

Welcome Sara Lester, Dartmouth's New Chief Human Resources Officer

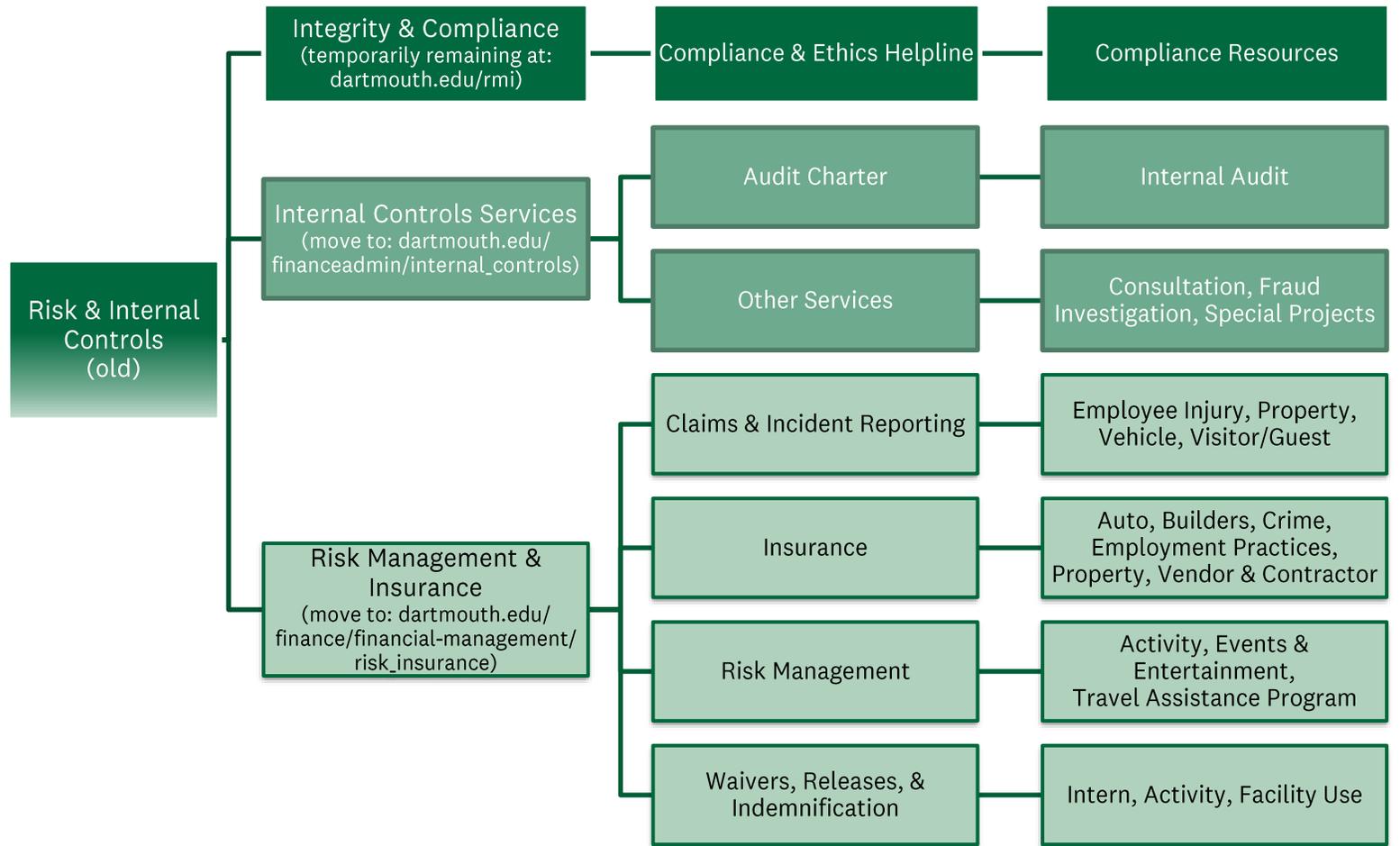


Please join us in extending a warm welcome to Sara Lester, who joined Dartmouth in June 2023. Sara assumes responsibility for overseeing the college's human resources functions, which encompass organization and talent development, compensation, employee benefits, performance management, talent recruitment, and labor relations.

Prior to joining Dartmouth, Sara held the position of Chief Human Resources Officer (CHRO) at Educational Testing Service (ETS) in Princeton, NJ. During her time at ETS, she also served as a member of the general counsel's office, where her primary focus was on employment and litigation matters. Before her tenure at ETS, Sara worked as an attorney in the legal department of D. E. Shaw, a prominent global investment firm located in New York City. Additionally, she gained experience as a judicial clerk in the Southern District of New York and as a litigation associate at Cleary Gottlieb.

Sara's educational background includes a Bachelor of Arts (BA) degree in Literature from Yale University, as well as a Juris Doctor (JD) degree from Duke University School of Law.

Chart of the Month: Risk & Internal Controls Departmental and Web Restructure



The Risk & Internal Controls department has undergone a restructuring, resulting in the formation of three distinct departments: Integrity and Compliance, Internal Controls Services, and Risk Management & Insurance.

Integrity and Compliance will continue to operate under the Dartmouth.edu/RMI website for the time being. [Internal Controls Services](#) has been integrated into the Finance & Admin website, while [Risk Management & Insurance](#) has been relocated to the Finance website. The relevant content can now be found within the Finance & Risk Management section of the site.

Additionally, the Risk Management & Insurance department has improved its incident reporting and waiver forms. These have been converted into user-friendly and accessible PDF forms, which can be conveniently digitally signed if completed on a computer.

Fiscal Year End 2023 Planning

The Fiscal Year End [calendar](#), [memo](#), and [Finance Center Processing Schedule](#) are now available on the [Finance Year End Close](#) site. The Finance Center Processing Schedule is also included on [page 3](#) of this update.

July 4th Holiday Biweekly Payroll Schedule

Non-Union Biweekly Employees Timesheet Submission Thursday, June 29, 11:59PM	Supervisor Reports Biweekly Time Detail Reports Sent Friday, June 30, 7:00AM
Non-Union Supervisor Review & Approval Friday, June 30, 11:00AM	Union Supervisor Review & Approval Sunday, July 2, 9:00AM

Note: Don't forget to report 'Holiday' for Tuesday, July 4th!

Learning & Development Summer Catalog

The Learning & Development (L&D) Summer Catalog has been released for all campus offerings, including L&D's certificate programs (DartSmart, Inspiring Leaders, and the STAR Academy offerings). Check out all the great offerings on the [L&D Workshops and Programs](#) site.

Updating the Default iExpense Chart String

There has been some uncertainty regarding the process of updating the default chart string for iExpense Expense Reports. Please note that this information is managed in HRMS. If you need to modify the default iExpense Expense Report chart string for an employee, follow the steps outlined below:

1. Visit [eForm Library](#) and choose the [General Request eForm](#).
2. Select "General Request/Other" Request Type.
3. In the Request Explanation field, provide the employee's name, NetID, and the chart string that should be used as the default in iExpense.
4. Click "Submit" to have the request routed to the Finance Center for the string to be updated.

Returning Funds to Dartmouth College

If you need to return funds to Dartmouth College for any reason, including personal expenses mistakenly charged to a corporate card or procurement card, or unused advance funds, it is crucial to do so promptly. The simplest and most efficient method is to use your debit or credit card and visit our dedicated website for [Returning Funds to Dartmouth College](#). On the site, you can select the appropriate button that corresponds to the type of funds you are returning and provide the requested information as indicated on the page.

Agiloft Contract Management System Training

- [Thursday, June 15, 1:30 – 3:00PM](#)
- [Thursday, July 27, 1:30 – 3:00PM](#)

When registering, use netid@dartmouth.edu in the email field

DORR Help?

DORR is Dartmouth Online Review & Recruitment system for maintaining positions and managing the recruitment process. Guidance is available on the [DORR site](#). Need additional assistance? Send your inquiry to the new DORR.admin@dartmouth.edu email account.

International Staffing Policy & Form Update

A revised version of the [International Staffing Policy](#) and a new online [International Staffing Questionnaire \(ISQ\)](#) has been published, effective May 1, 2023. We hope the changes summarized below will simplify the process of requesting approval for international remote workers.

Many of the changes to the policy are redefining and clarifying the scope, elaborating on the associated timelines, and clarifying the importance of the work the committee does. If your department hires international contractors, has internationally located staff or faculty, or has staff or faculty with extended international travel planned, please familiarize yourself with these updates.

The most significant change to the process is that instead of completing the [International Staffing Questionnaire \(ISQ\)](#) as a PDF, the form is available online. Once you complete the form the ISC will be notified and the ISC will send you a copy of the form and let you know when we will meet next to begin deliberating.

Need Help? The International Staffing Committee holds regular office hours. Every Thursday from 10:00 to 11:00, Cleston will join Table 7 at [Here@Dartmouth](#) to answer questions, help complete the ISQ form, and act as a resource for departments to assist with international questions.

Payment Request Contract Number

As announced at our Spring Finance Information Forum, Finance, in collaboration with Procurement and ITC, is working to create Agiloft Contract Reports in IRA. For these reports to be accurate, it is essential that we input consistent and accurate information into our systems. This starts with entering the four-digit Contract ID number from either the Agreement or Statement of Work (SOW) Agiloft record into the Payment Request eForm. Please never enter the Contract ID from a Master Services Agreement (MSA) or Amendment Agiloft record, nor enter any extra letters or special characters. We will be working to restrict the Agiloft Contract ID field on the Payment Request eForm soon, but in the interim, please ensure that the value in this field is only the 4-digit Agiloft Contract ID.

		Contract Number
Record Type*	Agreement	1234
Contract Type*	Procurement Goods and/or Services Agreement	
Contract ID	1234	

Finance Center 2023 Fiscal Year-End Transactional Processing Schedule

Process/Task	Submission	Deadline
Accelerated Payroll		
Record all hours for 6/18 -7/1	All Biweekly Non-Union Employees	Thurs, June 29, 4:00pm
Time Detail Report Run	Finance Center	Fri, June 30, 7:00am
Corrections and Approval Complete	Biweekly Non-Union Supervisors	Fri, June 30, 11:00am
Finance Center Approval Complete	Finance Center (Non-Union)	Fri, June 30, 4:00pm
Weekly Union Approval Complete	Union Payroll Supervisors	Sun, July 2, 9:00am
Finance Center Approval Complete	Finance Center	Mon, July 3, 9:00am
FY2023 Labor Reports Review for FUTURE Labor Distribution Corrections	MYLS eForm for Future Payroll	Mon, June 19
FY2023 Labor Reports Review for PRIOR Labor Distribution Corrections	Wage Transfer eForm for Prior Payroll	Fri, June 30
FY2024 Labor Distribution Changes	MYLS eForm for Future Payroll	Now (No need to wait)
FY2023 Biweekly PA Requests (new hire, terminations, transfers, etc.)	General Request eForm	Fri, June 9
FY2023 Exempt PA Requests (new hire, terminations, transfers, etc.)	General Request eForm	Fri, June 16
FY2023 Last Day Biweekly PTO	Kronos	Sat, June 17
Check Deposits		
Check Deposits by 12:00 Noon	Cashier's Office	Fri, June 23
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	Mon, July 3
Payables		
All Invoice & Other Payment Requests by 12:00 Noon	Payment Request eForm	Wed, July 5
<i>Note: If you have a new vendor an/or new contract for FY24</i>	Payment Request eForm	Thurs, June 29
<i>Note: Clearly mark all Payment Requests either FY23 or FY24 to ensure they are applied to the correct fiscal year</i>		
Student Prizes and Awards by 12:00 Noon	Student Prize & Awards eForm	Wed, July 5
PCard		
FY2023 Purchases Completed	PCard	Fri, June 16
All FY2023 PCard Receipts	PCard eForm	Mon, July 3
Purchase Order/Requisitions		
Purchase Requisition/PO Requests	Purchase Requests eForms	Thurs, June 29
<i>Note: Goods or Services must be delivered by June 30th to be applied to FY2023</i>		Fri, June 30
Reimbursements/iExpense Reports and Corporate Card		
All Travel/Business Expense Requests with Payables Advances	Payment Request eForm or Expense Report Request eForm	Wed, June 21
Dartmouth Students/Visitors Reimbursements	Payment Request eForm	Mon, July 3
Dartmouth Employee - Self Service*	iExpense Expense Reports	Mon, July 3
<i>*Note: iExpense Expense Reports Approvals must be received by</i>		Wed, July 5
Dartmouth Employees - Finance Center creation of Expense Report for expense before 7/1/2023	Expense Report eForm	Fri, June 30