

JAN 24, 2014

ACCOUNTING SERVICES

Business Manager Update

Special Points of Interest:

- *Payroll Tax Information*
- *Accounts Receivable*
- *Procurement Card*
- *Travel*

PAYROLL

W-2 Forms

W-2 forms are now available online through self service. WMU employees can consent now to access an electronic PDF copy of their 2013 WMU W-2 Form. W-2 forms will be mailed Jan. 31 to the home addresses of those who have not made such an authorization.

KEEP YOUR DATA SECURE

Employee Self Service allows you to manage your personal information electronically without having to submit paper or calling human resources or payroll. View and/or update your address and phone number, paycheck information, current and previous W-2s, benefit information and more, all accessible through GoWMU.

All passwords are to be treated as sensitive, confidential Western Michigan University information. Once you have completed your self-service session, remember to sign out of the system. Sessions will be timed out after 20 minutes of inactivity. Stay up to date on the latest email and computer scams @ <http://www.wmich.edu/it/newsphishing>

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 (2014) W-4 and related paperwork (Form 8233 if exempt by treaty) each calendar year at the Payroll Department. Treaty Countries below:

Australia	Estonia	Italy	New Zealand	Sri Lanka
Austria	Finland	Jamaica	Norway	Thailand
Bangladesh	France	Japan	Pakistan	Trinidad & Tobago
Barbados	Germany	Kazakhstan	Philippines	Tunisia
Belgium	Greece	Korea	Poland	Ukraine
Bulgaria	Hungary	Latvia	Portugal	United Kingdom
China	Iceland	Lithuania	Romania	USSR (CIS)
Cyprus	India	Luxembourg	Slovak Republic	Venezuela
Czech. Republic	Indonesia	Mexico	Slovenia	
Denmark	Ireland	Morocco	South Africa	
Egypt	Israel	Netherlands	Spain	



Contact Us

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

Payroll and Disbursements
 Western Michigan University
 Kalamazoo MI 49008-5250
 Payroll
 (269) 387-2935
 (269) 387-2937 Fax
Payroll-Dept@wmich.edu
<http://www.wmich.edu/payroll/>

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

Procurement Card and Travel
 (269) 387-2154
 (269) 387-2937
acctspay-dept@wmich.edu

Accounts Receivable
 (269) 387-4141
 (269) 387-4227

ACCOUNTING SERVICES

ACCOUNTS RECEIVABLE

Touchnet

The University will be upgrading the Touchnet payment systems on Wednesday, **March 5th**.

The vendor, Touchnet, requires that all payment systems are down during the upgrade. (This is the week of Spring break for the students.) This includes the online payment system, making payments

at Bronco Express, the Cashiering office, and any website that uses Touchnet for the payment gateway.

We are estimating that this will take most of the day. The systems will be available once the upgrade is completed. Please share this information with your staff.

PROCUREMENT CARD

Audit

Payroll and Disbursements concluded their procurement card audit this past fall. Thank you to the departments for their cooperation and preparedness in helping facilitate this process so efficiently.

*Reminder:
Procurement
card transactions
need to be signed
off on every
month to restore
the monthly
credit amount.*

Health and Travel Tip:

Blood clots can sometimes form in your legs during air travel because you are immobile for long periods of time, often sitting in cramped spaces with little leg room.

For additional information, go to www.hematology.org/patients/blood-disorders/blood-clots/5234.aspx

TRAVEL

Car Rental RFP

The Purchasing Department initiated a request for proposal in October for the University car rental vendor contract. RFP Candidates presented their proposals to a WMU committee before winter break. More information is to come as the final phase approaches.

New Mileage Rate

The IRS has announced the mileage rates applicable for 2014. Effective January 1 2014, the mileage rates are 56 cents per mile for business use of an automobile and 23.5 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/forms.html#disbursements>

Travel Authorization System

As many of you are aware, the current travel authorization system is being reviewed. Stay tuned for more information to come.

Hiring Manager Reminder

The University does not normally allow paying or reimbursing travel expenses for interview candidates. Exceptions need VP approval .