## Finance Center Dates and Deadlines

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
<th>Attention</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>APFC Spring Information Forum</td>
<td><em>Reminder!!</em> The APFC will host our Bi-Annual Information Forum. Find out about all that is going on in the realm of institutional policies, processes, systems, and services. <em>Can’t get away from the office? Join us from your desk at:</em> <a href="https://bluejeans.com/104110160">https://bluejeans.com/104110160</a></td>
<td>Dept/Finance Administrators</td>
<td>Tues, May 1 10:00 AM - 11:30 AM Occom Commons - Goldstein</td>
</tr>
<tr>
<td>OnBase Navigation and Personalization Training</td>
<td>This course will focus on OnBase Unity Client, a desktop application, that provides access to the College records management system and for our purposes your Finance Center eForm requests and financial documents. We will focus this training on navigating the OnBase Unity Client, finding your documents with Custom Queries, and personalizing your OnBase experience. <em>Bring your laptops for hands-on training.</em> <a href="#">Click here to RSVP</a></td>
<td>Dept/Finance Administrators</td>
<td>Thurs, May 3 1:30 PM - 3:00 PM Haldeman 031</td>
</tr>
<tr>
<td>Finance &amp; Administration Professional Development</td>
<td>Finance &amp; Administration Departments and Finance Center’s will be closed for our bi-annual professional development session.</td>
<td>F&amp;A Depts and Finance Centers</td>
<td>Wed, May 9 11:00 AM - 4:00 PM</td>
</tr>
<tr>
<td>Operational Excellence Showcase</td>
<td>Come see the continuous improvement projects and innovative ideas that have been conducted by the Finance and Administrative division.</td>
<td>Dept/Finance Administrators</td>
<td>Wed, May 9 10:30 AM - 11:30 PM Hanover Inn - lower-level Display available throughout the day</td>
</tr>
<tr>
<td>Kronos Biweekly Payroll – Acceleration</td>
<td>Memorial Day is Monday, May 28th. Accelerated Payroll Approval is required for both Non-Union and Union Biweekly Payroll.</td>
<td>Biweekly Employees/Kronos Approvers</td>
<td>Non-Union Due Fri, May 25, 11:00 AM Union Due Sun, May 27, 9:00 AM Schedule Changes Due Mon, May 21</td>
</tr>
</tbody>
</table>

### APFC Spring Information Forum Tuesday, May 1

**Agenda Preview:**
- Customer Satisfaction Service
- Payment Request Feedback
- Finance Center Website Overview
- Account Review Guidelines
- Updates and Reminders
- Confidentiality and Ethics
- And More....

### Need Help:

**Email:** Admin.and.Provost.Finance.Center@dartmouth.edu
**Phone:** 646-1310

**More Technical Help required?**

- iExpense Expense Report: Expense.Reporting@dartmouth.edu
- Kronos: Kronos.Admin@dartmouth.edu
- Finance e-Forms/OnBase Unity Client: Admin.and.Provost.Finance.Center@dartmouth.edu