



# Finance Update

12/03/2018

## Winter Break Dates and Deadlines

### Accelerated Winter Break Deadlines

Task	System/Office	Date
All PASF for Monthly and Biweekly HRMS	General Request HR/Payroll eForm	Friday, December 14
All MYLS and Wage Transfers	MYLS eForm, Wage Transfer eForm	Friday, December 14
All Corrections, Journals, Transfers	Corrections and Journal eForm	Friday, December 14
All PCard transactions prior to 12/3/2018	Pcard eForm	Monday, December 17
All AP Invoices and other payments	Payment eForm	Friday, December 14
Check pick-ups available	Payroll Office	Friday, December 21, 10:00 am
All AP Entry Complete	AP System	Thursday, December 20, 12:00 pm
AP checks cut and mailed out	Controller's Office	Friday, December 21, 11:00 am

### Biweekly Payroll – December 21<sup>st</sup> Accelerated Deadline

Task	Responsible Person	Date
Record all hours for 12/9 - 12/22	All Biweekly Employees	Friday, December 21, 8:00 am
Time Detail Report Run	Finance Center	Friday, December 21, 7:00 am
Corrections and Approval Complete	Biweekly Supervisors	Friday, December 21, 11:00 am
Finance Center Approval Complete	Finance Center	Friday, December 21, 4:30 pm
Weekly Union Approval Complete	Union Payroll Supervisors	Sunday, December 23, 9:00 am
Finance Center Approval Complete	Finance Center	Sunday, December 23, 4:30 pm

## Recording Time for Winter Break 2018:

For pay period December 23, 2018 – January 5, 2019

- All Regular Non-Exempt employees will need to:
  - Record the Holiday Pay (HOL) for **December 24th, 25th and Jan 1st**
  - Record **Winter Break** for **December 26th, 27th, 28th, 31st**

★ If you work any of the Winter Break days, you should record your hours as normal.

## Local Area Hotels

- Effective Jan 1<sup>st</sup>*—Local area hotel rooms at The Element, Six South Street, Residence Inn and the Courtyard Marriott will need to be reserved with a Corporate Card
- Reservations using a chart string will no longer be accepted\*
- Request Corporate Cards today, if you don't have one
- Settlement is done in iExpense

★ Chart Strings still may be used when reserving rooms at the Hanover Inn

Contact Tammy Moffatt with any questions or concerns



## Submitting an Independent Contractor (IC) Agreement

Here is a reminder of what is required to process an Independent Contractor.

Required forms:

- [Consultant / Independent Contractor Service Agreement](#)
- Addendum checklist
- W-9 for new vendors (W-8BEN for int'l)

Process:

1. Department, in collaboration with the Independent Contractor completes the Consultant/Independent Contractor Service Agreement
2. Department uploads completed forms via a [Purchase Request eForm](#)
3. Department routes for approval
  - a. Dept Approver or PI
  - b. OSP if on a grant
4. Finance Center receives eForm, assigns Procurement approver\*\*
5. Procurement reviews and approves if appropriate
6. If approved, Procurement emails submitter
7. Finance Center completes the eForm and keeps a record of the approved contract details



Please note – invoices should be submitted separately through a [Payment Request eForm](#)

\*\*Procurement Approvers: Facilities and Graphic Design – Jessica Bernatchy; All Others – Arlene Marsh

## Managing Dartmouth Credit Cards

### Coming this January to PCard Transaction Maintenance System

This is for those areas that are responsible for allocating PCard transactions within the Oracle PCard Maintenance system.

- The “Comment” field will read “Business Purpose” and will be required
- “OnBase Req No” field will be available to record the PCard eForm Request ID
- ROF will reference [Record on File](#). This box will be checked if the required documentation is submitted, with or without a receipt

### What type of Dartmouth Credit Card should an employee have?

There have been questions about what type of card an employee should have. The table below attempts to clarify.

Individual that:	Card Type	Settle expenses in:
only travels	Corporate Card	iExpense
travels and has minimal goods-based purchases	Corporate Card	iExpense
travels and has a lot of goods-based purchases	Corporate Card & Procurement Card	iExpense PCard eForm/System
only purchases goods	Procurement Card	PCard eForm/System

### Managing Changes, Transfers, and Closing Dartmouth Cards

The table below outlines what to do with Corporate Cards or PCards when an employee leaves Dartmouth, needs to change the default chart string associated with their card, or transfers to another department.

If an Individual:	Corporate Card	Procurement Card
<b>Leaves the College</b>	Close as soon as <u>all</u> outstanding expenses have been settled in iExpense	Close PCard as soon as possible
		Transaction can be settled for 60 days beyond card cancellation
<b>Needs to change default chart string (including Org), if in same Department</b>	Send email to the Finance Center to have chart string changed in HRMS	Send email to Procure-to Pay to have change made in the PCard System
	Keep existing Corporate Card	Keep existing Procurement Card
<b>Transfers Department or Division</b>	Keep existing Corporate Card	Close PCard
	Update default chart string through Finance Center in HRMS	Complete and submit a new PCard Agreement Form, if necessary
	Update any delegates in the iExpense System	
	Notify Fiscal Officer of Department and/or Division	