



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

INSIDE

Chart of the Month

Business Expense Policy Updates

Signature Authority Policy Updates

2024 Juneteenth Commemoration Events

Computer Store Updates

Dartmouth Wi-Fi Update

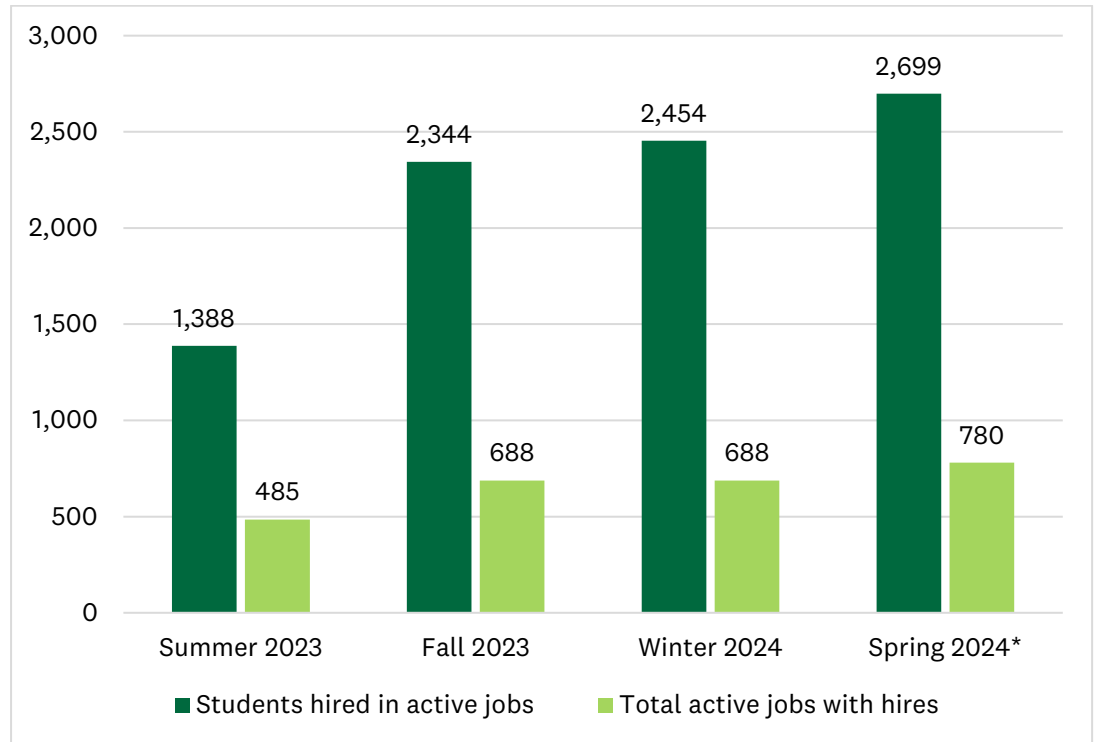
System Training

Upcoming Payroll Deadlines and Reminders

Finance Center 2024 Year-End Transactional Processing Schedule

Chart of the Month

Rising Student Employment: A Year in Review



Source: TimesheetX (*Pay Period Ending: 06/01/2024)

As in years past, the trend in student employment shows a steady increase in student hires as the year progresses. The rise in student hires (94% throughout the year) and positions filled (61% throughout the year) demonstrates Dartmouth’s dedication to providing students with valuable work experience and financial support, while bringing fresh perspectives and talents to employers.

Using the [JobX System](#), employers effectively manage job postings and hiring processes, ensuring students start their roles and can report hours on day one in TimesheetX without issues. Employers interested in hiring students can get started using these links:

- [Student Employment System](#): dartgo.org/studentjobs
- [Request New Supervisor Access](#)
- [Supervisor Instructions](#) on creating/posting jobs, reviewing/managing applicants, hiring students, generating reports, and approving timesheets: dartgo.org/demployertraining
- [Student Employment Handbook](#): dartgo.org/seohandbook
- Enroll in the [DartSmart Student Employer Training Program](#) to become a Certified Student Employer (*strongly recommended*): dartgo.org/seodartsmart

Thank you to all who employ our students. Let's continue promoting an environment where student employment flourishes by providing rewarding opportunities for students and employers!

2024 Year-End Memo & Calendar now available. [Click Here!](#)

Upcoming Dates

Agiloft Contract Management Training
[Thursday, June 20, 1:30 – 3:15PM](#)

Finance Collaborative
[Wednesday, August 7, 9:00 – 10:00AM](#)

Business Expense Policy Updates

Effective July 1, 2024, Dartmouth will implement updates to the Business Expense Policy. These revisions aim to improve clarity and consistency across transaction types within the policy and timeliness and efficiency, while also ensuring compliance with institutional and federal guidelines. Key changes include updated procedures for returning funds for personal expenses on either the procurement and corporate cards and for unused advances, reporting expenses, managing advances, and guidelines for travel expenses.

Clarification on Returning Funds

Whether you are returning funds for a personal expense on your corporate card or procurement card or have unused funds from an advance, the preferred method of returning funds to Dartmouth is via a credit or debit card using the [Returning Funds to Dartmouth](#) process. If reimbursement cannot be made via a credit or debit card, a check should be made payable to Trustees of Dartmouth College and submitted to the Cashier's Office with a Miscellaneous Receipt form.

Driving on Dartmouth Business

Dartmouth encourages the use of public transportation when traveling on Dartmouth business. Any employee or student driving on Dartmouth business is required to be an Approved Driver and comply with the Dartmouth Driver Policy.

Employees who must drive on Dartmouth business are encouraged to use our established agreement with Enterprise/National Car Rental Service and to use the employee's corporate card to ensure maximum insurance protection for employee travel. Dartmouth employees and students should decline the Collision Damage Waiver (CDW) insurance. For employees and students, the CDW insurance is an unallowable, non-reimbursable expense.

The use of personal vehicles for business travel is discouraged. It is the obligation of the owner of a personal vehicle used for Dartmouth business to carry adequate insurance for their protection and for the protection of any passengers. No reimbursement will be made for the cost of repairs to a personal vehicle or for the cost of roadside assistance programs such as AAA. Dartmouth will not reimburse employees for on-campus or Town of Hanover parking.

Luxury Car Service and Rentals

The use of limousines, luxury car rentals, premium car services and luxury transportation are not allowable business expenses. In rare instances, if you require an exception for a distinguished guest, prior approval from the Controller is required.

Timely Submission of Expenses

Regardless of whether you are using a corporate card, procurement card, or personal funds requiring reimbursement, submitting, and processing purchases and expenses promptly is required under IRS regulations. In addition, prompt submission ensures timely allocation and posting of transactions and reduces administrative inefficiencies in tracking, reporting, and notifying individuals of outstanding expenses. The policy is being updated to reset expectations and shorten the timeframe for processing transactions for improved regulatory compliance and efficiency.

- **Procurement Card:** PCard transactions should be submitted on the PCard eForm within 7 business days of the transaction and must be submitted before the sweep date (approximately 15 business days from the purchase date).
- **Corporate Card and Advances:** Corporate card expenses and advances should be processed and settled within 15 business days of the expense date or the return from an extended trip and must be settled within 90 days.

Non-compliance will result in the loss of use of the PCard or corporate card. Failure to report expenses may result in the employee being taxed for unreported advances.

Air Travel on Federally Funded Grants

Travel costs on grants are limited to the institution's established policy, and in the case of air travel, the lowest cost reasonable commercial airfare must be used. When flight changes occur, costs associated with cancelled travel cannot be charged to the grant. Other sponsors may have similar requirements. In the event of cancelled travel, the grant manager should consult the Office of Sponsored Projects.

Non-Dartmouth Travelers

Dartmouth guests are not covered under Dartmouth's insurance. When renting a vehicle on Dartmouth business, they should secure and pay for their own rental vehicle, purchase the Collision Damage Waiver (CDW) insurance, and request reimbursement following their business travel.

Finance & Admin Update

Signature Authority Policy Updates

Effective July 1, 2024, the Signature Authority Policy will increase the signature authority threshold from \$250,000 to \$350,000 for general business transactions referenced in Appendix A for senior administrators. This increase aims to enhance efficiency in processing institutional purchases and payments.

For those with signature authority up to \$250,000, the updates will be automatically reflected in the approval workflows within the eProcurement and Agiloft Contract Management Systems. These changes will also be updated in individual financial system access profiles and signature authority reports. We encourage you to review the updated Signature Authority Policy when it is released on July 1st.

2024 Juneteenth Commemoration Events

Juneteenth Keynote Lecture

Tuesday, June 18, 4:30 – 5:30PM, Dartmouth Hall 105

Tricia Rose will deliver a keynote on "Understanding Metaracism and Its Impact on the Lives of Black People," highlighting the significant impacts of systemic racism on Black Americans and exploring strategies for creating a more just and equitable society for all. >>[Click here to Register](#)<<

Juneteenth Celebration

Wednesday, June 19, 12:00 – 2:00PM, 1 Clement Road

Come enjoy delicious offerings from local food truck vendors while learning about the significance of this historic day. We'll have informative materials on Juneteenth's history and its impact on our nation. Don't miss this chance to honor freedom and celebrate community in a festive and educational atmosphere. >>[Click here to Register](#)<<



Computer Store Updates

Fiscal Year-End Tech Purchase Reminder



Purchases using current fiscal year funds must be placed by **Monday, June 17**, so now is the time to make those last-minute tech purchases. As a reminder, in order for your purchase to qualify for current fiscal year funds it must be in hand by June 30. [Order Now!](#)



Computer Store and Services is Moving!

The Dartmouth Computer Store and Services is relocating to 7 South Street, the old Hanover Hardware location, in late summer. Please be aware that during the move only critical purchases and repairs will be available.



Dartmouth Wi-Fi Update

Dartmouth is upgrading the eduroam network on July 1, which will affect all devices connecting to eduroam on campus. Please take time today to update and avoid losing access to important resources on the campus network. For guidance go to wifi.dartmouth.edu.

System Training

Agiloft Contract Management Training

- [Thursday, June 20, 1:30 – 3:15PM](#)
- [Thursday, July 25, 1:30 – 3:15PM](#)

OnBase Unity Client: Getting Started

- [Wednesday, July 24, 9:00 – 10:00AM](#)
- [Wednesday, September 11, 9:00 – 10:00AM](#)

Upcoming Learning & Development Workshops

Foundations of Digital Accessibility

Monday, July 15, 2024 ([via Zoom](#))

Confused about what digital accessibility means? Overwhelmed by new guidelines and standards? Curious how to make your content more inclusive for people with disabilities?

[Click here to learn more.](#)

Student Employer: DartSmart Training

Wednesday, July 10, 2024 ([via Zoom](#))

This is a certificate training program designed to provide you with practical knowledge and skills required to effectively hire and manage student employees at Dartmouth College.

[Click here to learn more.](#)

>> [Summer Catalog](#) <<

Effective Business Writing

Thursday, August 15, 2024 (*in person*)

Writing can be enjoyable if you know how to get started and how to organize your thoughts. In this four-part series, participants will learn to organize the basic components of letters, e-mail, and reports.

[Click here to learn more.](#)

Malware: The Digital Party Crasher

By [Sean McNamara](#) and Leslie Athena Kelton, Information Technology and Consulting

Imagine you're throwing a party with all your closest, most trusted friends. They are enjoying themselves... until an uninvited visitor sneaks in. This party crasher isn't here to have fun—they're here to cause chaos, steal your stuff, and make your life difficult. That sneaky party crasher is a lot like malware in the digital world.

What is Malware?

Malware, short for malicious software, is any program or file designed to harm your computer, steal your data, or generally wreak havoc. Think of it as the digital equivalent of a party crasher who sneaks into your celebration uninvited.

Types of Malware, aka the Party Crashers:

Just like party crashers, malware can show up in different ways.

1. **Viruses:** These pranksters spread themselves from guest to guest, causing minor annoyances that can pile up into larger issues.
2. **Ransomware:** This one is the hostage-taker. It locks up your important files and demands a ransom to release them. Pay up or kiss your data goodbye!
3. **Spyware:** The sneaky eavesdropper. It quietly hangs around, stealing your secrets (like passwords and personal info) without you even noticing.
4. **Adware:** The overly enthusiastic advertiser. It bombards you with unwanted ads, interrupting your digital fun like a never-ending sales pitch at your party.
5. **Trojans:** The master of disguise. It looks like a harmless file or program, but once you let it in, it reveals its true, destructive nature.

How Does Malware Spread?

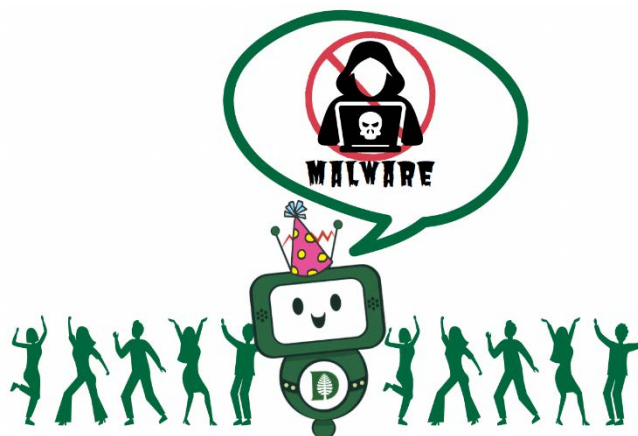
When it arrives at your party, it loves to spread in various ways:

- **Phishing emails:** These are like fake party invitations that trick you into clicking on malicious links or downloading harmful attachments.
- **Malicious websites:** Visiting these websites is like leaving your front door wide open during a party, allowing anybody to enter your home. One wrong click, and you've let the troublemaker in.
- **Infected software:** Malware often hides in legitimate-looking programs, waiting for you to install it and invite chaos into your system.

How to Keep Malware Out of Your Digital Party

Similar to taking precautions to keep unwanted guests out of your party, here's how to protect your computer from malware:

- **Use strong passwords:** Think of them as bouncers that keep unwanted guests out.
- **Install security software:** Like hiring security guards, good antivirus and anti-malware programs can spot and kick out troublemakers.
- **Be cautious with emails and downloads:** Just like you wouldn't accept drinks from a stranger at a party, don't click on suspicious links or download files from unknown sources.



Be a good party host and always be on the lookout for malware troublemakers and take steps to keep them far away!

Upcoming Payroll Deadlines and Reminders

Process/Task	Responsibility	Deadline
Accelerated Biweekly Payroll for the July 4th Holiday		
Record all hours for 6/16 – 6/29	All Biweekly Non-Union Employees	Thu, June 27, 4:00PM
Time Detail Report Run	Finance Center	Fri, June 28, 7:00AM
Corrections and Approval Complete	Biweekly Non-Union Supervisors	Fri, June 28, 11:00AM
Finance Center Approval Complete	Finance Center (Non-Union)	Fri, June 28, 4:00PM
Weekly Union Approval Complete	Union Payroll Supervisors	Sun, June 30, 9:00AM
Finance Center Approval Complete	Finance Center	Mon, July 1, 9:00AM
🔔 FY2024 LAST DAY BIWEEKLY PTO		SAT, JUNE 29

Reminder: July 4th Holiday Reporting in Kronos

Biweekly Employees should add “Hol” to their Kronos timecard for Thursday, July 4th and Friday, July 5th!

+	×	Thu 7/04	Hol	7.5
+	×	Fri 7/05	Hol	7.5

On May 31, Provost David Kotz & CHRO Sara Lester announced via email the addition of a July 5 holiday for regular staff members, including regular staff members covered by the following collective bargaining agreements (SEIU, IATSE, and DCLWU). [FAQs regarding this additional day off can be found online.](#)



Finance Center 2024 Year-End Transactional Processing Schedule

Process/Task	Submission	Deadline
Check Deposits		
Check Deposits by 12:00PM (Cash is not accepted)	Cashier's Office	Fri, June 28
Journal Entries, Corrections, and Transfers (including AP Corrections)		
Financial Report Review for Corrections of transactions prior to 5/31	Corrections and Journal eForm	NOW
Financial Report Review for Corrections of transactions prior to 6/30	Corrections and Journal eForm	Wed, July 3
Labor Account Distribution Changes and Payroll Authorizations		
FY2024 Labor Reports Review for FUTURE Labor Distribution Corrections	MYLS eForm for Future Payroll	Fri, June 14
FY2024 Labor Reports Review for PRIOR Labor Distribution Corrections	Wage Transfer eForm for Prior Payroll	Fri, June 21
FY2025 Labor Distribution Changes	MYLS eForm for Future Payroll	Now (No need to wait)
FY2024 Biweekly PA Requests (new hire, terminations, transfers, etc.)	General Request eForm/PASF	Fri, June 21
FY2024 Exempt PA Requests (new hire, terminations, transfers, etc.)	General Request eForm/PASF	Fri, June 14
Payables		
→ Clearly mark all Payment Requests either FY24 or FY25 to ensure they are applied to the correct fiscal year		
All Invoice & Other Payment Requests by 12:00pm	Payment Request eForm	Fri, June 28
All Invoice & Other Payment Requests with a new vendor and/or new contract for FY24	Payment Request eForm	Mon, June 24
Student Prizes and Awards by 12:00PM	Student Prize & Awards eForm	Fri, June 28
PCard		
FY2024 Purchases Completed	PCard	Fri, June 14
All FY2024 PCard Receipts	PCard eForm	Mon, July 1
Purchase Order/Requisitions		
Purchase Requisition/PO Requests	Purchase Request eForm	Thu, June 27
Note: Goods or Services must be delivered by June 30th to be applied to FY2024		Sun, June 30
Reimbursements/iExpense Reports and Corporate Card		
All Travel/Business Expense Requests with Payable Advances	Payment Request eForm or Expense Report Request eForm	Wed, June 19
Dartmouth Students/Visitors Reimbursements	Payment Request eForm	Fri, June 28
Dartmouth Employee - Self Service*	iExpense Expense Reports	Fri, June 28
*Note: Approval of iExpense Expense Reports must be received by		Tue, July 2
Dartmouth Employees - Finance Center creation of Expense Report for expense before 7/1/2024	Expense Report Request eForm	Fri, June 28