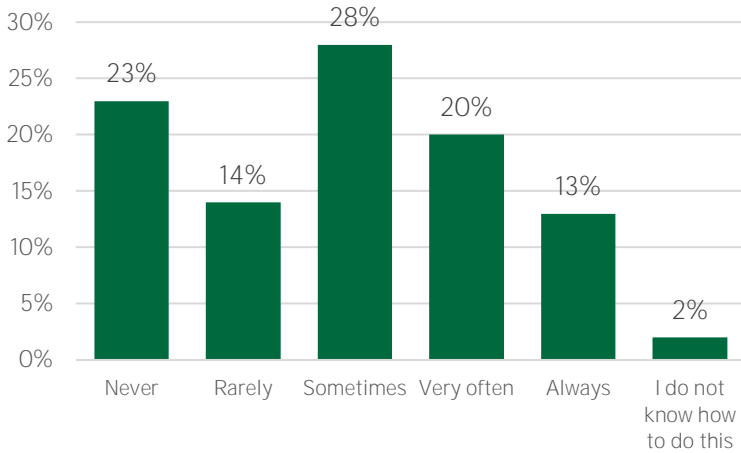


# Finance & Admin Update

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

## Chart of the Month

Cybersecurity Awareness Month  
“How often do you save your passwords  
in the browser when prompted?”



“Oh, Behave! The Annual Cybersecurity Attitudes and Behaviors Report 2022,” National Cybersecurity Alliance

While it may be tempting to click “Remember Password” when your web browser prompts you, doing so puts your security at risk. It is easy for viruses, malware, and even trusted software to gain access to password data in your browser and to your accounts. A survey conducted by the [National Cybersecurity Alliance](#) (NCA) show that three-quarters of respondents have saved passwords to their browser. Instead, experts recommend using a [Password Manager](#) for storing and securing your passwords. A password managers can generate and remember different, complex passwords for each of your accounts.

October is Cybersecurity Awareness Month! Cyber-attacks continue to increase, and it is essential that everyone understand how to stay safe. The NCA in partnership with the [Cybersecurity and Infrastructure Security Agency \(CISA\)](#) is focusing on 4 key tips to staying cybersafe:

- [Think Before You Click: Recognize and Report Phishing](#): If a link looks a little off, it could be an attempt to get sensitive information or install malware.
- [Use Strong Passwords](#): Use passwords that are long, unique, and randomly generated.
- [Update Your Software](#): Don't delay -- If you see a software update notification, act promptly. Better yet, turn on automatic updates.
- [Enabling multi-factor authentication \(MFA\)](#): You need more than a password to protect your online accounts, and enabling MFA makes you significantly less likely to get hacked. Check out this ITC recently [Duo MFA Attacks](#) post that provides additional information and guidance.

*Welcome!*

Cleston Murray,  
Employment Compliance Consultant

## Upcoming Dates – Mark your Calendars

### Accelerated PCard Sweep: October 20

To encourage participation in the Day of Caring on October 21<sup>st</sup>, the weekly PCard sweep will be Thursday, October 20<sup>th</sup>.

### Open Enrollment: October 17 – October 31

The Dartmouth College Open Enrollment period is your annual opportunity to evaluate and make any necessary changes to your health and wellness benefit elections for the upcoming calendar year. Go to [dartgo.org/benefits2023](http://dartgo.org/benefits2023) to learn more.

### FAMIS Replacement: Outage October 23-November 6

The new Planon Facilities Management software will replace FAMIS, with a go-live date of November 6th. There will be a blackout on the FAMIS system starting on October 23rd with billings and reporting and will not available until the Planon system is live. Please note requests can still be made to Work Control during the blackout period, either via email at: [Work.Control.Office@Dartmouth.edu](mailto:Work.Control.Office@Dartmouth.edu) or phone at: 646-2508. The difference in reporting effective November 6th will be limited to the work order number syntax, which previously was ‘Wxxxxx’ and now will be ‘xxxxx.xx’. Stay tuned for future communication and resources regarding making new requests post November 6th.

### System Outages: November 3 and November 10

**Oracle EBS, Thursday, November 3<sup>rd</sup>, All Day:** Oracle EBS, the system that hosts Employee Self-Service, iExpense, etc., and feeds data to the Finance eForms, will be moving to new hardware and will require a system outage. This will mean that Oracle EBS and Finance eForms, both within the web browser and within the OnBase Unity Client, will be unavailable during the outage. IRA Financial Reports will be available during the outage, but data will be stale on Friday and will be up to date on Monday, 11/7. Fiscal month-end close will be extended to Monday, 11/7. PCard sweep date for 11/4 will be extended to Friday, 11/11.

**Dartmouth Network Outage, Thursday, November 10, 5:00 – 8:00AM:** Dartmouth Network will be down for a system-wide update. It is not anticipated that this outage will have significant impact on operations.

### Fall Finance Information Forum: November 30

Wednesday, November 30, 10:00AM via Zoom. Join us for the most recent updates on policies, processes, and projects. Click [HERE](#) to register to receive the meeting invite.

## New Independent Contractors & Guests Policy

We are pleased to announce the new policy and process to improve processing for low-cost, low-risk independent contractors, while also defining distinct types of independent contractors and providing additional guidance on the overall hiring, onboarding, and contracting processes.

If you pay honoraria to visiting guests or hire individuals to perform services (such as lectures, performers, editors, or artists), you'll want to review the new [Independent Contractors and Guests policy](#), review the [Hiring Independent Contractors & Guests](#) site and [Independent Contractor decision tree](#).

### Types of Independent Contractors

- **Honoraria** are payments to guests where fees are not invoice, but payment is offered in appreciation of service. An honorarium payment may be any amount and is taxable income to the recipient. If the independent contractor meets the criteria to receive an honorarium payment, then:
  1. The [Honorarium Acceptance Form](#) can be completed, signed by the individual and then
  2. attached to a [Payment Request eForm](#) without any further action.
- **Limited Engagements** are defined as engagements with an independent contractor whom is performing services within the U.S. (excluding U.S. territories) over a limited period of time, where the total annual fee is \$5,000 or less; and does not involve any high-risk services. If the engagement qualifies as a Limited Engagement, then the department, with the independent contractor completes and sign the [Limited Engagement Agreement](#) or the [Limited 'Works for Hire' Agreement](#) form, if the limited engagement is for an artistic creation (e.g. photography).
- **Independent Contractors** that do not qualify to receive an honorarium payment or within criteria of a limited engagement, would continue through the current Independent Contractor process.

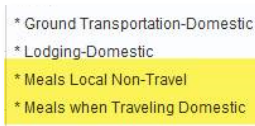
### Contracting & Email

When working on Dartmouth business, such as negotiating a contract on behalf of Dartmouth, you must not use your personal email account. All email correspondence pertaining to official Dartmouth business must be done using your Dartmouth email account. Personal email accounts, such as Gmail or Yahoo!, must not be used when entering working on Dartmouth business.

### iExpense – Local vs Travel Meals

In an effort to provide clarity on local meals and travel meals, the Meal types have been updated in iExpense for domestic expense reports.

- **Meals Local Non-Travel** to be selected when dining locally for non-travel purposes.
- **Meals when Traveling Domestic** should be selected for any business travel meals



## Headspace

Mindfulness has been shown to help people stress less, increase focus, and sleep more soundly. Meditation helps you to be more mindful — and Headspace is your personal guide, with hundreds of meditations and exercises for sleep, focus, and movement. Download the Headspace mindfulness and meditation app - for free!

1. Visit [dartgo.org/headspace](http://dartgo.org/headspace)
2. Use your netid@dartmouth.edu email (all lowercase) to create a new account or log in with an existing account, and verify your Dartmouth email address
3. Download the Headspace app to get started

Go to the Wellness at Dartmouth [Mindfulness & Meditation](#) to learn more and find additional resources.

### Payroll – Paperless pay statements

In an ongoing effort to improve the security around pay documents and reduce reliance on paper, Dartmouth will be moving to paperless pay statements. Employees who are paid monthly will no longer receive paper statements beginning with their November 1 paycheck.

If you are an employee paid via Direct Deposit, you will receive an email to your Dartmouth email address two days before each pay date with a link to your pay statement in Dartmouth's Employee Self-Service (ESS) portal. Your pay statement will be available to you via the ESS portal.

If you would like to continue to receive paper statements, you will need to opt-in. All changes received by Tuesday, October 25<sup>th</sup> will be in effect for the November 1<sup>st</sup> payroll. Guidance on how to opt-in is available on the [Direct Deposit and Go Paperless](#) site.

If you do not have access to a computer or mobile device, a kiosk is available at the Payroll office at 7 Lebanon Street on Wednesdays or Thursdays, 10:00AM – 2:00PM. Email [Dartmouth.Payroll@dartmouth.edu](mailto:Dartmouth.Payroll@dartmouth.edu) for additional assistance.

### Credit Card Application Reminders

When submitting an application for a new Procurement Card (PCard) or Corporate Card, it is important to complete all the fields on the application. In particular, it is important to complete the Credit limits for the employee.

- For PCard Application, this includes the *Dollar Limit Per Purchase* and *Monthly Cycle Credit Limit*.
- For the Corporate Card Application, this is the *Monthly Cycle Credit Limit* and *Monthly Cycle Cash Limit*.

PCard applications also require a full chart string including natural class to ensure the default chart string is set up properly.

For approvals, J.P. Morgan Chase requires that the employee either digitally or physically sign the application to ensure they have reviewed the card policy and agree to the terms and conditions of the application. It is ok for department head and fiscal officer to approve through the General Request eForm of the submission of the credit card approval.



## Next Gen Student Employment System Update

After hearing from our campus partners and taking a pulse of our project team, we are adjusting the JobX and TimesheetX implementation timeline to the 2023 Winter Term. We have made tremendous progress and the new timeline will allow us to work with areas to re-envision student employment and time management processes, while offering an extended window for training, creating jobs within JobX, and generally becoming more comfortable within the system.

Thank all our campus partners for their time and effort in testing and providing feedback. We are so proud of the exceptional effort of the Next Gen project team.

Check out the [Student Employment Office Next Gen Project](#) site and be on the lookout for more updates over the next few weeks.

## Upcoming Training through Zoom

### Agiloft Contract Management System Training

- [Thursday, October 20, 1:00 – 2:30 PM](#)
- [Thursday, November 17, 1:00 – 2:30 PM](#)
- [Thursday, December 15, 1:00 – 2:30 PM](#)

### Employee Time Management Supervisor Training

- [Friday, November 4, 1:00 – 2:00 PM](#)
- [Friday, November 11, 11:00 – 12:00 PM](#)

### OnBase Unity Client Training

- [Wednesday, December 7, 9:00 – 10:00 AM](#)

Click on the dates to register and use [netid@dartmouth.edu](mailto:netid@dartmouth.edu) in the email field.

## Updated Timeline for Campus JobX & TimesheetX roll-out:

### January - February 2023:

- Online training available for supervisors
- Supervisors request access to system
- Supervisors create student jobs in system

### March 2023 and beyond:

- Online training available for students
- JobX job search function live for students seeking jobs for Spring term and later
- Supervisors must use JobX to hire student employees
- **March 19: First Payroll in TimesheetX** - All student employees and student supervisors must use Next Gen JobX & TimesheetX

## What is Next Gen?

Next Gen is the new Student Employment system. It's two modules, JobX and TimesheetX, will completely replace Jobnet, PA Smart Form (PASF), TempJobs Listserv, and Kronos for student employees at Dartmouth.

We strongly encourage everyone who hires or supervises student employees to [view this recording of one of our campus preview sessions](#) that occurred this past summer.

## Tasks that you can do now to get ready:

1. Draft your new position descriptions:  
While users will not have access to the system until January, we have designed a [macro-enabled spreadsheet](#) so you can prep now! It includes all the required fields in the new system. Follow the instructions (first tab in the excel document) to write your position descriptions now, and you will be prepared to copy/paste into JobX when you have access to the system.
2. Complete and return this spreadsheet to the Student Employment Office by December. SEO will reach out to those individuals in early January with instructions on how to request supervisor user accounts.
3. Share this message with everyone in your department that hires and/or supervises students.

## Key Facts about the New System:

- **Supervisors** must create a **new student job description for every student position** – no old position descriptions will be imported from Jobnet system (*employers are strongly encouraged to do this now, prior to system being available for hiring*)
- **Supervisors** must hire students to a position within JobX
- **Student employees** must accept the position for the timesheet to be created
- **Student employees** will have one timesheet for each job
- **Student employees** will be required to **actively submit timesheets each pay period**, or indicate that they did not work in the position each pay period
- **Supervisors** will be required to **actively review and approve employee timesheets each pay period by noon on Monday** after pay period ends

## Questions or Concerns?

Are there processes or procedures you want to discuss? Case examples of student hiring or timesheets you want to share? We'd love to hear from you! Email [Student.Employment.Office@dartmouth.edu](mailto:Student.Employment.Office@dartmouth.edu) with your feedback. We'll do our best to answer within a week of your note.