

ACCOUNTING SERVICES

SEPT 5, 2012

Business Manager Update

Special Points of Interest:

- *Payroll Payment Reminders*
- *New Procurement Card Program*
- *Travel Resources*
- *Policy Corner*

PAYROLL PAYMENT METHODS

It is Fall once again and new employees will be getting paid for the first time or returning to work after the summer. Help us remind employees ...

How to confirm what type of payroll payment has been issued.

The employee should log into GoWMU Employee self service to view their online paycheck. Here the employee can identify if their pay was processed on the pay card or directly deposited into their bank account. On the online paycheck, have the employee scroll down to the bottom right hand side to the Net Pay

Distribution box. The Account type will have the description of the type of payment issued.

Payroll Card

A Pay Card Welcome packet will be available for an employee when receiving a payroll card for the first time. Staff Pay Card Welcome packets will be mailed to their home address from Citibank. Student Pay Card Welcome packets will be available for the student employee to pick up in the Payroll office beginning the Monday of the payroll payment week.

Once the employee has been issued a payroll card, pay will be directly loaded to the

card for future pay periods unless the employee changes their payroll choice to direct deposit. Returning employees that were using a pay card when they left and did not sign up for direct deposit will continue to have their pay loaded to the pay card.

Paper Checks

There may be a circumstance when an employee may be issued a paper payroll check. All paper paychecks are now delivered to the Payroll office and will be available for employees to pick up directly from the Payroll office. Paper payroll checks will be available for pick up after 9 a.m. on pay day.

NEW PROCUREMENT CARD PROGRAM

A new procurement card vendor was selected through the RFP process earlier this year. We are excited about the potential that the new vendor, Bank of America, has to better serve your needs and the needs of the University.

Current procurement card holders will be issued new

cards in October. Along with the new card, will be a new online system that is user friendly and offers additional features and reporting capabilities. Training will be scheduled in October.

Travel Card users will be converted to the new vendor at a later date.

NEW STAFF!

Please welcome Jennifer Halseth who is the new Asst. Disbursements Mgr in Payroll and Disbursements. Jennifer will be managing the procurement card and travel services programs as well as primary accounts payable functions. Jennifer can be reached at 7-2154 and jennifer.halseth@wmich.edu beginning Sept 10.

What is Coming

Procurement Card training is planned for October.

Stay tuned for more information...



One Stop Web

Find information for Payroll, Accounts Payable, Procurement Card and Travel all from the combined Payroll and Disbursements website
<http://www.wmich.edu/payroll/>

Contact Us

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ACCOUNTING SERVICES

TRAVEL

The travel website is the first place to go if you are traveling for the university for the first time. This site is designed as an overview of WMU travel policies and procedures for receiving authorization to travel, reporting expenses and obtaining reimbursement when traveling on behalf of Western Michigan University.

Travelers should also comply with any other authorization procedures required by their departments.

Travel Checklists

The Travel Checklists are a great tool to share with new employees. The checklists are located in the Forms and Policies page on the Travel Website at

<http://www.wmich.edu/travel/>

Enterprise Billings

Enterprise car rental billings now have a different description on GLOW that includes ERAC with the date and name.

Enterprise Car Rentals

Enterprise car rental services can be arranged in one of three ways.

Vehicles can be delivered to the Campus Services building. Enterprise also offers free "Pick-Up Service" from home or office and you may also walk into the Stadium Drive location.

The Travel Checklists are a great tool to share with new employees.
<http://www.wmich.edu/travel/forms.html>

NEW GLOW FEATURE

Effective October 1st, GLOW will have a new feature. This feature will give departments the ability to compare their financials side by side on one GLOW screen. You can choose to compare two or three consecutive years or periods of time. *More information coming soon....*

This feature will also be available for grant projects

funds 25-30. With grant projects, if further comparison is needed you can also use the Grants Reporting System for more customization <https://www.fs.wmich.edu/GrantsReporting/>.

JOURNAL OPTIONS

Did you know that Accounting Services can import journals directly from a spreadsheet? If you have a journal that's more than thirty lines, save yourself keying time by sending it in a spreadsheet to Accounting Services. The spreadsheet must include the fund, department, account, dollar amount, and description listed in columns. For more information contact Angela Miller at 7-4260 or angela.miller@wmich.edu.

POLICY CORNER

Procurement card purchases must be approved by an authorized individual who can commit funds from the appropriate fund and cost center. Approval should be obtained from a staff member who is administratively senior to the requester or purchaser. Procurement

cards with limits greater than \$5,000 should continue to follow University purchasing, accounts payable and grants policies, as well as, approval hierarchy as needed on a per transaction level.

ACCOUNTS PAYABLE

Accounts Payable may return vouchers to the department prior to processing when receipts or approvals are not included. Returned vouchers will have a return notice on colored paper that will identify what is missing from the voucher request.

Please obtain the missing information and return to Accounts Payable for processing.

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