

# Finance & Admin Update

News from Campus Services, Compliance, Finance, Finance Centers, Human Resources, Internal Controls, and Safety & Security



Photo by Katie Lenhart

## Welcome Alejandro Diaz, Inaugural Chief Compliance Officer

Join us in welcoming Alejandro “Alex” Diaz as Dartmouth’s first Chief Compliance Officer (CCO). As CCO, Alex will oversee all aspects of how Dartmouth complies with federal and state laws, rules, and regulations and other external regulatory requirements. In that capacity, he will design and implement a compliance structure to support existing compliance efforts throughout campus.

Alex aims to develop a compliance framework that will provide a consistent approach, view, and message that goes beyond compliance. Alex says, “it is important to foster a culture where stakeholders, employees, students, and members of the community feel comfortable speaking up when they see things and feel comfortable asking questions.”

Alex joins us with more than three decades of experience in compliance and legal affairs. Prior to Dartmouth, Alex established Temple University’s first comprehensive Ethics and Compliance Office. Learn more about Alex in “[Alejandro Diaz is Named Chief Compliance Officer](#)” in the Dartmouth News.

## Global Dartmouth: Travel Safety Reminder

Before traveling, Dartmouth Travelers must determine if a location they are traveling to requires a “[Travel Exception](#)”. Participating in Dartmouth Travel without an approved Travel Exception when one is required is prohibited and expenses for such travel will not be covered by Dartmouth according to the [Travel Safety Policy](#).

The [Global Dartmouth Travel Registry](#) (“Travel Registry”) is used to assist in identifying the needs of Dartmouth Travelers in the event of an emergency. Registration in the Travel Registry is required for all Dartmouth Travelers traveling to international locations.

For more information, go to Global Dartmouth’s [Travel Safety Policy and Resources](#).

## iExpense Resources & Reminders

### New: iExpense Training Videos:

- [iExpense Navigation: Assigning Delegates, Setting up your Default Template and Creating Nicknames](#)
- [Creating an iExpense Expense Report](#)
- [Spotting and Removing Pre-itemizations](#)

### Approver Reminder

When “Rejecting” or “Requesting Information” from within the Action Request email for an expense report, it is important to add comments within the single quotes (“...”) following the **Notes:** or **Question:** on an expense report that has been routed to you for approval. See “[3-Step Approval Instructions](#)” for additional guidance.

These and additional resources are available on Finance’s [Expense Reporting & Reimbursements](#) site.

## LEADS | Now Accepting Nominations

The Learning and Development team is now accepting nominations from divisional leaders or managers for the 2023-2024 LEADS cohort. LEADS is a leadership program for high-performing, high-potential managers, and leaders. This is a dynamic and engaging 9-month cohort-based program representing a diverse cross-section of Dartmouth employees. LEADS is a selective program and space is limited. Applicants must be nominated by their supervisor or divisional leader. Nominations are being accepted now through Friday, March 31.

For more information visit: [dartgo.org/leadsprogram](http://dartgo.org/leadsprogram).



## Learning & Development Opportunities

Don’t forget to monitor the [L&D course catalog](#) for new professional development courses and opportunities to connect and engage with colleagues from across campus.

## Payroll and Benefits Mailings

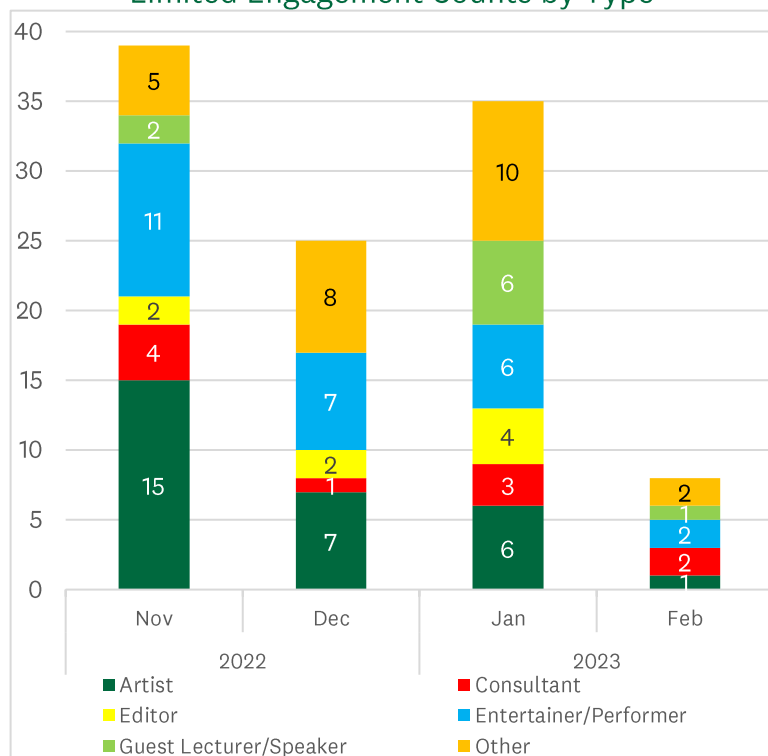
Dartmouth College is changing the types of addresses that we collect and maintain for our employees and will be moving away from using the Payroll Mailing Address. Please make sure your addresses are updated in the systems you have access to:

- Employees: Employee Self-Service (MyESS)
- Students: DartHub

Review our [FAQ page](#) to learn more. Additional direct communication will be provided to those employees who are impacted.

## Chart of the Month

### Limited Engagement Counts by Type



Agiloft Contract Management System

Limited Engagement data from Nov 2022 – Feb 9, 2023

Finance introduced a new [Independent Contractors and Guest Policy](#) in October 2023. With this new policy, the Limited Engagement Agreement process was implemented for services performed by an independent contract within the U.S., for which services are one-time or for a limited period, low risk, and fees paid to the individuals do not exceed \$5,000 per calendar year. Since this implementation more than 110 limited engagements have been executed with a majority being for Artistic creations, such as, photographers, videographers, and illustrators.

### Limited Engagement Agreement Update

To help verify that an individual can be hired using the “Limited Engagement Agreement” or a “Limited Works Made for Hire”, we are working to develop an Independent Contractors Dashboard within Agiloft with two columns that will display if the individual is eligible for a Limited Engagement Agreement and the total value of contract in the last 12 months. This total contract value will allow you to compare the vendor’s annual total contract value with your agreement value. If it exceeds \$5,000, then you will need to have the vendor complete the Independent Contractor Questionnaire and a regular Independent Contractor Services Agreement would need to be put in place.

Please note that the Limited Engagement Agreement submission form will prevent the submission of a Limited Engagement Agreement for any vendor who has exceeded the \$5,000 contract value.

Go to Finance’s [Hiring Independent Contractors and Guests site](#) for more information.

## Next Gen JobX Implementation Update

The Next Gen Student Employment System implementation continues to move forward.

### Tasks to complete (Now – February 17)

- ✓ All Student Supervisors Request Access  
To see how, watch: “[Requesting Access for Dartmouth Supervisors](#)” and go to: [dartgo.org/studentjobs](http://dartgo.org/studentjobs).
- ✓ Create Interim and Spring Term Job Postings  
Every student job **must** be created to ensure that students can be hired into the position starting in March.  
*Note: This includes jobs in which you currently have a student working who will continue working for you.*

### Up Next:

- Week of 2/20: Job Postings Approved
- Week of 2/27: Students begin searching and applying for jobs within Next Gen JobX
- 3/19: Students begin recording time in TimesheetX
- 4/3: Supervisors actively review and approve timesheets in TimesheetX

### Join Us: Next Gen Show-n-Tell

#### Application Review/Hiring - Timesheet Approval

- Tuesday, 2/28, 11:00AM - Register at: [dartgo.org/feb28](http://dartgo.org/feb28)
- Thursday, 3/2, 1:00PM - Register at: [dartgo.org/mar1](http://dartgo.org/mar1)

### Need Help? Join a Next Gen Help Drop-in Session

Help available weekly via Zoom at: [dartgo.org/nextgenhelp](http://dartgo.org/nextgenhelp)

- Tuesdays, 1:00 – 2:00 PM
- Wednesdays, 9:00 – 10:00 AM
- Fridays, 10:00 – 11:00 AM

### Key Facts about the New System:

- Supervisors must create a new student job description for every student position; no old position descriptions will be imported from Jobnet system (*do this now, prior to Feb 17*)
- Supervisors must hire students to a position within JobX.
- Student employees must accept the position for the timesheet to be created.
- Student employees will have one timesheet for each job.
- Student employees will be required to actively submit timesheets each pay period or indicate that they did not work in the position each pay period.
- Supervisors will be required to actively review and approve employee timesheets each pay period by noon on Monday after pay period ends.

## Upcoming Training through Zoom

### Agiloft Contract Management System Training

- [Thursday, February 16, 1:00 – 2:30 PM](#)
- [Thursday, March 16, 1:30 – 3:00 PM](#)

### Employee Time Management Supervisor Training

- [Monday, February 13, 3:00 – 3:45 PM](#)
- [Wednesday, February 15, 2:00 – 2:45 PM](#)

Click on the dates to register and use [netid@dartmouth.edu](mailto:netid@dartmouth.edu) in the email field.

## Slips, Trips and Falls

No matter how well the removal of snow and ice is from a given area, you may still experience some slippery conditions when walking outdoors in the winter. Risk Management and Insurance in collaboration with Environmental Health & Safety (EHS), and Safety & Security, encourage you to “Be Safe on Ice”.

- Wear shoes or boots that provide traction in snow and ice.
- Watch where you are stepping and move SLOWLY.
- Assume that all wet, dark areas on pavements are slippery and icy.
- Keep your hands out of your pockets. You need your hands to help break your fall if you slip.
- Plan your route and give yourself more time. Walk in designated walkways. Taking shortcuts through snow piles can be hazardous.
- Use special care when entering and exiting vehicles.

Please share and post this [Slips, Trips and Falls poster](#) in your campus building and office.




### Slips, Trips and Falls

*Winter*



No matter how well the removal of snow and ice is from a given area, you may still experience some slippery conditions when walking outdoors in winter.

#### Be Safe on Ice

 <p>Wear shoes or boots that provide traction in snow &amp; ice.</p>	 <p>Watch where you are stepping and move SLOWLY.</p>	 <p>Plan your route and give yourself more time. Walk in designated walkways. Taking shortcuts through snow piles can be hazardous.</p>
 <p>Assume that all wet, dark areas on pavements are slippery and icy.</p>	 <p>Keep your hands out of your pockets. You need your hands to help break your fall if you slip.</p>	 <p>Use special care when entering and exiting vehicles.</p>

If you identify an untreated area, please call Safety and Security at (603) 646-4000.

**DARTMOUTH**  
Environmental Health & Safety

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