

# ACCOUNTING SERVICES

JAN 24, 2013

## Business Manager Update

### Special Points of Interest:

- *Payroll Tax Information*
- *Procurement Card update*
- *Travel*
- *Accounts Payable*



### 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/>

## PAYROLL TAX INFORMATION

Happy New Year and Welcome back! I hope everyone enjoyed their time off. Along with the new year comes updated tax information:

### W-2 Forms

W-2 forms are now available online through self service. WMU employees' can consent now to receive an electronic PDF copy of their 2012 WMU Form W-2 instead of an identical mailed copy. Please encourage employees to sign into employee self service and give con-

sent to receive the electronic form. By choosing the electronic PDF copy, employees will save the University significant postage costs, help save natural resources, and avoid sensitive information being sent through the U.S. mail.

Alternately, hardcopy W-2 Forms will be mailed to employees who choose to receive their form in the mail. To ensure prompt delivery by the U.S. Postal Service, a current home address must be correct and on file.

### W-4

If you would like to change or update your tax withholding information this can also be done via Employee Self Service Channel within GoWMU.

Current home address may be updated via Employee Self Service within GoWMU. Watch WMU News for more information.

### Contact Us

*Payroll and Disbursements*  
 Western Michigan University  
 Kalamazoo MI 49008-5250  
 Payroll  
 (269) 387-2935  
 (269) 387-2937 Fax  
[Payroll-Dept@wmich.edu](mailto:Payroll-Dept@wmich.edu)

### International Employee withholding

International employees (both student workers and regular staff) from tax treaty countries who are eligible for exemption from income tax withholding need to complete a new (2013) W-4 and related paperwork (Form 8233 if exempt by treaty) each calendar year at the Payroll Department. Treaty Countries below:

Bangladesh	Greece	Lithuania	Slovak Republic
Belgium	Hungary	Luxembourg	Slovenia
Bulgaria	Iceland	Morocco	Spain
China	Indonesia	Netherlands	Thailand
Cyprus	Israel	Norway	Trinidad & Tobago
Czech. Republic	Italy	Pakistan	Tunisia
Egypt	Jamaica	Philippines	United Kingdom
Estonia	Japan	Poland	USSR (CIS)
France	Korea	Portugal	Venezuela
Germany	Latvia	Romania	

*Accounts Payable*  
 (269) 387-4253  
 (269) 387-4299 Fax  
[acctspay-dept@wmich.edu](mailto:acctspay-dept@wmich.edu)

*Procurement Card and Travel*  
 (269) 387-2154  
 (269) 387-2937  
[acctspay-dept@wmich.edu](mailto:acctspay-dept@wmich.edu)

## ACCOUNTING

### *Tip:*

*To see the decline reason on a procurement card transaction:*

*-Select the transaction*

*-Tools*

*-Search*

*-Authorization Log*

## PROCUREMENT CARD PROGRAM UPDATE

The campus training sessions for the procurement card has concluded with the option for an online recorded session of the new program training for users that were not able to participate in the live training sessions. An advanced user training webinar was completed with 50 users attending online. Also, one on one sessions

were completed as requested.

1)The procurement card requires monthly sign off on all transactions by the cardholder through the online Bank of America "Works" system.

2)Reallocations must be completed by the last day of the month, otherwise a JES will have to be done.

3)The transactions business purpose is entered in the comment field prior to signing off on transactions.  
4)Remember to setup and schedule your monthly report to run. Print out the monthly report and attached original receipts and get authorized signatures.

## UPDATE YOUR OFFICE DEPOT PROFILE WITH PROCUREMENT CARD INFORMATION

As you are aware, your procurement card numbers have changed recently. To accommodate the change and be sure your Office Depot orders do not go on hold or decline due to old card information, the following steps must be followed:

1. Login to your Office Depot Profile.
2. Hover over My Account in the upper right hand corner. Click "My Account" in the drop-down that appears.
3. Click "My Profile Overview"
4. Click "view" in the "My Payment Information" tab.
5. Click "Edit Payment Information"
6. Enter your card information and save changes by clicking Update.
7. That's it! Your profile has been updated!

**A note:** it is not recommended that you save card information if you regularly use multiple cards. The field should be cleared or left blank to avoid billing the wrong card. Only one card can be saved in the Office Depot system.

### *Questions?*

*Please contact  
the Office Depot  
account manager  
Sarah Webb at  
[sarah.webb@officedepot.com](mailto:sarah.webb@officedepot.com)  
or 616-350-4075*

## PDF SOFTWARE

### **Free Software**

For those users looking to fill in and save PDF forms and currently do not have Adobe Pro. There is a free software that may work on your system.

[http://  
www.nitroreader.com](http://www.nitroreader.com)

## PURCHASE ORDERS

To help facilitate the purchase order payment process without delays:

- 1) Send purchase requisitions to Purchasing
- 2) Invoices should be mailed directly to Accounts Payable- if by chance it is sent to the department they need to forward it on to Accounts

Payable.

- 3) Notify Receiving at 387-8819 that you have received the merchandise or service. This is crucial; the invoice will not be paid until the department has completed this step.

## ACCOUNTING SERVICES

### TRAVEL

#### *New Mileage Rates Effective January 1, 2013*

#### **Mileage Rate**

The IRS has announced the mileage rates applicable for 2013. Effective January 1 2013, the mileage rates are 56.5 cents per mile for business use of an automobile and 24 cents per mile for use of an automobile as a moving expense. The updated forms can be found on the Payroll website at <http://www.wmich.edu/payroll/>

#### **Enterprise**

Students 18 and older with a valid drivers license may drive rental cars on authorized trips. Prior authorization must be obtained by following the travel authorization process as with all University travel.

#### **Meal Reimbursements**

All restaurant reimbursements must include business purpose, list of attendees and original itemized receipts.

### RESERVATION CHANGES PRIOR TO TRAVEL

When a traveler has not started travel yet and makes a change to their itinerary that results in an additional charge to the department, a new authorization has to be created and sent through for the additional amount even though there are plenty of funds on the original authorization.

This needs to happen because when the original ticket is issued, AAA sends the authorization to the WMU accounts payable department with the dollar amount of the airline ticket and service fee on it. Once received by Accounts Payable, the authorization cannot be modified.

WMU needs a new authorization for the additional charges.

Contact Accounts Payable with any additional questions you have on modifying a travel authorization (269) 387-2154.

*As a Reminder:  
Travel Policies  
and Systems are  
currently being  
reviewed.*

### ACCOUNTS PAYABLE

#### *Michigan Sales Tax Exemption*

#### **Sales Tax**

As a government entity, Western Michigan University is not subject to pay Michigan sales tax. Employees should make every effort to avoid payment of sales tax. On the face of the procurement card is printed our sales tax exemption number.

#### **Vendor Payment Options:**

Check with the vendor to see if they accept payment methods other than a check. WMU offers ACH and Procurement Card payments to those vendors that do accept them. These alternative options do save the University money. Any questions contact accounts payable at (269) 387-4253

or [acctspay-dept@wmich.edu](mailto:acctspay-dept@wmich.edu)

#### **Reminder:**

Accounts Payable does issues checks every Wednesday and Friday. When vouchers are marked for pick up, the Accounts Payable staff will call the department when the checks are ready to be picked up.