

Important Events & Dates

Health Care Forum:

Weds, Sept 25, 10AM-11AM, 41 Centerra, Room 334

Thurs, Sept 26:

- 9AM-10AM, DHMC, Auditorium G
- 1PM-2PM, Alumni Hall (video recorded session)

Register → dartgo.org/lets-talk-benefits

Student I-9 Drop-in Sessions:

Weds, Sept 25, 3:30PM-6PM, Baker-Berry Library

Thurs, Sept 26, 3:30PM-6PM, Collis

Tues, Oct 1, 4PM-6:15PM, Baker-Berry Library

Weds, Oct 2, 3:30PM-6PM, Collis

Town Hall:

Weds, Oct 16, 12PM-1PM, Spaulding Auditorium

Student Employment Handbook

Check out the new [Student Employment Handbook for Student Employees and Supervisors of Student Employees](#) that has just been released. It is full of useful information for students and student employee supervisors.

Car Rental and Sedan Services

Effective January 1, 2020, Enterprise Car Rental and Sedan Services through regional car services, such as Amoskeag and North Country, will need to be reserved with a Corporate Card and settled in iExpense. Reservations using a chart string will no longer be accepted. Employees that use these services should have a Corporate Card. Contact [Tammy Moffatt](#) with any questions or concerns.

New Stockroom Hours

Due to a reduction in Stockroom staff, we have decided to change the hours of operation for the Borwell and Remsen stockrooms. The Borwell stockroom hours changed as of September 3, 2019 to 1:00 pm to 4:00 pm. The Remsen stockroom hours will change as of September 30, 2019 to 8:00 am to 11:30 am. If there is an emergency need when your local stockroom is not open, please contact [Dana Kennedy](#) at Dana.Kennedy@Dartmouth.edu or 646-2813.

Keep in mind that you can take advantage the of the Stockrooms great pricing by submitting orders using the [Internal Stockroom Requisition Form](#) and have items delivered to your office. For more information about Central Stores and Stockrooms, go to the [Central Stores Stockroom](#) and [Additional Stockrooms](#) sites.

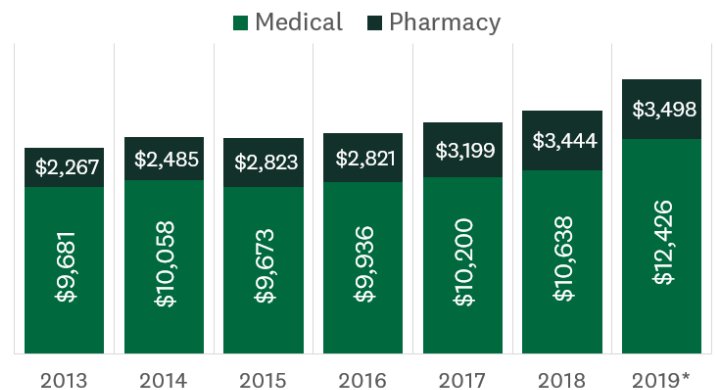
Amazon Business

Purchasing from Amazon on behalf of Dartmouth College must be through the Dartmouth Amazon Business account. For more information on the benefits of setting up your Amazon Business account go to the [Finance Amazon Business](#) site.



Chart of the Month

Health Care Costs Per Subscribing Employee



Calendar Year	Medical	Pharmacy	Total
2013 - 2014	3.9%	9.6%	5.0%
2014 - 2015	-3.8%	13.6%	-0.4%
2015 - 2016	2.7%	0.0%	2.1%
2016 - 2017	2.7%	13.4%	5.0%
2017 - 2018	4.3%	7.6%	5.1%
2018 - 2019*	16.8%	1.6%	13.1%

*Projected

Actual and projected health care cost growth is contributing to a need for health plan changes and higher premiums in 2020. We encourage all employees to come to the scheduled Health Care Forums to find out more. See **Important Events & Dates** on the left to register to attend.

REAL IDs for Traveling

The Transportation Security Administration is reminding travelers that beginning October 1, 2020, every traveler must present a REAL ID compliant driver's license, or another acceptable form of identification, to fly within the United States. For more information go to the [Department of Homeland Security](#) site and review your states' Division of Motor Vehicles site.

New Hampshire Residents:

[REAL ID Overview](#)

[Required Documents](#)

[Locations](#)

Expanded Hours for REAL ID Only: second Saturday of each month from 8AM-12PM in [Concord](#), [Dover](#), [Manchester](#), [Nashua](#), [Newport](#), and [Twin Mountain](#).

Vermont Residents:

[REAL ID Overview](#)

[Required Documents](#)

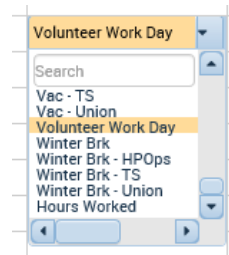
[Locations](#)

Expanded Hours until 6PM on Wednesdays in Montpelier, Rutland, and Springfield, VT.

Day of Caring 2019

The 10th Annual Granite United Way "Day of Caring" was September 20, but Dartmouth continues to encourage Dartmouth Employees to volunteer within the community. Employees who volunteer are paid for up to one day of paid time off from regularly scheduled work hours each fiscal year to perform volunteer services through organizations affiliated with United Way. To find opportunities, check VoxDaily over the coming weeks or go directly to the [United Way's volunteer website](#).

When volunteering, Employees should complete the [Volunteer Time Off Form](#) and submit the approved form to Human Resources. Biweekly employees should record volunteer time under the Kronos Pay Code "Volunteer Work Day". Click here for more information on the [Volunteer Time Off Policy](#).



Helpful Hint

Out of Office Notifications

Are you planning to be out of the office? Whether for business or vacation, it is considered proper etiquette to let those trying to get in touch with you know that you are away.

Automate Responses:

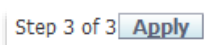
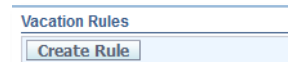
Set up an automatic out of office message in your email and on your phone. This is appreciated by those that need your help. An automatic response is better than having an email or voicemail sit in your in-box until you return and leaving the sender feeling as though they are being ignored.

Setting up iProcurement Vacation Rules

If you are an approver in iProcurement, best practices is to apply vacation rules, so requests are not pending while you are away. To set-up Vacation Rules:

1. Login to iProcurement using your NetID & Password.
2. Click on Vacation Rules (bottom left corner).
3. Click Update or Create a Rule if one hasn't been setup. If setting up for the first time, the Item Type should be Requisition only and click Next.
4. Enter your vacation start and end dates.
5. Then under Reassign enter your delegate (this should be someone with the same or higher approval authority. If you have questions, contact your Finance Center).
6. Click Apply.

TIP Vacation Rules - Redirect or auto-respond to notifications.

A screenshot of the "Vacation Rule: Response" configuration form. It includes fields for "Item Type" (set to "All"), "Notification" (set to "All"), "Start Date" (16-Sep-2019 11:33:49), "End Date" (18-Sep-2019 11:34:18), and a "Message" text area. Below these fields are radio button options for "Reassign" (selected), "Delegate your response", and "Transfer notification ownership".