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.

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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
<table>
<thead>
<tr>
<th>Non-Union Biweekly Employees</th>
<th>Supervisor Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timesheet Submission</td>
<td>Biweekly Time Detail</td>
</tr>
<tr>
<td>Thursday, June 29, 11:59PM</td>
<td>Reports Sent</td>
</tr>
<tr>
<td></td>
<td>Friday, June 30, 7:00AM</td>
</tr>
<tr>
<td>Non-Union Supervisor Review &amp; Approval</td>
<td>Union Supervisor</td>
</tr>
<tr>
<td>Friday, June 30, 11:00AM</td>
<td>Review &amp; Approval</td>
</tr>
<tr>
<td></td>
<td>Sunday, July 2, 9:00AM</td>
</tr>
</tbody>
</table>

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, Clleston 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.

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## Finance Center 2023 Fiscal Year-End Transactional Processing Schedule

<table>
<thead>
<tr>
<th>Process/Task</th>
<th>Submission</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accelerated Payroll</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record all hours for 6/18 - 7/1</td>
<td>All Biweekly Non-Union Employees</td>
<td>Thurs, June 29, 4:00pm</td>
</tr>
<tr>
<td>Time Detail Report Run</td>
<td>Finance Center</td>
<td>Fri, June 30, 7:00am</td>
</tr>
<tr>
<td>Corrections and Approval Complete</td>
<td>Biweekly Non-Union Supervisors</td>
<td>Fri, June 30, 11:00am</td>
</tr>
<tr>
<td>Finance Center Approval Complete</td>
<td>Finance Center (Non-Union)</td>
<td>Fri, June 30, 4:00pm</td>
</tr>
<tr>
<td>Weekly Union Approval Complete</td>
<td>Union Payroll Supervisors</td>
<td>Sun, July 2, 9:00am</td>
</tr>
<tr>
<td>Finance Center Approval Complete</td>
<td>Finance Center</td>
<td>Mon, July 3, 9:00am</td>
</tr>
<tr>
<td>FY2023 Labor Reports Review for FUTURE Labor Distribution Corrections</td>
<td>MYLS eForm for Future Payroll</td>
<td>Mon, June 19</td>
</tr>
<tr>
<td>FY2023 Labor Reports Review for PRIOR Labor Distribution Corrections</td>
<td>Wage Transfer eForm for Prior Payroll</td>
<td>Fri, June 30</td>
</tr>
<tr>
<td>FY2024 Labor Distribution Changes</td>
<td>MYLS eForm for Future Payroll</td>
<td>Now (No need to wait)</td>
</tr>
<tr>
<td>FY2023 Biweekly PA Requests (new hire, terminations, transfers, etc.)</td>
<td>General Request eForm</td>
<td>Fri, June 9</td>
</tr>
<tr>
<td>FY2023 Exempt PA Requests (new hire, terminations, transfers, etc.)</td>
<td>General Request eForm</td>
<td>Fri, June 16</td>
</tr>
<tr>
<td><strong>FY2023 Last Day Biweekly PTO</strong></td>
<td><strong>Kronos</strong></td>
<td><strong>Sat, June 17</strong></td>
</tr>
</tbody>
</table>

### 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

  **Note:** If you have a new vendor an/or new contract for FY24
  - Payment Request eForm
  - Thurs, June 29

  **Note:** Clearly mark all Payment Requests either FY23 or FY24 to ensure they are applied to the correct fiscal year

- 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

  **Note:** Goods or Services must be delivered by June 30th to be applied to FY2023

### 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

  **Note:** iExpense Expense Reports Approvals must be received by
  - Wed, July 5

- Dartmouth Employees - Finance Center creation of Expense Report for expense before 7/1/2023
  - Expense Report eForm
  - Fri, June 30

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