

Welcome New Finance & Admin Colleagues!
Christine Perron, Financial Accounting Specialist
Campus Billing & DartCard Services
Sydney J. Shuai, Talent Acquisitions Consultant
Talent Acquisitions

Accelerated Biweekly Payroll
Thursday, 12/15, 4:00PM - All Biweekly hours recorded
Friday, 12/16, 7:00AM – Supervisor Time Detail Reports sent
Friday, 12/16, 11:00AM – Corrections & Approval Complete
See page 4 for all Finance Winter Break Processing Dates.

Call for Nominations: Lone Pine Staff Recognition Awards
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 Excellence Awards:

- Collaboration
- Diversity & Inclusion
- Innovation
- Leadership
- Passion & Commitment
- Unsung Hero

The nomination deadline is Friday, December 16, 2022. Learn more and nominate a staff member, or a team.

Employee & Student Gift Policy Reminder
Tis the season for giving and appreciation, so it is also a great time to remind everyone of the Business Expense policy on Gifts to Employees and Students.

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 $50 and over 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).

Pre-Winter Break Transactions Volumes Up
As we near Winter Break, Finance is experiencing a high-volume of transactions in all areas. Our teams are working as quickly as possible to process as many transactions as possible before December 22. Submitting earlier is always better, but all remaining transactions will be processed in early January, following the Winter Break.

It’s not too late to donate! At this time last year, we had raised nearly $110,000 and nearly reached our campaign goal of $250,000. This year we have surpassed this number, nearing 50% of our goal, and are well on our way to making this happen with $119,249 as of December 9.

When the Dartmouth community unites to support its neighbors, incredible things happen. Dartmouth makes it easy to give via a one-time donation or payroll deduction, and you can easily designate your gift to any specific non-profit agency, program, or focus area. Click here to access the Dartmouth United Way Campaign site. NOTE: The last date to request payroll deduction is Wednesday, December 14, 2022 (deductions begin in January 2023).

Want to do more?
Strengthen your commitment to the community by joining more than 900 individuals who are members of the Granite United Way Leadership Giving Society. Granite United Way offers a Step-Up Program allowing you to commit to increasing your gift to $1,000 over three years. To find out more go to the Granite United Way Leadership Giving Society Step-Up Program.
Coming in 2023:
Next Gen Student Employment System
The Next Gen Student Employment System is coming and there will be steps to make sure Dartmouth students and supervisors are ready to operate in this new system. We will be holding live Show-n-Tell sessions and Drop-in Help sessions throughout the rollout. There will also be training materials available to help guide you through each step of the process.

January - February
Step 1: Access: Every supervisor will need to login to the Next Gen system, complete the Next Gen system access request, indicating each department for which they will be creating jobs, hiring, or managing timesheets, and complete the confidentiality agreement.
  • Attend a Next Gen Show-n-Tell sessions via Zoom (click the link below to register):
    o January 17, 2023, 11:00 – 12:00 PM
    o January 19, 2023, 11:00 – 12:00 PM
  • Or contact Lisa Wallace to coordinate one for your division or department.
Step 2: Job Creation: Supervisors create jobs in the system.
Step 3: Job Posting: Supervisors post jobs for interim and Spring term
  • Online training materials will be provided
  • Zoom Drop-in times for assistance will be available
Early March
Step 4: Job Search & Apply: Students begin using JobX to find and apply for jobs available for interim and Spring term
Step 5: Job Hires: Supervisors Hire students to work with employment dates of 3/19 and later
  • Online training materials will be provided
  • Supervisor Timesheet Approval Training via Zoom
  • Zoom Drop-in times for assistance will be available

March 19 & Later
Step 6: Time Reporting: Student Employees begin recording time in TimesheetX
Step 7: Timesheet Submission: Students submit each timesheet for each job for each pay period
Step 8: Timesheet Approval: Supervisors approve timesheet for each student each pay period
  • Online training materials will be provided
  • Supervisor Timesheet Approval Training via Zoom
  • Zoom Drop-in times for assistance will be available

Discontinuing Student Timecard Rounding
Beginning the pay period 12/25/2022 - 1/7/2023, time reported on the Kronos timecard will calculate payroll hours to the minute and timecard rounding for student employees will be discontinued. This change is to accommodate the new student platform, which does not allow rounding the total hours worked.

Now Available:
Updated Plant, Property & Equipment Policy
We are pleased to announce that the updated Property, Plant, and Equipment Policies (PP&E), Appendices, and Forms are now available on the Property, Plant, and Equipment Management page in its new location within the Purchasing & Payments from Dartmouth section of the Finance site. You can also find the Property, Plant, and Equipment Policies within the Policy Portal.

These updated documents align the policy name with the policy content, define common terminology, clarify roles and responsibilities, and provide processing guidelines. Check out Appendix D: The Plant, Property & Equipment Procurement Requisition Decision Tree.

Please review these policies if you request, submit, approve, or upload Oracle purchase requisitions or procure goods through any other method; if you are a central, departmental, or divisional staff person with procurement or financial responsibilities; or if you are a departmental property manager/custodian.

The PP&E policy team will host information forums within the next few weeks. Look for dates and registration details in the Vox Daily and on the Finance website. Contact Art Hanchett, Emily Lopez, or Susan Mockus with any questions or to request a policy review session.

Reminder for On-Campus Purchases
When purchasing items on-campus, such as from the Dartmouth computer store, Hanover Inn, DDS, Athletics, or Central Stores, for Dartmouth business, make sure to provide your chart string, in lieu of using a corporate card procurement card, or personal funds and being reimbursed. This is more efficient for you and those involved with the transaction and prevents unnecessary fees and additional labor for subsequent processing.

Upcoming Training through Zoom
Agiloft Contract Management System Training
  • Thursday, December 15, 1:00 – 2:30 PM
  • Thursday, January 19, 1:00 – 2:30 PM
  • Thursday, February 16, 1:00 – 2:30 PM
OnBase Unity Client Training
  • Wednesday, January 18, 9:00 – 10:00 AM
  • Wednesday, February 8, 9:00 – 10:00 AM

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

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Agiloft Interface Update

The Agiloft Contract Management System and System Access portal is getting a facelift beginning in January 2023 with enhanced searching and navigation. The major change is that navigation to a convenient toolbar across the top of the screen, to provide more real estate for the dashboard and tables below.

Within each menu tab you have quick and efficient access to all the same tables.

Enhanced Global Searching

Agiloft has also enhanced the global search at the top to allow for you to quickly search for any table within the system.

Switch and Search between table groups using the new bento menu in the upper left-hand corner of the navigation bar.

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### Accelerated Winter Break Deadlines

<table>
<thead>
<tr>
<th>Task</th>
<th>Form/Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>All PASF for Bi-Weekly &amp; Monthly HRMS</td>
<td>General Request HR/Payroll eForm PASF</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 14</td>
</tr>
<tr>
<td>All Corrections, Journals, Transfers</td>
<td>Corrections and Journal eForm</td>
<td>Wednesday, December 14</td>
</tr>
<tr>
<td>All PCard transactions prior to 12/10</td>
<td>PCard eForm</td>
<td>Monday, December 12</td>
</tr>
<tr>
<td>All AP Entry</td>
<td>Payment Request eForm</td>
<td>Monday, December 12</td>
</tr>
<tr>
<td>AP Pickup checks cut***</td>
<td>7 Lebanon St, 302</td>
<td>Wednesday, December 21</td>
</tr>
</tbody>
</table>

***Any checks at 7 Lebanon St, 302 after 3:00pm on Wednesday, December 21st will be mailed to the address shown on the check***

### 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 12/4 -12/17</td>
<td>All Biweekly Non-Union Employees</td>
<td>Thursday, December 15, 4:00pm</td>
</tr>
<tr>
<td>Time Detail Report Run</td>
<td>Finance Center</td>
<td>Friday, December 16, 7:00am</td>
</tr>
<tr>
<td>Corrections and Approval Complete</td>
<td>Biweekly Non-Union Supervisors</td>
<td>Friday, December 16, 11:00am</td>
</tr>
<tr>
<td>Finance Center Approval Complete</td>
<td>Finance Center (Non-Union)</td>
<td>Friday, December 16, 4:00pm</td>
</tr>
<tr>
<td>Weekly Union Approval Complete</td>
<td>Union Payroll Supervisors</td>
<td>Sunday, December 18, 9:00am</td>
</tr>
<tr>
<td>Finance Center Approval Complete</td>
<td>Finance Center</td>
<td>Sunday, December 18, 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 12/11-12/24</td>
<td>All Student Employees</td>
<td>Saturday, December 24</td>
</tr>
<tr>
<td>Time Detail Report Run</td>
<td>Finance Center</td>
<td>Monday, December 26, 7:00am</td>
</tr>
<tr>
<td>Corrections and Approval Complete</td>
<td>Student Supervisors</td>
<td>Monday, December 26, 9:00am</td>
</tr>
<tr>
<td>Finance Center Approval Complete</td>
<td>Finance Center</td>
<td>Monday, December 26, 4:00pm</td>
</tr>
</tbody>
</table>

### Recording Time for Winter Break 2022:

For pay Employee period ending January 1st, 2023
All Regular Benefited Non-Exempt employees will need to:
Record the Holiday Pay “Hol” for December 23rd and December 26th
Record “Winter Brk” for December 22nd, 27th, 28th, 29th, and 30th.
*If you work any Winter Break days, you should record your hours as normal.

For pay Employee period ending January 15th, 2023
Record the Holiday Pay “Hol” for January 2, 2023

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