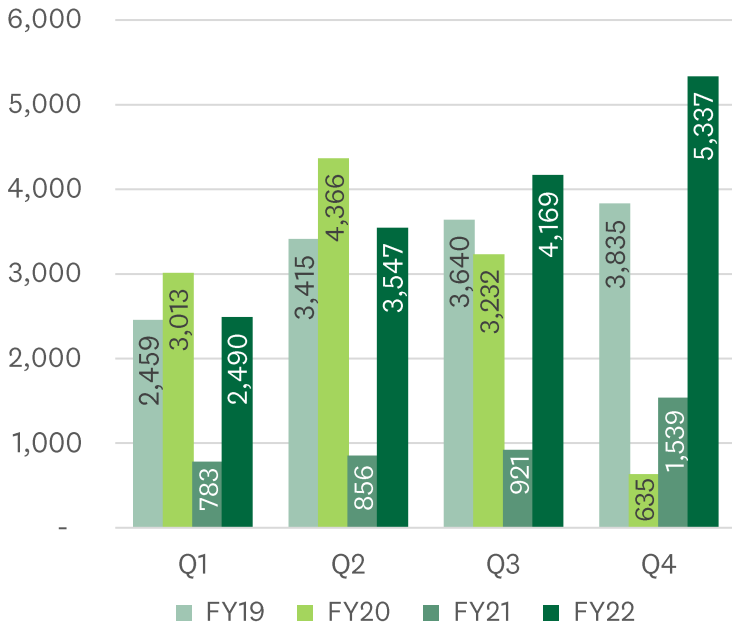


Finance & Admin Update

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

Chart of the Month

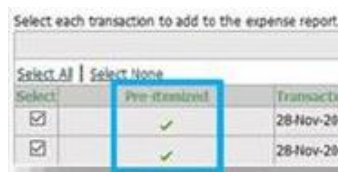
Corporate Card Spend is on the Rise
Spend by Quarter for Fiscal Year 2019 – 2022
(in thousands)



Finance Quality and Control Metrics (FY2019 – 2022)

Due to higher costs, increases in business travel, and some groups moving from Procurement Cards to Corporate Cards, we have seen a significant increase in spending on Corporate Cards. With this increase, we want to encourage timely submission of Expense Reports to post these expenses to the appropriate accounts. The Finance Centers will provide reminders for any outstanding Corporate Card expenses greater the 60 days and in accordance with the [Business Expense Policy](#) all business and travel expenses are required to be submitted within 120 days of the transaction date.

As a reminder, be on the lookout for pre-itemized expenses. iExpense attempts to assist users by pre-itemizing some expenses as a Personal Expense. These are indicated within the system as checkmark in the Pre-itemized column of the Corporate Card Transactions screen.



To correct this when an expense should not be itemized as “Personal”:

1. Click the “Details” box on the end of the transaction line
2. Click “Itemize” on the Line Detail page
3. Click “Remove Itemization” in the lower-right corner.

Labor Day Student Accelerated Payroll

The Labor Day holiday will be an accelerated Student Payroll for all divisions, except Arts & Sciences, with the following schedule:

- Thu: 9/1, 12:00AM – Students Record all hours for 8/21 – 9/3
- Fri: 9/2, 7:00AM – Time Detail reports distributed
- Fri: 9/2, 11:00AM – Supervisors Complete Review & Approve

Welcome our Campus Emergency Manager

Welcome Ron Swartz as the new Campus Emergency Manager for the Department of Safety and Security. Ron began August 1st and joins us from the University of Alaska Anchorage where he served as the Emergency Manager for the last 7 years of his 24-year career at the institution.

IRA is in the Cloud

Effective Monday, August 15th, all users are automatically being directed to IRA in the cloud through the existing ira.dartmouth.edu/analytics/ web address. Leveraging artificial intelligence and machine learning services, IRA in the cloud is more stable, more dependable, and faster. Remember to clear browser cache should you experience initial connection issues. If you have questions or need to report an issue, please contact Financial.Reports@dartmouth.edu.



Help Welcome our First-Year Students

The Office of Residential Life is seeking volunteers to work in 2 hour shifts to assist in welcoming our more than 800 first years on Wednesday, August 31 from 8:00AM-4:00PM with the primary need being 9:00AM-2:00PM. Volunteers can expect to greet students and families arriving at their residence halls and keep track of vehicles on location or hand out keys and welcome materials at the central key pickup on Mass Row. We have a task for just about everyone. Contact Residential.Education@Dartmouth.edu to sign up.

Reminder: Student Addresses Needed

We have had an influx of returned checks for student payments. Student addresses should be requested from the student and are required for student payments, even if payment will be processed digitally. Addresses are necessary to provide to J.P. Morgan Chase, in the event a student does not claim their payment and a check needs to be issued. They are also necessary for issuing 1099s.

When providing new address information for an individual with a NetID, please indicate “Student” or “Employee” in the New Vendor/Address field of the Payment Request eForm to prevent incorrect classification.

Timecard Rounding for Hourly Employees

Effective August 28th, we will be transitioning all biweekly paid employees and effective September 4th, all biweekly paid student employees to the quarter-hour rounding (7-minute rounding rule), to provide consistent time reporting across campus within the Kronos Timekeeping system. The actual time employees begin, and end work will continue to be reflected in the “In” and “Out” columns, respectively. The Kronos system will reflect the rounding in the Totals column.

As a reminder, time reporting should be the exact time the employee either began or ended working and is a legal record of the employee’s time. Please do not alter hours in any way to manipulate the rounding rules. Also please do not report your scheduled hours or round your timecard manually.

Please refer to the clock for a visual on how each block of time is rounded.



Cashless Advances

Effective September 1, the use of cash for distribution of advances for business and travel expenses and the returning of unused advances will be discontinued. This effort is in support of our continued initiative to move to a more cashless/checkless campus.

Advance Distribution:

- All Payables Advances will be distributed through the primary payment method for the employee or student, be it direct deposit, electronic payment, or check.
- The term for “Cash Advances” will be replaced by “Payables Advance” on the Payment Request eForm.
- The Payment Request eForm will also be updated to remove the “Cash” payment method from the form.

Advance Clearing

- Employees will continue using the Expense Report Request eForm or iExpense Expense Report.
- Students will continue using the Payment Request eForm for “Travel/Business Expense”.
- Each eForm will reflect the “Payables Advance” instead of “Cash Advance”.

Returning Unused Funds

Like returning personal expenses on a Corporate Card or Procurement Card, any unused funds are encouraged to be returned by credit or debit card through our [Returning Funds to Dartmouth College](#) site. Checks made payable to the “Trustees of Dartmouth College” are still accepted at the Cashiers Office using the Advance Return Form.

NextGen Implementation Timeline

October – November

- Supervisor JobX/TimesheetX Training
- JobX Position Creation

December: Winterim

- Student JobX/TimesheetX Training
- Go-Live

Improving Supervisor Timecard Reports

To improve accuracy of biweekly Kronos Time Detail reports for supervisors and reinforce timely and accurate time reporting, Kronos Timecards will be automatically locked on Monday at 6:30AM following the close of the biweekly pay period. Biweekly Time Detail reports will be generated to supervisors at 7:00AM. For more information go to [Staff and Student Timecards](#) on the Payroll website.

What to do if a timecard needs to be corrected?

When there is missing, or incorrect time discovered on Monday following the close of the pay period:

1. The Employee or the Supervisor will email the Finance Center copying the Supervisor or Employee, respectively, to request the timecard be unapproved.
2. The Finance Center will unapprove the timecard and email the Employee and Supervisor that the timecard is available for editing.
3. The Employee will make their corrections to the timecard and email the Finance Center and the Supervisor that the edits are complete.
4. The Finance Center will reapprove the timecard, take a snapshot of the final timecard, and email the snapshot to the Supervisor and Employee for final review.

This process will be rolled out in four phases:

Phase 1 – 9/12/2022 (Pay Period: 8/28/2022 – 9/10/2022)

- Arts & Sciences
- Finance & Admin Division (except CSV & HR)
- Geisel School of Medicine
- Library
- Thayer
- Tuck

Phase 2 – 10/10/2022 (Pay Period: 09/25/2022 – 10/8/2022)

- ITC
- Provost Division (except Hopkins Center)

Phase 3 – 11/7/2022 (Pay Period: 10/23/2022 – 11/5/2022)

- Human Resources
- Hopkins Center
- Student Affairs

Phase 4 – 1/30/2023 (Pay Period: 1/15/2023 – 1/28/2023)

- Advancement
- Campus Services (non-union)
- Presidents Division

Upcoming Training through Zoom

Employee Time Management Supervisor Training

- [Wednesday, August 17, 3:00 – 4:00 PM](#)

Agiloft Contract Management System Training

- [Thursday, August 18, 1:00 – 2:30 PM](#)
- [Thursday, September 15, 1:00 – 2:30 PM](#)
- [Thursday, October 20, 1:00 – 2:30 PM](#)

OnBase Unity Client Training

- [Wednesday, October 5, 9:00 – 10:00 AM](#)

Click on the dates to register and use netid@dartmouth.edu in the email field.