🌲 Finance & Admin Update

The latest news, updates, and announcements from Finance, Finance Centers, Campus Services, Human Resources, Information, Technology & Consulting, Integrity & Compliance, Internal Controls Services, and Safety & Security

Chart of the Month
PCard Non-Compliant and Unapproved Transactions

Dartmouth's use of Procurement Cards (PCards) and Corporate Cards continues to increase, and we are committed to enhancing the purchasing process while maintaining compliance. With that in mind, here are some important reminders regarding our PCard and Corporate Card programs.
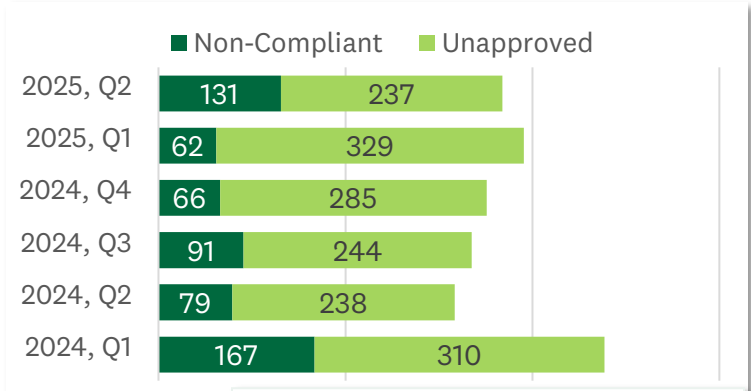
Source: Oracle Analytics PCard and OnBase PCard eForm System Data, FY2024 and FY2025 Q1 and Q2

PCard Program: The Dartmouth PCard program aims to streamline the processing of low-dollar purchases (under $5,000). Please keep the following key points in mind:

- **Restrictions:** PCards cannot be used for personal expenses, entertainment, travel-related costs (with some exceptions), or any prohibited goods or services. Refer to the Procurement Card Policy for more details.
- **Documentation:** All PCard purchases must be submitted through the PCard eForm within seven business days of the purchase date. Receipts are required for purchases over $75, or for gifts or entertainment.
- **Allocation Process:** Submitted PCard eForm are allocated by the Finance Center or Department Administrator to the correct chart string or PTAEO in Dartmouth's PCard system on a weekly basis, before sweep days (Fridays). PCard allocation should not be done for your own or your supervisor's PCard.

Corporate Card Program: The Corporate Card is intended for business travel expenses and can also be used for low-dollar retail purchases (under $5,000). Here are some key guidelines:

- **Restrictions:** The Corporate Card should not be used for personal expenses and must comply with the Business Expense Policy and the PCard policy when used for retail type items.
- **Expense Reporting:** All business and travel expenses must be reported on an Expense Report within iExpense within 15 business days of incurring the expense or completing travel. Expenses must be submitted within 90 days to prevent card suspension. Receipts are required for purchases over $75 or for gifts or entertainment.

If you have any questions or need further assistance, please do not hesitate to reach out to your Finance Center.

🎉 Congratulations & Farewell 🎉

Please join us in wishing Jack Murphy, Claims and Insurance Specialist in Risk Management, a happy and fulfilling retirement as he steps into this new chapter, effective January 31, 2025!

2025 Martin Luther King Jr. Celebration

Join us for the upcoming events designed to honor Dr. Martin Luther King Jr. and recommit to his values. Let us use this moment to inspire and renew our campus as we work towards a brighter, more equitable future.

MLK Employee Celebration Breakfast Monday, January 20, 8:30 – 10:00AM Class of 1953 Commons North Dining Hall *RSVP by Friday, January 17ᵗʰ*	**Martin Luther King Jr. Celebration Keynote: A Conversation with Stacey Abrams** Wednesday, January 22, 7:30PM Grand Ballroom, Hanover Inn and Livestream *RSVP required to attend in-person and virtually*
Martin Luther King, Jr. Multifaith Celebration Thursday, January 23, 5:00 - 6:00PM Rollins Chapel	**Hop Film Event: Zurawski v Texas** Thursday, January 23, 7:00 - 8:45PM Loew Auditorium, Black Family Visual Arts Center

**The Hidden Disadvantages: Addressing Inequalities in Higher Education
with Dr. Anthony Abraham Jack**
Wednesday, January 29, 5:00 - 6:00PM
Filene Auditorium, Moore Building and Livestream
RSVP is encouraged to attend in-person and virtually

Exciting New Leadership Program for Dartmouth Women

Dartmouth Learning & Development is thrilled to announce the launch of Dartmouth's new Women in Leadership (WIL) program, a dynamic and engaging nine-month leadership development initiative designed for high-potential, high-performing managers and leaders. This program is an investment in individuals committed to ongoing learning and professional development.

Program Highlights:

- **Personalized Leadership Development:** Participants will create a personalized leadership development plan anchored in an assessment of their unique strengths.
- **Capstone Project:** Each participant will create and initiate a Capstone Project that meets a Dartmouth-wide priority.
- **Skill Enhancement:** The program is designed to strengthen communication and leadership skills, thereby boosting participants' confidence to effectively lead within their departments, teams, and divisions.
- **Collaborative Learning:** Participants will join a collaborative cross-institutional learning community and network.

Eligibility and Criteria:

- 3–5 years in leadership or high potential for a leadership role.
- Commitment to a nine-month program: one training day and up to six additional learning hours per month.
- Authority in their team, committee, or department to drive change.
- Commitment to leadership, willingness to be challenged, and interest in self-awareness and emotional intelligence.
- Gain cross-institutional exposure and build a professional network.

Supervisor's Role:

The role of the supervisor in the participant's ongoing learning is critical. To support the nominee's application, supervisors are expected to sign a co-commitment letter and allocate time for their participation in the WIL program. Additionally, supervisors will need to attend an introductory session to understand the supervisor's role and hold monthly learning conversations with the participant to provide ongoing guidance on their project.

Application Process: Applications are due Monday, March 3, 2025, at 5:00 p.m. The cohort will launch with a half-day kick-off session in September 2025.

WIL is a unique, experiential professional development program committed to enabling the full participation, success, and advancement of women-identified (WI) professionals at Dartmouth. The program is open to all employees who support and are committed to this mission. This program is different from other leadership programs currently being offered at Dartmouth as it strives to create equitable opportunities to grow the pipeline of WI leaders. For more detailed information on the program, please visit the WIL Website.

Policy and Process Updates and Reminders

Approved Caterers and Food Providers

When planning for a meal for a Dartmouth event, remember to check the Approved Caterers and Food Providers list to ensure that the vendor has the necessary Food License and General Liability Insurance on file with Dartmouth. This helps to ensure the health and safety of your guests. Review the Approved Food Providers Guidelines for more information.

Student Digital Payments

Student payments processed through Accounts Payable default to J.P. Morgan Chase digital payments. If not specified otherwise, students will receive an email from J.P. Morgan Chase to accept their payment electronically through either ACH or Zelle. Departments should inform students they should expect notification from J.P. Morgan Chase when payment is being issued to them.

If this is the first payment a student is receiving from Dartmouth, the student will be required to register using the netid@dartmouth.edu email address.

For the convenience of notifying students of the digital payment process, we have prepared text in the FAQ of "What should I tell students who are receiving payment?" that can be copied and pasted into your email notification.

For more details on student digital payments, visit the How to Pay Students site for a complete FAQ for Student Digital Payments and Student Payments Guidelines.

International Staffing and Contractor Policy

As we begin the new year it is a good time to review the International Staffing and Contractor Policy. The International Staffing Committee (ICS) requires international work be approved prior to any work being performed. This requirement is in place to help protect the individual performing the work, the department requesting the work, and Dartmouth as a whole. The review process usually takes less than two weeks but can vary depending on several factors.

For more information and guidance:
- International Staffing and Contractor Policy
- Independent Contractors and Guest Policy
- Hiring Independent Contractors & Guests website
- Independent Contractors & Guests Decision Tree

Incident and Accident Reporting

As a reminder, if an employee, student, or community member is injured or an accident occurs causing property damage, it is necessary to report the incident within 24 hours of the incident to Risk Management at: Risk.Management@Dartmouth.edu. For more information, please review the incident and accident procedures found on the Claims & Incident Reporting website.

Kronos Timecard Approval

With the rollout of the updated Kronos environment, employees are requested to approve their timecards when entering their final hours for the pay period. Biweekly supervisors who manage other employee timecards within Kronos should approve their own timecard by navigating to the **My Information** section of the menu, select **My Timecard** and clicking **Approve.**
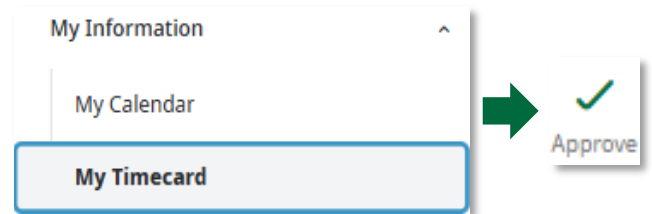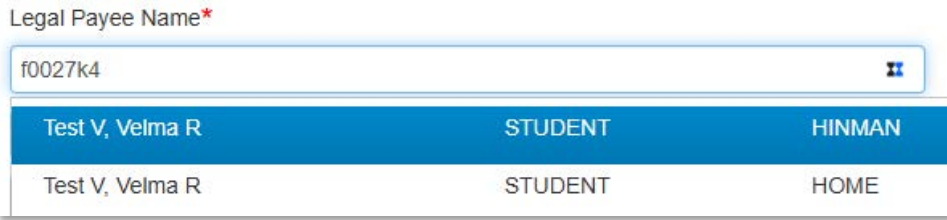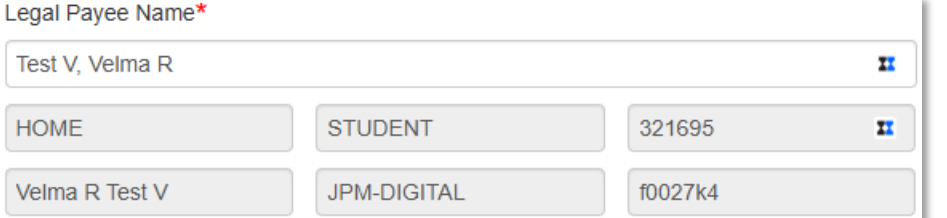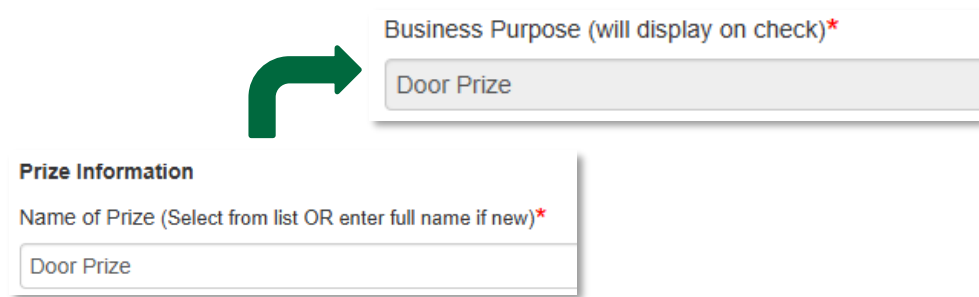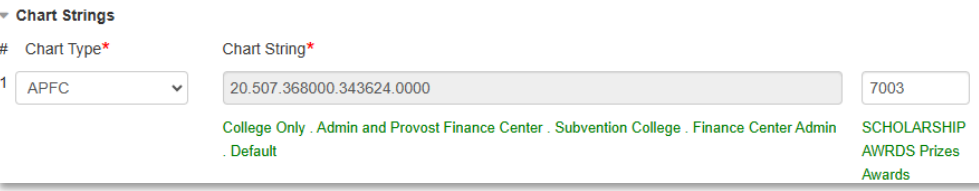

Supervisors should not approve their own timecard through the same timecard view or dataview used for reviewing and approving their employees' timecards. This will appear that you approve your own timecard as a supervisor and will be an audit finding.

Standard Mileage Rates for 2025 Update

The IRS announced an increase in the standard mileage rates for 2025 (*effective for expenses paid or incurred on or after January 1, 2025*). The standard mileage rates for the use of personal car, van, pickup, or panel truck will be: 70 cents per mile driven for business use, up 3 cents from 2024. Mileage rates for medical or moving purposes remain unchanged at 21 cents per mile. The Standard Mileage Rate Policy, iExpense Expense Reports, and the itemization template have been updated to reflect this change.

Student Prizes & Awards moving to the Payment Request eForm

To streamline the student prizes, awards, and accounts payable processes, we are integrating student prizes and awards requests onto the Payment Request eForm in mid-February. This will allow us to capitalize on many of the enhanced features and functionality we currently have within our Payment Request eForm, which is not available on the Student Prizes & Awards eForm. Below are some of the enhanced functionalities that will be coming soon.

Look up Payee by NetID to ensure you have the correct student.	**Legal Payee Name***: f0027k4 — Test V, Velma R / STUDENT / HINMAN; Test V, Velma R / STUDENT / HOME
Student Payment details display to verify payment location, name, payment method, and NetID.	**Legal Payee Name***: Test V, Velma R — HOME / STUDENT / 321695; Velma R Test V / JPM-DIGITAL / f0027k4
Enter the current date in the Invoice Date for immediate payment or a future date to ensure Payment does not get issued prior to you awarding the prize!	**Invoice Date**: 06/16/2025
Business Purpose auto-populates the Name of the Prize.	**Business Purpose (will display on check)***: Door Prize / **Prize Information** / Name of Prize (Select from list OR enter full name if new)*: Door Prize
Chart String details ensure you are using the correct chart string for the prize.	**Chart Strings** — # 1, Chart Type* APFC, Chart String* 20.507.368000.343624.0000, 7003. College Only . Admin and Provost Finance Center . Subvention College . Finance Center Admin . Default — SCHOLARSHIP AWRDS Prizes Awards

Please reach out to your Finance Center if you have any questions.

Upcoming System Training

Agiloft Contract Management Training
- Thursday, February 6, 1:00 – 2:45PM
- Thursday, March 6, 1:00 – 2:45PM

OnBase Unity Client: Getting Started
- Wednesday, January 22, 9:00–10:00AM
- Wednesday, March 12, 9:00–10:00AM

Agiloft IRA Reports Training
- Monday, January 20, 2:00-3:00PM
- Wednesday, February 12, 9:00–10:00AM

Planning a trip to the United Kingdom?

Travelers are Required to be Authorized to Enter the UK in 2025!

Beginning January 8, 2025, all US, Canadian and non-European passport holders must obtain an Electronic Travel Authorization (ETA) from the UK government to enter or travel through the UK. Travelers *must* secure their ETA before departure to avoid flight boarding or UK entry issues.

Key Details About the ETA

- Purpose: The ETA is required for short stays (up to six months) for purposes such as tourism, business, family visits, or short-term study.

- Transit Requirement: It is also mandatory for travelers traveling through the UK.

- Who Needs It:
  - **Effective January 8, 2025**, all US, Canadian and non-European passport holders. An ETA can be applied for now for travel on or after January 8, 2025.
  - **Effective April 2, 2025**, this expands to any non-British and non-Irish citizens, as well as any non-visa holders for the UK. An ETA can be applied for beginning March 5, 2025, for travel on or after April 5, 2025.

- Application Process:
  - Complete an online application.
  - Provide passport details, a digital photo, and pay a non-refundable fee of £10.00 (approximately $13.00).
  - Processing typically takes **three working days**.

- Validity: The ETA will be digitally linked to the traveler's passport and remains valid for two years or until the passport expires, whichever comes first.

Action Required

To avoid disruptions to your travel plans:

1. Apply for the ETA well in advance of your trip.
2. Ensure your passport is valid for the duration of your travel.
3. Apply for an ETA via the ETA Application Link.

For more information about the UK's ETA requirement, visit the UK government's ETA website.

Reminder: REAL ID Requirements for May 7, 2025

Starting May 7, 2025, a REAL ID-compliant driver's license or identification card will be required to fly domestically and access certain federal facilities. To get a REAL ID, visit your local DMV with documents proving your identity, Social Security number, residency, and legal status.

What is a REAL ID?

A REAL ID is a state-issued driver's license or identification card that meets increased security standards set by the federal government. These standards were established to improve the reliability and accuracy of state-issued identification documents, which in turn helps to inhibit terrorists' ability to evade detection by using fraudulent IDs.
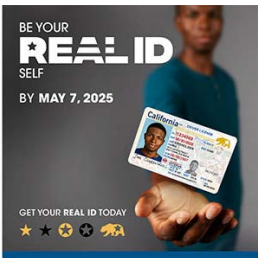
How to Get a REAL ID

- **Check Your Current ID:** Look for a star or other marking on your current driver's license or ID card. This indicates whether it is REAL ID-compliant.
- **Gather Required Documents:** Collect the necessary documents that prove your identity, Social Security number, residency, and legal status.
- **Visit Your Local DMV:** Schedule an appointment at your local DMV office to submit your documents and apply for a REAL ID.

If you do not have a REAL ID by the deadline, you can use other forms of identification like a valid U.S. passport or a DHS trusted traveler card. Make sure to start the process early to avoid any last-minute issues!

For more details, visit the Department of Homeland Security's REAL ID page.

Phishing

Take Action
If You Suspect Phishing

Steps to Take if You Believe You Have RECEIVED a Phishing Email or Text

- Mark the email as spam; this will report it to your email provider.
- Block the sender to stop further phishing messages.
- Do not reply to the message.
- Forward Phishing attempts sent to your Dartmouth account to phishing@dartmouth.edu.

Steps to Take if You CLICKED on Links or Attachments in Phishing Emails

- Change your credentials (e.g., username and password).
- Scan your device for malware.
- Disconnect your device from any Wi-Fi networks to stop the attack from spreading.
- Delete or stop any downloads initiated by clicking on a link in a phishing email.
- Send an email to information.security@dartmouth.edu immediately if you open anything in a phishing email on your Dartmouth device.

OFFICE OF INFORMATION SECURITY
Information, Technology and Consulting
DARTMOUTH