

ACCOUNTING SERVICES

VOLUME 3, ISSUE 3

SEPT 13, 2014

Business Manager Update

Special Points of Interest:

- *Payroll*
- *Accounts Payable*
- *Travel*

PAYROLL

Paycard

New employees must either sign up for direct deposit or be issued a Paycard. The WMU Payroll Choices program has transitioned from using Citibank to our new vendor, Money Network Services. Employees currently participating in the program have recently received direct communication from Payroll notifying them of the change. Any new employees who do not sign up for direct deposit to their own bank will be issued a Money Network Services Paycard. Staff employee Paycards are mailed to the home address on file. Student Paycards are picked up in the Payroll Office, room 1270 Seibert Admin Building. A picture ID is required.

Student Employee Payroll Information

Payroll has created a "Student Employee Payroll and Tax Information" sheet for you to handout to student employees. This form is located on the Payroll website at: http://www.wmich.edu/payroll/doc/forms/student_employee_information.pdf

Employee Reimbursements

We have had a good response to the Accounts payable ach/direct deposit option for employee reimbursements. We are currently implementing system changes that will process all employee reimbursements this way. This consistent process will give all employees quicker turnaround on receiving their reimbursement funds. More information to come by the end of the year.

Employee Self Service

The direct deposit option on GoWMU Employee Self Service remains unavailable at this time. Direct deposit forms are available in the Payroll Office or on the Payroll web site. Employees need to sign up and make changes to direct deposit, in person, in the Payroll Office. A picture ID is required. If your employees work in a WMU off-campus location have them call Payroll at 269-387-2935 to make special arrangements for direct deposit changes.

Contact Us

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

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 Fax

Visit Us

Seibert Administration Building

Reminder:

Contract pay employees with late paperwork have their salary divided by the remaining pay periods in their contract time frame.



WESTERN MICHIGAN UNIVERSITY

ACCOUNTING SERVICES

TRAVEL

Hertz Gold Plus Membership Benefits

Signing up for Hertz Gold Plus rewards means you can bypass the regular rental counter at airports and proceed directly to your pre-assigned vehicle. At the Hertz Local Stadium Drive there is no waiting and your keys are ready for pickup inside. It also means you only have to complete one enrollment agreement and select your rental preferences one time. An additional benefit is that you will receive email receipts. As a Gold member, you will also be automatically enrolled in Hertz's frequent renter program in which you will be able to earn higher levels of Gold service, personal free day certificates, free upgrades and bonus frequent flier miles. If you currently have a Hertz Gold Plus Membership, please contact Jennifer Halseth at (269) 387-2154 to update your Hertz profile to receive WMU contract pricing and membership benefits. Also, your Gold Plus membership number can be added into your AAA traveler profile.

Hertz.com Car Rental Reservations

University Employees can now make online car rental reservations via Hertz.com. Please refer to the website for more detailed information on the Hertz program and rates; Hertz Gold Plus Membership; Hertz reservation options with instructions; and Rental car program coverage policies and inclusions with emergency contact information while traveling. http://www.wmich.edu/travel/ground-online/car_rental.html

International Travel Insurance

Faculty and staff traveling on university business can purchase international health and security insurance through HTH Worldwide by contacting WMU Study Abroad at (269) 387-5890 or study-abroad@wmich.edu.

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. Many hotel websites have additional information pertaining to discounted rates and qualification guidelines. Individual travelers may inquire when making the reservation. Here are the websites for two chains that offer additional information online.

https://www.ihg.com/hotels/us/en/global/offers/government/who_qualifies

<http://www.bestwestern.com/deals-offers/special-rates/government-hotel-discounts.asp>

Marriott Hotel chains may extend the state government rate to University employees when rooms are available and state tax exemption documentation is presented. The state rate is only available in states that Western Michigan University is tax exempt. See the <http://www.wmich.edu/travel/forms.html> page for exemption certificates with the tax ID number.

New Employees Traveling

Please introduce new employees and university travelers to the travel website and your department policies. There are helpful travel checklists for travelers to use when they are planning their university travel at <http://www.wmich.edu/travel/>

It is also very important that international employees and students traveling to international locations take the necessary documents with them while traveling into other countries, as well as, considering what is needed when returning to the United States.

*Coming Soon:
Travel policy updates regarding
safe driving standards.*

Travel Authorization System Update

Thank you for your support and feedback during the Travel Authorization System evaluation and planning processes. Work has continued on this project over the summer, however, the project has had a delay and will not be implemented this fall as previously planned. More information will be coming on the status of this important project.