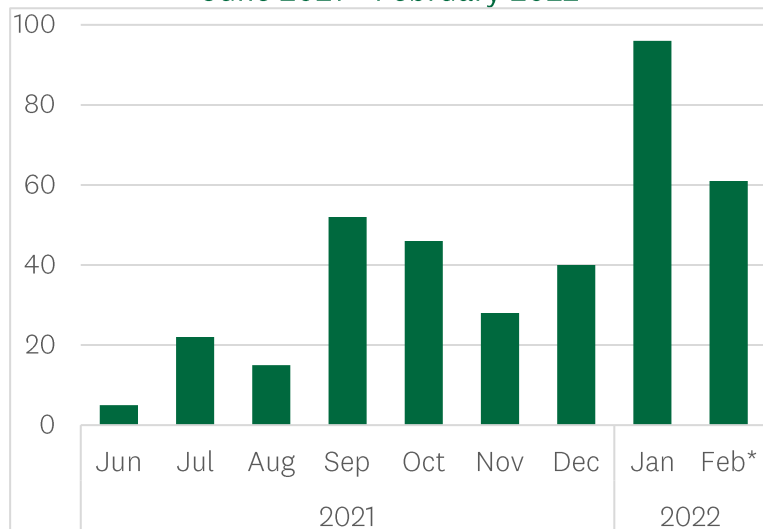


Finance & Admin Update

Announcements and updates from Finance, Campus Services, Human Resources, and Risk & Internal Controls

Chart of the Month

Agiloft Contract Management System Counts June 2021 – February 2022



Source: Agiloft Contract Management System Count, as of February 11*

Effective January, after a 6-month pilot and soft launch, all contracts for the purchase of goods or services are now to be submitted into the Agiloft Contract Management System. In January alone, nearly 100 contract requests were submitted for review and management through the system. As of February 11, there are already more than 60 new contract requests submitted. We are already seeing improvements to contract management and opportunities to leverage the data. Go to the [Contract Management](#) webpage for more information on contracting for the purchase of good or services.

Student Employee Covid Lost Time (CLT) program for 22W & 22S

On January 28, 2022, Student Employment announced the Student Employee COVID Lost Time (CLT) program, which provides pay replacement for hours that student employees who were or are unable to work their regularly scheduled hours due to their COVID-related illness or health professional-directed quarantine/isolation requirements in the winter and spring 2022 terms.

Please use these links to learn more:

- [Instructions for recording CLT hours using Kronos in current pay period](#)
- [Instructions for recording CLT hours in a prior pay period using revised paper timecard process](#)
- [FAQs about the CLT program](#)
- [Direct student email communications \(history\)](#)

Year End Paid-Time Off

Please be aware that for the purposes of paid time off (personal time and vacation time) for hourly employees, the year ends on Saturday, June 18, 2022, and the new year begins on Sunday, June 19, 2022 (the beginning of the first pay period that includes July 1). Thus, any remaining vacation time that hourly employees intend to take in this year should be used by Saturday, June 18, 2022. Employees may automatically carry over up to five days of unused personal time into the next year.

Sprintax for Dartmouth's International Employees & Students

Effective January 1, 2022, the Dartmouth Payroll Office has partnered with Sprintax Calculus, a leader in tax treaty benefits eligibility software, to ensure Dartmouth College's international faculty, staff, and students remain compliant with IRS regulations. The system will aid employees in determining their residency status and tax treaty benefit entitlements, as well as filing their tax returns (only available to non-residents).

All international faculty, staff, or students should expect to receive an activation email from Sprintax to create a profile through their secure platform to begin utilizing the many tools and resources available. For more information, go to the Payroll's [Sprintax FAQ](#) page on the Finance website.

Coming Soon, U.S. Bank Focus Card

Effective March 1, 2022, Dartmouth is partnering with U.S. Bank to provide the U.S. Bank Focus Card. This is a Visa® prepaid debit card for payroll payments and a convenient and secure alternative to receiving paper pay checks.



The Focus Card can be used anywhere that accepts debit cards and Visa members while providing easy access to account detail through US Bank online platform, mobile app, and automated text alerts. Cash can be accessed via cash advances at Visa member locations, through ATM's, and at any merchant that allows withdrawal at the time of purchase. U.S. Bank requires employees review and accept bank disclosure. In order for us to do this, employees will need to go to the Dartmouth Payroll Office to sign up. The Payroll Office is located at 7 Lebanon, Suite 309, Wednesdays and Thursdays, between 10:00 am - 2:00pm.

Live Finance & Admin Training via Zoom

Employee Time Management Supervisor Training

A new course, “Employee Time Management Supervisor Training”, is being offered for all supervisors of biweekly employees. This course is a joint effort of the Payroll Office, Human Resources, and the Finance Centers.

The Employee Time Management Supervisor training is a required course for all supervisors managing biweekly employees. This course will provide an overview of employee time management, supervisor responsibilities, employee time detail report review, timecard corrections, and overview of payroll processing.

We had an incredible response to the first two course offerings, so we have added an additional offering on [Wednesday, March 23, 10:00 – 11:00 AM](#) (click here to register). If you are unable to attend now, we will reach out to supervisors in May with the next offering and then every quarter following.

Student Employee supervisors are invited and encouraged to attend this training, particularly if they have not taken the online “[DartSmart Student Supervisor Training](#)” in Canvas.

Agiloft Contract Management Training

Live Agiloft Contract Management System training continue to be offered. The live training provides an overview of procurement policies, contracting basics, and instructions for requesting and viewing contracts in the Agiloft Contract Management System.

[Training videos](#) (including the End-User training, Power-User training, and more) are also available on demand.

Registration is required. Click on the dates below to register through Zoom.

- [Register for Wednesday, February 23, 1:00 – 2:30pm](#)
- [Register for Wednesday, March 9, 9:30 – 11:00am](#)

Note: use your netid@dartmouth.edu in the email fields.

OnBase Unity Client Training

The OnBase Unity Client is the system that manages the workflow and records of many of our Finance processes. Through the submission of the Finance eForms, Dartmouth employees have access to their records, to track processing progress eForms and review records for account review or reference. This training will provide an overview of how to navigate the Unity Client system, tips and tricks for effective querying of records, and how to personalize your experience.

Registration is required. Click on the dates below to register through Zoom.

- [Register for Thursday, February 24, 9:00 – 10:00am](#)
- [Register for Wednesday, March 9, 1:00 – 2:00pm](#)

Note: use your netid@dartmouth.edu in the email fields.

Human Resources’ Learning & Development

Learning and Development provides Dartmouth employees with learning and professional development opportunities that expand the potential of our robust and dynamic workforce. The [Learning and Professional Development website](#) provides quick access to a wide range of learning opportunities.

The Learning and Development team offer courses that can be accessed through their [course catalog](#) that is updated quarterly.

Learning & Development Training Programs

Learning and Development also offer training programs that offer staff a series of courses in specific skill development areas.

[STAR Academy Program](#)

The STAR Academy is designed to provide Dartmouth's administrative professionals an opportunity to develop their technical and power skills. By completing ten Core Courses and four Electives in a 2-year period, an individual can enhance their effectiveness in their role and increase opportunities for mobility at Dartmouth. The program is self-paced. Each participant manages their enrollment and learning to meet the requirements of the Core Courses and Electives. Each course will be offered by HR twice a year. For more information on [STAR Academy](#), visit the webpage.

[Inspiring Leaders Program](#)

The [Inspiring Leaders program](#) is designed to deliver professional development to individuals interested in cultivating their potential in current and future positions by developing and refining their leadership skills and abilities. Inspiring Leaders is a self-paced certificate program designed for managers and individual contributors. Participants receive a certificate after attending 12 Core Courses and 6 Electives within two years. The time commitment is between 47 to 62 hours. Each workshop will be offered two times a year. Individuals are encouraged to participate in this program to create a professional portfolio and to enhance their potential mobility as a member of a diverse and dynamic workforce.

[DartSmart](#)

The DartSmart training program is offered through divisional coordination and will be available to new managers to ensure that all Dartmouth employees that supervise others. The program focuses on the skills required to effectively manage, retain, and build an engaged workforce. This interactive four-part series (three in-classroom and one online module) introduces policies, laws, operating procedures, and supervision and management strategies. Participants have an opportunity to explore issues that challenge and support an inclusive practice when leading Dartmouth's 21st century workforce. To view upcoming sessions, please visit the [DartSmart](#) webpage.