Finance & Admin Update

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

Chart of the Month
Dartmouth’s United Way Giving Campaign

United Way Goal
$250,000

0% $25,000
10% $25,000
20% $50,000
30% $75,000
40% $100,000
50% $125,000
60% $150,000
70% $175,000
80% $200,000
90% $225,000
100% $250,000

Source: Dartmouth United Way as of 12/8/2021

Together we have raised nearly $110,000 for those in need, but it is not too late to give. When the Dartmouth community unites to support its neighbors, incredible things happen. The COVID-19 pandemic has placed incredible stress upon many, and the Granite United Way continues responding to community needs to ensure our neighbors have access to food, housing, childcare, personal protective masks, healthcare, and services to keep them safe. Help where you can by making a pledge or volunteering and seek support if you need it. To learn more, go to: Dartmouth’s United Way Campaign.

Dartmouth makes it easy for Dartmouth employees to give in many ways. Through the online site Dartmouth employees can either give through a one-time donation or through payroll deduction, which distributes your donation throughout the year. The platform also makes it easy to designate your gift to one or more specific non-profit programs. The last date to request a 2022 payroll deduction is Wednesday, December 15. Click here to access the Ways to Give site.

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Upcoming Events and Deadlines
Winter Break Days: December 20 – 31

Non-Union Non-Exempt Employee Payroll
Record all hours worked for 12/5 – 12/18 by 12/16, 4:00 PM
If you are not working Winter Break record, your Holiday and Winter Break days now!!
• Record the Holiday Pay “HOL” for 12/23, 12/24, and 12/31
• Record “Winter Brk” for 12/20 - 12/22 and 12/27 - 12/30

Lone Pine Excellence Awards
The annual nomination period is now open! Honor staff who excel at their jobs and exhibit behaviors that model Dartmouth’s core values by nominating a colleague for the Sheila Culbert Distinguished Employee Award or one of the six Lone Pine Excellence Awards: Collaboration, Passion & Commitment, Innovation, Leadership, Unsung Hero and Diversity & Inclusion. The nomination deadline is 12/17/2021. To learn more and to nominate a staff member, visit http://dartgo.org/recognition.

Payroll Year-End Updates
We are quickly approaching the end of the calendar year and the Payroll Office would like to keep you up to date on information and services available through Dartmouth Employee Self-Service (ESS), as well as upcoming IRS information that can affect your 2022 payroll. ESS is a portal for employees to:
• View/Update personal information including name and address, including where you would like to have your communications and year end payroll information sent
• View/Update direct deposit information, including AP (Accounts Payable) payments for reimbursements, etc.
• View/Update federal tax information
• View current and historical pay statements and W-2s
• Go Paperless for Payslips and W-2’s!!

Click here to access the system, as well as, resources and guidance for using Employee Self-Service. The site is safe, secure, and eliminates the transfer of personal data via paper.

2022 Social Security and Medicare Changes
The wage base for Social Security will increase for 2022 to $147,000 (from $142,800 in 2021). The Medicare Tax (1.45%) continues to not have a cap and will be deducted for all earnings. The Medicare surcharge of 0.9% will still be deducted from wages in excess of $200,000.
Policy Updates

Employee & Student Gift Clarification

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, such as, Birthdays, Weddings, Baby Showers, or Housewarming

Any questions about gifts should be made to your Fiscal Officer or Finance Center.

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 purchased on a Procurement Card (PCard)
- iExpense/Expense Report eForm if 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

Supplement Pay Request & Payroll Corrections

The following criteria should be used to determine if a supplemental pay will be included in the employee’s next payroll cycle or processed as an off-cycle paper check (Quick Pay):

Next Payroll Cycle:

Supplemental Pay Requests ➔ Discretionary
Any amount not received over an employee’s base pay, including but not limited to:
- overtime,
- shift differential,
- paid compensatory time,
- retroactive pay
- and other supplemental payments
- Any amount that is 15% or less than the employee’s base pay

Quick Pay:

Supplemental Pay Requests ➔ Compliance Issues
- Advance: SEIU Vacation, Financial Burden
- Pay not received for base pay due
- Paid less than 85% of base pay due
- Admin Error: Kronos
- Admin Error: Benefit
- Late PASF
- Termination: 72 72-Hour payment
- Estate/Beneficiary

Process:
1. Complete the Supplemental Pay Request
2. Attach all applicable documentation to the Supplemental Pay Request, including Time Sheets, PASF forms, or other documents as required
3. Once completed, submitted through the General Request eForm to Payroll for review and processing.
4. There is a three (3) day turnaround for all Quick Pay payments due to banking and tax requirements.

Contract Management Guidance & System Online Training

Training is now available to guide you through the contracting process, as well as how to use Contract Management System.

The Contract Management site provides guidance on the types of procurement contract, relevant policies, and diligence requirements, including hiring individuals as independent contractors, in the contracting process.

The Contract Management System site provides detailed instructions on how to use the system, from accessing, navigating, and searching the system, to creating a contract request, approving, and digitally signing a PDF.

The CMS Video Training site provides quick, on-demand video training from clarifying the role of contracts and purchase orders, to approving, searching, and navigating the contract management system.
Congratulations to our Finance & Administration Service Award Recipients

### 40 Years of Service
- Robin Guay, Work Process  
  - Adrienne W Stone, Admin/Prov Fin Ctr
- Heidi M. Bellimer, Billing DCard Svcs  
  - Kathryn A. Page, Billing DCard Svcs
- Eric W. George, Courtyard Cafe  
  - Bruce Plummer, Fire Systems Mtnce

### 35 Years of Service
- Jennifer Boudro, Child Care Ctr  
  - Ron Moore, Dining Admin
- Beth DiFrancesco, Dining Admin  
  - Lesia Vorachak, Residential Ops
- Eddie Hill, Grounds Services  
  - Donald A. White III, Real Estate Ofc
- Johnny D Johnson, Paint Shop

### 30 Years of Service
- Doreen Blake, Collis Dining  
  - Tracy Fay, Dining & Catering, Tuck
- Sheila M Blandin, Tuck Catering  
  - Frank Furman, Electrical Shop
- Tonya Carpenter, Disp/Patrol  
  - Susan Lee, Plan, Design & Const
- Demetra Chase, Billing DCard Svcs  
  - Molly Rhoad, Env Hlth Sfy
- Ray Crosby, Collis Dining  
  - Jason Rouillard, Plan, Design & Const
- John Durkee, Science Facilities

### 25 Years of Service
- Bruce Boudro, Grounds Services  
  - Timothy J. McNamara, FOM
- Jeffrey Busch, Disp/Patrol  
  - Scott Melendy, Grounds Services
- Kristen Dimond, '53 Commons  
  - Sharon A. Morisi, Fac/Emp Asst Prog
- Kristina Fletcher, Admin/Prov Fin Ctr  
  - David Newlove, Dining & Aux Ops
- Julie Glover, Woodlands Office  
  - Anthony Pascarelli, '53 Commons
- Jennifer A. Keysar, '53 Commons  
  - James Pike, Plan, Design & Const
- C. Robert Lester, Dining Admin  
  - Shawn Poirier, Bldg Repair Shop
- Kimberly Baker, Custodial Svcs  
  - Nathan Potter, Grounds Services
- Jenett Chandler, Fire Systems Mtnce  
  - Bob Potter, Equip Mtnce Shop
- Careynn M. Clark, Residential Ops  
  - Susan Russell, Tuck Catering
- Jeff Connolly, Residential Ops  
  - Kenneth Simoneau, '53 Commons
- Josh Coutermarsh, Grounds Services  
  - Judy Stabilepszy, CSV Operations
- Melissa Durkee, Admin/Prov Fin Ctr  
  - Lisa A. Wallace, Finance and Admin
- Mark Eastman, Equip Mtnce Shop
- Darin Godfrey, Collis Dining
- Terry Hackett, Custodial Svcs
- Jeremy Ouelette, Science Facilities

### 20 Years of Service
- Joseph Amoroso, Paint Shop  
  - Jonathan Parker, Electrical Shop
- Brad A Bell, Grounds Services  
  - Chris Robbins, Small Cafe Operations
- Scott Bowers, Grounds Services  
  - David j Spencer, Custodial Svcs
- Ralph Brown, Residential Ops  
  - Jeannie M Surrell, Admin/Prov Fin Ctr
- Loren Cameron, Electrical Shop  
  - Bryan Tenney, Courtyard Cafe
- Ann Mary Crookenden, CSV Admin  
  - Robert Thompson, Tuck Catering
- Corinne Curtis, Billing DCard Svcs  
  - Susan Payson Weider, CSV Admin
- Greg Davini, Dining Admin  
  - Kimberly Wood, Risk Management
- Robin Downing, Admin/Prov Fin Ctr  
- Marcy Lynn Fifield, Custodial Svcs
- Devin Mae Godfrey, DPMS
- Cory Holmes, Residential Ops  
  - Norine A. Olsisky, Accounting
- Elizabeth Harrington, Child Care Ctr  
  - Daniel Philippe, Custodial Svcs
- Melissa Hennesssey, A&S Fin Ctr  
  - Clement Powers, Budget & Planning
- Jonathan Holbrook, Safety + Sec  
  - Holden Rice, Grounds Services
- Val Ladygin, Mail Delivery Svcs  
  - Matthew Smith, Dining Admin
- Jason Lambert, Grounds Services  
  - Matthew Sykes, Financial Reporting
- Judy McDonald, Benefits  
  - Scott R. Walker, FOM
- Levi S Nichols, Custodial Svcs  
  - Andrea Willey, A&S Finance Center
- Kevin Noyes, Custodial Svcs  
  - Gordon Wright, '53 Commons
- Jeremy O’Shea, '53 Commons  
  - Michael A. Zazzaro, Custodial Svcs

Thank you for all your years of service!!
# Finance Center Winter Break Processing Deadlines

## 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</td>
<td>Wednesday, December 1</td>
</tr>
<tr>
<td>All MYLS and Wage Transfers</td>
<td>MYLS eForm, Wage Transfer eForm</td>
<td>Wednesday, December 15</td>
</tr>
<tr>
<td>All Corrections, Journals, Transfers</td>
<td>Corrections and Journal eForm</td>
<td>Wednesday, December 15</td>
</tr>
<tr>
<td>All PCard transactions</td>
<td>Pcard eForm</td>
<td>Monday, December 13</td>
</tr>
<tr>
<td>All AP Entry</td>
<td>Payment eForm</td>
<td>Monday, December 13</td>
</tr>
<tr>
<td>AP Pickup checks cut***</td>
<td>7 Lebanon St, 302</td>
<td>Wednesday, December 15</td>
</tr>
<tr>
<td>Last AP Run: check printing/mailing/ACH</td>
<td>Controller's Office</td>
<td>Wednesday, December 22</td>
</tr>
</tbody>
</table>

***Any AP Pickup checks at the Controller's office after 3:00pm on Thursday December 16th will be mailed***

## Accelerated Biweekly Payroll Winter Break Deadlines

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Person</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record all hours for 12/5 -12/18</td>
<td>All Biweekly Non-Union Employees</td>
<td>Thursday, December 16, 4:00pm</td>
</tr>
<tr>
<td>Time Detail Report Run</td>
<td>Finance Center</td>
<td>Friday, December 17, 7:00am</td>
</tr>
<tr>
<td>Corrections and Approval Complete</td>
<td>Biweekly Non-Union Supervisors</td>
<td>Friday, December 17, 11:00am</td>
</tr>
<tr>
<td>Finance Center Approval Complete</td>
<td>Finance Center (Non-Union)</td>
<td>Friday, December 17, 4:00pm</td>
</tr>
<tr>
<td>Weekly Union Approval Complete</td>
<td>Union Payroll Supervisors</td>
<td>Sunday, December 19, 9:00am</td>
</tr>
<tr>
<td>Finance Center Approval Complete</td>
<td>Finance Center</td>
<td>Sunday, December 19, 4:00pm</td>
</tr>
</tbody>
</table>

## Accelerated Student Payroll Winter Break Deadlines

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Person</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record all hours for 12/12-12/25</td>
<td>All Student Employees</td>
<td>Saturday, December 25</td>
</tr>
<tr>
<td>Time Detail Report Run</td>
<td>Finance Center</td>
<td>Sunday, December 26, 7:00am</td>
</tr>
<tr>
<td>Corrections and Approval Complete</td>
<td>Student Supervisors</td>
<td>Sunday December 26, 9:00am</td>
</tr>
<tr>
<td>Finance Center Approval Complete</td>
<td>Finance Center</td>
<td>Sunday, December 26, 4:00pm</td>
</tr>
</tbody>
</table>

## Recording Time for Winter Break 2021:

For pay Employee period ending January 2nd, 2022
All Regular Non-Exempt employees NOT working will need to:
Record the Holiday Pay “HOL” for December 23rd, December 24th, and December 31st, 2021
Record “Winter Brk” for December 20th, 21st, 22nd, 27th, 28th, 29th, and 30th
If you work any of the Winter Break days, you should record your hours as normal.