we no longer give receipts for deposits made. An updated [miscellaneous receipt](#) is available on our website.

Please make sure checks are complete with date, pay to the order of Dartmouth College, and signature. Also, please review the date of the check as personal checks are normally valid for up to six months and business checks are up to a year unless otherwise noted.

### Cash:

We are no longer giving out cash (i.e., change, cash advances). We would like to move forward and not receive cash deposits. We ask that departments investigate other ways to accept payments other than cash.

### iExpense Reports:

When making a deposit for a personal expense on your corporate card, we will need a copy of your iExpense report to show the amount you owe.

For more Cashier's Office processing guidance, please visit our [Deposits, Cash Advances, & Petty Cash](#) site.

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