Welcome the Newest F&A Team Member
Jeff Lageman, Senior Internal Auditor, Internal Controls Services

Dartmouth’s United Way Campaign is launching soon!
Save the date for these upcoming events and stay tuned for more campaign details coming out soon!

Power of Community Kick-off Event
Thursday, November 2, 11:30AM – 1:00PM
Grand Ballroom, Hanover Inn
You are invited to be part of our Power of Community Kick-off event where you can network with local non-profit organizations and colleagues. Discover exciting volunteering opportunities, savor chili and cider, participate in raffles, and much more.

Dartmouth Football United Way Game
Princeton Tigers at Dartmouth Big Green
Friday, November 3, 7:00PM
Get ready for some Ivy League action as Dartmouth faces off against the ferocious Princeton Tigers! Grab your tickets, enjoy the game, and remember that all ticket sales will support United Way. It’s a win-win for everyone!

Benefits 2024 Open Enrollment Begins Soon!
Mark your calendars! Open Enrollment for 2024 Benefits will run from Monday, October 23rd to Monday, November 6th. This is your yearly chance to modify your existing benefit choices for the upcoming calendar year. You can access 2024 Benefit Information and Resources at dartgo.org/benefits-oe.
Additionally, don’t miss out on the Benefits Webinars where you can stay up to date with the latest benefit updates. Choose from two time slots:

<table>
<thead>
<tr>
<th>Tuesday, October 24th</th>
<th>Thursday, October 26th</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 – 2:30PM</td>
<td>10:00 – 11:30AM</td>
</tr>
</tbody>
</table>

For personalized assistance, you can sign up for a 30-minute one-on-one Enrollment Assistance session available from Monday, October 23rd to Monday, November 6th.
Please be aware that if you intend to contribute to a flexible spending account in 2024, you must select the desired amount in FlexOnline during this upcoming Open Enrollment period. Your current contribution amount to any of the mentioned FSA or HSA accounts will not automatically continue into the new plan year.

Save the Date:
Fall Finance Information Forum
Tuesday, November 28
3:00 – 4:00PM
Register to Attend Here
Improved Searchability for Payee Name

The Payment Request e-Form now has improved search capabilities within the Legal Payee Name field, allowing you to find the person or vendor more efficiently. Instead of just looking at the first characters of a name it looks within each word in both the primary name and the “Doing Business As” (DBA) fields of the vendor record.

As a reminder, names of individuals are formatted ‘last name, first name’, so if you search ‘first name last name’ without giving time for the list of values to populate, no results will display as soon as you begin entering the last name.

iExpense Pre-itemization Check

Before submitting your expense report, please verify the “Reimbursement to You” amount. If the value is negative, money is owed to Dartmouth. If that is not correct, edit your report as necessary! Watch this Spotting and Removing Pre-itemizations video for more guidance and find more helpful resources on the Finance Expense Reporting site.

Student Digital Payments Reminder

The payment method for all student payments submitted on the Payment Request and Student Prizes and Awards eForms and processed through Accounts Payable is defaulted to J.P. Morgan Chase digital payments. Unless the Payment Request or Student Prizes and Awards eForm indicates International Wire or Pick-up Check, the student will receive a notice from J.P. Morgan Chase to accept their payment electronically through either ACH or Zelle.

For more information on student digital payments, go to: How to Pay Students site, with a complete FAQ for Student Digital Payments and updated Student Payments Guidelines. Departments are encouraged to let students know they will receive an email notification from J.P. Morgan Chase when a payment has been issued to them.

Updated Signature Authority Policy

The Signature Authority Policy has been recently updated to incorporate many changes in institutional leadership. This policy is intended to ensure that commitments of Dartmouth resources are properly reviewed and approved.

New TimesheetX Training Videos

New TimesheetX training videos are available on the Supervisor Training site to assist students and supervisors to:
- Return timesheet to student for edits prior to supervisor approval: 2 minute video
- Corrections/Edits after supervisor has approved timesheet or timesheet has been finalized: 2 minute video

We encourage all students and supervisors to review these videos and as a reminder, if you have new students and supervisors, please direct them to the “Student Employee Training” and “Supervisor Training” sites.

For any TimesheetX or Payroll questions, please contact Dartmouth.Payroll@dartmouth.edu or visit the Dartmouth Payroll website for additional guidance, the Payroll Schedule, and links to policies and forms.

Remind Employees & Students to Go Paperless

Whether you receive paper checks, payslips, or W2’s from Payroll or checks from Accounts Payable or need to reimburse Dartmouth for expenses charged to your PCard, corporate card, AP overpayments, or unused payables advance balances, there is an electronic solution for you!

All employees are encouraged to set up direct deposit for payments from Dartmouth through Employee Self-Service.

Don’t have a U.S. Bank Account for Payroll Direct Deposit?

No Problem! Sign up for the U.S. Bank Focus Card for your Payroll payments.

Benefits of the U.S. Bank Focus Card:
- Pay will be automatically loaded to your card.
- Easily check your balance anytime in the U.S. Bank Focus Mobile App.
- Pay is secure and protected if the card is lost or stolen.
- You can add money from other sources like direct deposit, cash, and tax refunds.
- Cash Back Rewards: The cash back rewards program is a perk available to all Focus cardholders. You can earn rewards simply by using your card at certain stores and restaurants, after activating the offers that you want. To learn more log into your account at U.S. Bank Focus.

Check out the U.S. Bank Focus Card for Payroll Payments page on the Finance website for more information and contact Dartmouth.Payroll@dartmouth.edu with questions and to sign-up.
Business Purpose Reminder

A “Business Purpose” is necessary when submitting expense reports, payment requests, and PCards. Concise business purposes of less than 50 characters are encouraged. Additionally, please be sure not to copy any special characters into the business purpose. This can cause delays in payments to students.

<table>
<thead>
<tr>
<th>Not Sufficient</th>
<th>Sufficient Information</th>
<th>Too Much Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business trip</td>
<td>Trip to NACUBO Conference</td>
<td>Trip to NACUBO Conference in Washington DC on April 12 – April 16. Topics discussed included higher education finance.</td>
</tr>
<tr>
<td>Lunch</td>
<td>Lunch meeting with visiting professor, Sam Smith</td>
<td>Lunch at Canoe Club with Professor Sam Smith, Visiting Professor from the University of California at Berkeley.</td>
</tr>
<tr>
<td>Lunch with colleague</td>
<td>Lunch with Sue Smith to plan symposium presentation</td>
<td>Lunch at Molly’s with Sue Smith to discuss our presentation at the World Health Symposium on new methods for combating diabetes.</td>
</tr>
<tr>
<td>Dinner</td>
<td>Dinner meeting with Bio 101 class (20 attendees)</td>
<td>Pizza dinner for Bio 101 class meeting in Silsby 104 with 20 students...(names of students)</td>
</tr>
<tr>
<td>Supplies</td>
<td>Office supplies</td>
<td>Office supplies: staplers, pens, post-it notes, and paper for supply closet</td>
</tr>
<tr>
<td>Entertainment</td>
<td>Event with alumni donors</td>
<td>Event at Sue Smith’s house in Boston, MA for 26 alumni donors, including ...(names of donors)</td>
</tr>
</tbody>
</table>

Monthly OnBase User Group Roundtable

Come ready to share and learn together:
- **Wednesday, November 1, 9:00 – 10:00AM**
- **Wednesday, December 6, 9:00 – 10:00AM**

Register to have meetings added to your calendar!

Agiloft Contract Management System Training

- **Thursday, October 19, 1:30 – 3:00PM**
- **Thursday, November 16, 1:30 – 3:00PM**

*Use the date links above to sign-up for the above sessions with your netid@dartmouth.edu to have the meeting invite sent to you.*

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Congratulations Inspiring Leaders

2023 Certificate Recipients

Manal Abdelghani, Advancement  
Grace Adams, Tuck  
Amanda Addington, Advancement  
Angela Beaufre, Thayer  
Demetra Chase, Finance  
Doreen Cutter, Provost  
Jodie Davi, Advancement  
Lydia Elias, Library  
Whit France-Kelly, Advancement  
Elijah Gagne, ITC  
Sarah Gagne, Thayer  
Gary Graser, Campus Services  
Darshana Griggs, Advancement  
Kim Hanchett, A&S  
Jodi Harrington, Thayer  

Kristin Harrington, Geisel  
Tina Hoisington, Geisel  
Megan Holthoff, Geisel  
Sarah Humphreys, Tuck  
Melania Lavric-Hurst, Tuck  
Haishan Li, Campus Services  
Sarah Morgan, Provost  
Megan Murphy, Geisel  
Jennifer Natale, Provost  
Krista Patronick, Advancement  
Lisa Sharp Grady, Geisel  
Tammy Thorson, Tuck  
Michael Welker, Tuck  
Miya Wickramasinghe, A&S  
Heather Williams, Advancement

The Inspiring Leaders program delivers professional development to individuals interested in cultivating their potential in current and future positions by developing and refining their leadership skills and abilities. Interested in finding out more about the Inspiring Leaders Certification program? Go to [Inspiring Leaders](https://www.dartmouth.edu/learningdevelopment) on the Learning & Development site.
CYBER LANDSCAPE @ DARTMOUTH

8098
DARTMOUTH TARGETS

~6K
DAILY THREATS

1.34%
SUCCESS RATE

LET'S DO THE MONSTER MASH!

MFA
Duo
Compound Defenses

PATCH

Up-to-Date = Secure

REPORT

See something, Say something.

Subscribe to the Finance & Admin Update