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

Checkout this New Dates & Deadlines site!

Chart of the Month

Kronos to the Cloud Go-Live Timeline!!
Pay Period Beginning October 6, 2024

Project Kick-off
October 2023 - July 2024
- Configuration
- Development
- Testing

Production Cut-Over
August - September 2024
- Verification
- User Training
- Hyperfinds & Reports

Go-Live
- **October 6, 2024 Pay Period**

Source: Kronos to the Cloud project timeline

We are excited to announce that in just a few short weeks Dartmouth will transition from the existing Kronos timekeeping system to Kronos in the Cloud for all biweekly (non-student) employees. On October 6th we will redirect Kronos.Dartmouth.edu to the Kronos cloud environment. This environment, powered by UKG, a global leader in HR, Payroll, and workforce management, provides an integrated timekeeping system that is:

💻 **Easy to access** – includes information when you need it, 24/7 via browser or timeclock

🪟 **Easy to use** – features alerts and notifications to timecard exceptions and tasks

😛 **Easy on the eyes** – offers a modern look and feel with an intuitive interface

In preparation for the upgrade, we highly encourage biweekly employees who manually enter their hours in Kronos via a browser, and supervisors who review and approve hours within Kronos via a browser to attend one of the following Kronos to the Cloud Training sessions via Zoom:

Biweekly Employee Training
For employees who manually enter hours in Kronos *(30 minutes)*

Click the link below to register:
- Wednesday, September 18, 9:30-10:00AM
- Thursday, September 19, 3:00 – 3:00PM
- Monday, September 23, 1:00 – 1:30PM
- Tuesday, September 24, 10:00 – 10:30AM
- Thursday, September 26, 11:30 – 12:00PM
- Tuesday, October 1, 2:00 – 2:30PM
- Friday, October 4, 1:00 – 1:30PM

Supervisor Training
For supervisors who review and approve time within Kronos *(1 hour)*

Click the link below to register:
- Thursday, September 19, 11:00 – 12:00PM
- Friday, September 20, 11:00 – 12:00PM
- Monday, September 23, 2:00 – 3:00PM
- Tuesday, September 24, 11:00 – 12:00PM
- Thursday, September 26, 2:00 – 3:00PM
- Tuesday, October 1, 3:00 – 4:00PM
- Friday, October 4, 2:00 – 3:00PM

Welcome to Dartmouth

We are excited to welcome two new members to the Finance team:

- **Samantha Potter** has joined the Endowment Administration Office as a Senior Endowment Fund Analyst.
- **Asha Bergeron** is our new Loan and Accounts Receivable Collections Specialist in Campus Billing and DartCard Services.

New to Dartmouth?

Feeling technically overwhelmed as a new Dartmouth employee? We know there is a lot of information when beginning any new position. ITC can help! Join an **Intro to Technology at Dartmouth** via Zoom on Wednesday September 18th, 10:00 – 11:00AM.

BIG THINK + Explore September's IDE Recommended Video!

This month, "Empower Your Team Members to Speak Up" discusses how to use situationally appropriate leadership and multi-disciplinary team building skills within a diverse organization. This video explains how to create a more adaptable, efficient, and innovative organization that grows and retains talent naturally. *4 minutes is all you need!*

Nondiscrimination Policies Update

As part of a regular review of policies, the Office of Equal Opportunity, Accessibility, and Title IX updated the Notice of Nondiscrimination and the Nondiscrimination and Anti-Harassment Policies. These changes do not affect resolution procedures.

Disability ERN Kickoff

Celebrate the inaugural Disability Employee Resource Network (ERN) Kickoff on Wednesday, October 9, 2024, from 11:30am-1:00pm! The Disability ERN seeks to create a safe space for faculty and staff who have a disability of any kind and to learn more about this ERN. **RSVP** here!

Mark your Calendars!

The Fall 2024 Learning & Development Catalog will be released on September 18th!

Save Time Processing Invoices!

The most efficient process for getting vendors paid is to encourage vendors to submit their invoices to invoice@dartmouth.edu. The Finance Center will create the Payment Request eForm and route it to you to provide the chart string allocation and approve or route it for approval.

Encourage vendors to also review the Invoicing guidance provided within the Vendor Guide. Providing consistent information about the submitter, contract and/or PO numbers helps to further streamline the process.

As a reminder, if you are preparing a Payment Request eForm, please ensure the vendor did not also submit the invoice to invoice@dartmouth.edu. This prevents duplicate entry and additional review efforts.

Computer Sales and Service
Grand Opening Celebration
September 24th – 26th

Mark your calendar for the Computer Sales and Service Grand Opening at their new location at **7 South Street, Hanover** on September 24th - 26th, 9AM – 4PM!! They will be offering yummy local food, raffling an iPad Air and offering fun giveaways!

Looking for Community?

Dartmouth seeks to create communities of diverse talent and backgrounds, and foster collaboration between senior leaders and employees via the Employee Resource Networks (ERNs). Check out IDE's Employee Resource Network (ERNs) site to find your community.

Upcoming System Training

Agiloft Contract Management Training
- Thursday, October 10, 2:30 - 4:15PM
- Thursday, November 7, 1:00 – 2:45PM

OnBase Unity Client: Getting Started
- Wednesday, November 13, 9:00 – 10:00AM
- Wednesday, January 22, 9:00 – 10:00AM

iExpense Tips & Tricks

Reporting and Paying Personal Expenses

Personal expenses charged to your Dartmouth corporate card should never happen, but we recognize that accidents happen, and personal purchases can unintentionally get charged to your Dartmouth card. If this happens, the purchase still must be cleared through iExpense, and funds returned to Dartmouth. The Business Expense Policy requires personal expenses charged to the card to be promptly reimbursed to Dartmouth. If a reimbursement is not provided within 90 days of the date of the transaction, the card will be put on hold ("suspended") until the reimbursement is made.

To do this, go to iExpense and create an Expense Report. In the Business Purpose field, enter "Personal Expense". Process the corporate card expense and route for approval, taking note of the OIE Expense Report number and amount.

Next go to the Returning Funds for Personal Expense Charged to a Corporate Card and select the **Pay Personal Expense** button. Follow the prompts to input the information, including your personal debit or credit card you want to use to pay for the personal charge.

## Reassigning iExpense Report to a different Approver

If you receive an employee expense report that is not appropriate for you to approve, you will need to reassign the report to a different approver. This must be done in the DC iExpense Expenses Home screen within Oracle.
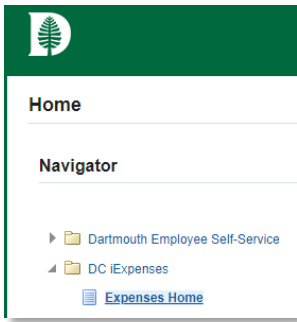
In the Notifications section at the bottom of the screen you will see any requests pending your approval. Use the check box at the front of the line to select the request and click **Reassign.**
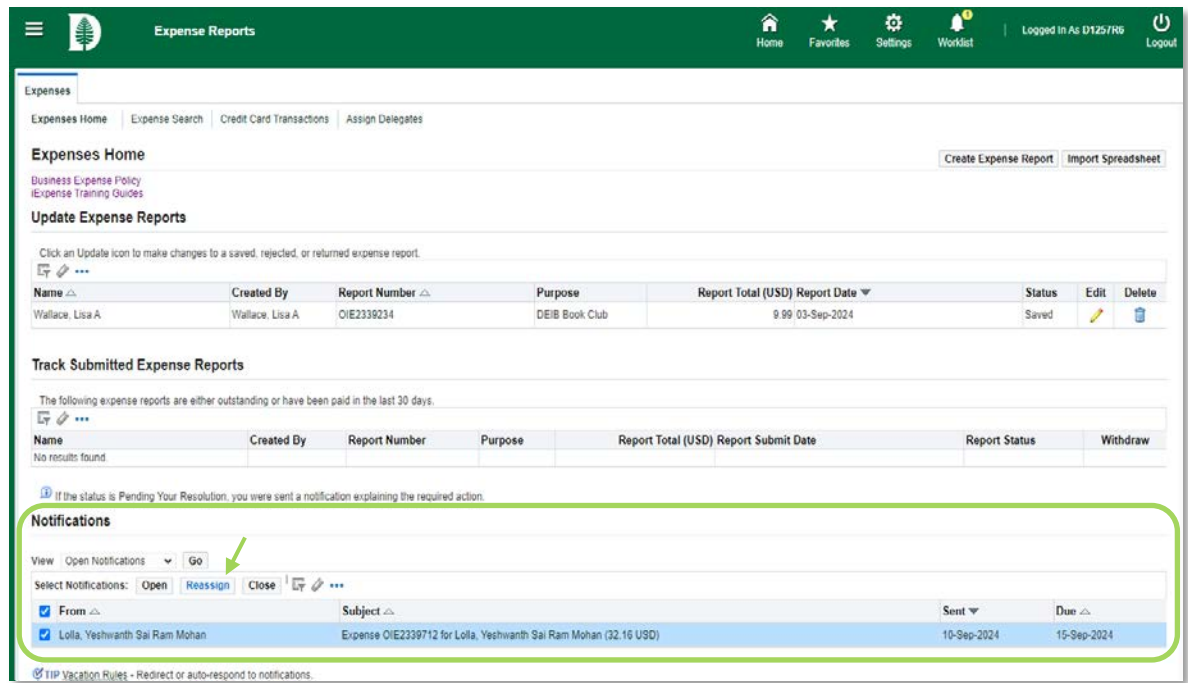
In the next screen, enter the last name of the person in the Assignee field and select the name from the list of values.
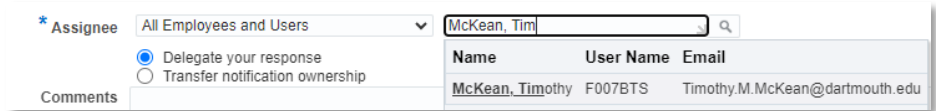
Select the radio button next to **Transfer notification ownership** to transfer ownership of and responsibility of the expense report to the other approver.

In the **Comments** field add any notes that may be useful for the approver and click the **Submit** button in the upper-right corner of the section.
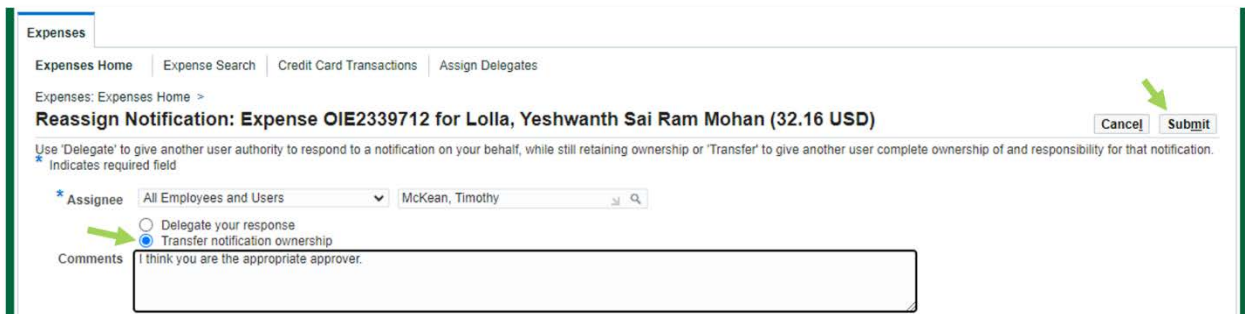
"A spellbounding tale of authentication. A user and their system—what does it take for two entities destined to be connected...safely"

AUTHENTICATION

The Journey to Safely Accessing Your Technology at Dartmouth College

Everyone in the Dartmouth Community is armed with three powerful tools:

Something you know (your password or PIN)

Something you have (a token or badge)

Something you are (biometrics)

2024
Excellent Awards
Proven Security Measures
Multi-Factor
Authentication (MFA)
and Single Sign-On
(SSO)

Follow the QR Code for a more info on Authentication

A Dartmouth Library Bookclub Pick

MFA
SSO

A RIVETING TRUE STORY BY INFORMATION SECURITY

"Use MFA or SSO when possible."
-Sean M