

ACCOUNTING SERVICES

SEPT 12, 2013

Business Manager Update

Special Points of Interest:

- *Payroll Information*
- *Accounts Receivable News*
- *Accounts Payable Updates*
- *Travel Policy and Tips*



PAYROLL INFORMATION

Student Employee Payroll and Tax Resource

http://www.wmich.edu/payroll/doc/forms/student_employee_information.pdf

Please share the above new resource with your student employees. This flyer covers information on using employee self service, accessing the pay schedule, how to sign up for direct deposit and where to pick up the pay card if they have not signed up for direct deposit.

There is also a section just for international student employees. Thank you for passing this information on to your student employees.

Kronos Access

The Kronos Timekeeper/Supervisor Form is used to set up or change Kronos User Accounts. User Accounts give department timekeepers and supervisors access to Kronos. *Kronos is intended for use by authorized employees only. Authorization for use is at the discretion of department management.*

To initiate a Temporary Timekeeper during the absence of the department's regular Timekeeper you must submit a KR Temporary Timekeeper Form.

As always, do not share your BroncoNet ID and password.

*Accounting Services
1080 Seibert Administration
(269) 387-4230
(269) 387-4297 (Fax)
www.obf.wmich.edu/accounting-services/
acct-contactus@wmich.edu*

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

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

*Procurement Card and Travel
(269) 387-2154
(269) 387-2937
jennifer.halseth@wmich.edu*

*One Stop Web
<http://www.wmich.edu/payroll/>*

ACCOUNTS RECEIVABLE NEWS

Students and parents are now able to pay with a VISA card thru the Payment and Account Information system on GoWMU for student account balances. The payment is subject to a 2.75% convenience fee by a third-party payment service.

We are now offering an Employer Deferment Payment Plan for students. This is for students who have tuition reimbursement benefits with their employer after they complete the course. There is an application/promissory note that the student must complete and an Employer Tuition Benefit Verification Form the employer must complete each semester. The student will pay a \$50 enrollment fee each semester to defer their payment until 30 days after the end of the semester. You can find the Employer Deferment Payment Plan Policy and forms at:

http://www.wmich.edu/accounting-services/docs/ar_employer_deferment.pdf

ACCOUNTING SERVICES

REMINDERS ON PAYMENTS TO STUDENTS

Payments to students for work performed must go through the HR/Payroll process.

Questions?
Contact Jennifer Halseth
jennifer.halseth@wmich.edu
(269) 387-2154

Reimbursement payments to students for traveling on university business should be processed using a travel expense voucher.

Payments to students as incentives for participation or raffles should be made using a prize award form. Payments to students in the form of a gift card must follow the Accounts Payable gift card policy.

Payments to students in support of education, educational opportunities and professional development opportunities which include travel grants must be submitted through financial aid first. A form is currently being developed for this process. *More information to come.*

ACCOUNTS PAYABLE UPDATES

Resource Updates

The Accounts Payable Procedure Manual has had minor updates. Additional FAQs have also been added. The Generic Voucher form and Prize Award form have also had minor updates. Please use the updated forms at <http://www.wmich.edu/payroll/forms.html>

Vendor Payments

Vendors request electronic payment in lieu of paper checks. Vendors receive an email when payment is made. Other accompanying documents can be sent directly to the vendor by the department. Electronic payments are a cost savings to the University. Accounts payable voucher payments will be mailed to the vendor or processed via ACH/Direct Deposit. Pick-up checks are by special request only.

Alcohol

All alcohol purchases must be signed by the area Dean and VP, as well as, the Associate VP for Business and Finance. **No purchases of alcohol can be made from a fund11 department or Grant funds 25-30.** To facilitate timely processing of reimbursement requests, please monitor reimbursement requests for alcohol closely.

Employee Reimbursement Payments

Employee reimbursements are normally paid out on the next pay period through payroll unless you have signed up for Accounts Payable ACH/Direct Deposit which allows for quicker payment. Pick-up checks are not an option for normal processing. Email the Payroll and Disbursement office at acctspay-dept@wmich.edu to receive an Accounts Payable ACH form to sign up.

Gift Card Policy

The University Gift Card Policy has been updated and is available at <http://www.wmich.edu/payroll/payable-docs/gift-card-cash-payment-policy.pdf>. There are two notable changes. 1) All gift card purchases now require prior approval and 2) Gift card purchases are now allowed on the procurement card. The pre-approval process is the same as your current request for payment process.

OnStaff Invoicing

The new temporary staffing vendor OnStaff will be submitting copies of timecards and invoices to departments as well as Accounts Payable. Accounts Payable will process the payments as we did with the previous vendor. The expenses will be seen in object code 4329.

We are always looking for suggestions for newsletter topics and training sessions!

ACCOUNTING

*Thank you!
To all who participated
in the travel review
project. Your feedback
has been instrumental in
changes that are taking
place.*

TRAVEL POLICY REVIEW

The travel policy and procedures were extensively reviewed to address concerns that various departments and travelers had regarding policy and process requirements for the university. WMU travelers were interviewed as well as department business managers in order to receive feedback on the current travel policies and procedures.

The outcome of these interviews indicated that there was confusion regarding policy details. It was also determined that our policy was lacking information regarding export controls. While reviewing our policy and procedures in effect with our travel partners, it was determined that there were opportunities to ease some restrictions at AAA that make travel itinerary adjustments more difficult and time consuming for travelers.

The WMU travel authorization system has been in place for many years. Due to technology shifts, the current system cannot be upgraded. Other solutions will be evaluated as part of the long term plan.

TRAVEL POLICY UPDATES EFFECTIVE BY OCTOBER 1, 2013

Basic policies remain unchanged. Frequently asked questions are being added to address areas where policy confusion exists. Please refer to the complete policy at <http://www.wmich.edu/travel/doc/travel-policy.pdf>. The following is a summary of the changes.

A section on Export Control Laws has been added to the policy. The timeline for expense report submission is being changed to within 30 days of returning from travel. Travel authorization approval will require supervisory approval at a minimum.

Meal Per Diems

GSA meal per diems will be used across the board for individual travelers. Individual travelers will not submit receipts and use the GSA or International per diem rates for all days of travel. Departments are allowed to use a per diem rate that is less than the GSA rate. The change to using meal per diems across the board will save time for the traveler during travel, during travel expense voucher processing and also accounts payable payment processing. See detailed meal per diem information and links at <http://www.wmich.edu/travel/meals.html>. Receipts are still required for hosting meals. The Travel Expense Voucher has been updated to allow for use of total day per diem rate or the breakout for incidentals.

AAA Changes

We will also ease some restrictions that we have in place with AAA. This change will allow travelers to change portions of their itinerary after booking without a new travel authorization. A new authorization will not be required when the departure location is changed within Michigan or to Chicago or South Bend. A new authorization will not be required when changing travel dates within 3 days. Travelers will also be allowed to choose from more non-stop international flights options. International economy comfort seating may be requested if the department policy allows it and if it is available. AAA will no longer be limited to the specific travel authorization budget amount and will work within reasonable variances for initial reservations and changes. AAA does issue confirmation emails to the traveler when booking and changing itineraries. Traveler should share change information with department.

TRAVEL RESOURCES AND TRAINING

The travel website has been updated along with the Travel Policy document and Travel Expense Voucher. We have also added additional FAQs. Please use the updated forms. We encourage all traveling staff, support staff and managers to visit the travel website at <http://www.wmich.edu/travel/index.html> especially if you are a new or infrequent traveler. Optional training opportunities and department presentations are available upon request.

*Business Manager
Meeting 9/25/13
We will be there to review
the travel policy changes and
resources.
SEE YOU THEN!*

ACCOUNTING SERVICES

WMU TRAVEL AUTHORIZATION TIPS

If you are experiencing difficulty with options on the travel authorization site, please try accessing the site using Firefox instead of Internet Explorer.

AAA does need a list of travelers for group travel. Each traveler has to have a travel authorization profile in order to be added to a distribution list. Instructions for creating profiles and distribution lists can be found at www.wmich.edu/travel and select Quick Guide.

If you routed an authorization to an approver who is unavailable to take action on the authorization, you may reroute the authorization to someone else for approval:

Search for and **Open** the Travel Authorization

Click **Approver Unavailable** at the bottom of the page UNAVAILABLE appears next to the approver's name in the Routing Status at the top of the page.

Click **Route** and see **Route for Approval** above to send the authorization to another approver.

All this and more can be found in the WMU Travel Authorization Quick Guide at www.wmich.edu/travel.

OTHER TRAVEL NEWS

Enterprise Car Rentals

WMU's contract rates are automatically applied to reservations made in Michigan. To ensure you get WMU's rates please use contract number XZ20193 when making reservations outside Michigan.

When you call to confirm or go to pick up your Enterprise rental vehicle, please provide your first and last name. This is the best way for Enterprise to find your reservation.

Hotel State Discounts

When making lodging reservations outside of AAA or Conference housing, special state rates may be available for University employees using hotel chains that have a participating program and when space is available. Individual travelers may inquire when making the reservation.

Car Rental RFP

The Purchasing Department will initiate a request for proposal process this fall for the University car rental vendor contract.

International Travelers

It is IMPORTANT to check what travel documentation is required when traveling especially if you are traveling with a non US passport. You may need a Visa to enter other countries during travel. Encourage student travelers to reference our website at <http://www.wmich.edu/travel/abroad/documentation.html> and also the U.S. Department of State information at <http://travel.state.gov/>

*The travel checklists
are a great
resource for new
employees.*