

ACCOUNTING SERVICES

VOLUME 3, ISSUE 4

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Business Manager Update

Special Points of Interest:

- *Hertz*
- *Employee Reimbursements*
- *Independent Contractors*

Hertz http://www.wmich.edu/travel/ground-online/car_rental.html

Gold Membership

A reminder that university employees can now sign up for Hertz Gold Membership by completing the enrollment form provided on the travel website. Once processed, you will receive an email with your new Hertz Gold Membership number. 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.

Employee Reimbursements

The Payroll and Disbursements office will be reimbursing all WMU employees through the accounts payable ACH/Direct Deposit by the first of the year. Reimbursement payments are more frequent and paid through accounts payable instead of through the payroll cycle. Employees will no longer see A/P Reimbursements on their paycheck. Employees will continue to be able to access their reimbursement history through employee self-service. An email from Accounts Payable will be sent to the employee informing them that a reimbursement has been processed. Employees can request an alternate direct deposit account by stopping in the Payroll and Disbursements office and requesting to fill out an Accounts Payable Direct Deposit Form; ID is required.

Please share this information within your department. Contact Jennifer Halseth at (269) 387-2154 or jennifer.halseth@wmich.edu if you have any questions.

Refueling Options

There are three Hertz refueling options.

- o Refuel the vehicle before return.
- o At pick-up prepay for fuel in the tank at market price.
- o Hertz refuels at market price with an added service fee of approximately \$6 gallon.

Your initial contract may show the prepay option and charges. However, if you refuel before returning the rental, Hertz will make the adjustment and the correct amount will show on your final receipt.



Contact Us

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ACCOUNTING SERVICES

Independent Contracts and 1099 Process

Beginning January 1, 2015 accounts payable will be ensuring that all departments adhere to the current independent contract agreement by providing the necessary paperwork.

There are two areas of change:

- 1) All contractors are to provide an invoice for services.
- 2) All payments to the contractor will be included on the 1099.

All expense types that are allowed for independent contractor such as travel or other expenses are to be included on the independent contract agreement and included on their invoice for services when submitted to accounts payable. All payments to the contractor will be included on the year end 1099 miscellaneous income form.

The Importance of PO Receivers

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.



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.

Semimonthly Pay Cycle Information

Effective within the 2015-2016 fiscal year, the University will implement a separate semimonthly pay schedule for salaried staff. Hourly and student employees including Graduate Appointees (DA/DGA/GA) will remain on the biweekly pay schedule. Additional communications will be dispersed and posted on this new webpage throughout the coming year to keep employees informed.

<http://wmich.edu/payroll/payroll/semimonthly.html>



NuTravel Online Tool

There have been multiple reports lately of issues trying to print off itineraries from the nuTravel site using the Internet Explorer browser. When you use the Print options from the browser, the pages may print off black. If this is happening to you, use the 'Itinerary Actions' tab within the nuTravel site (on the top right of the itinerary) and then 'View printable itinerary'. Then the page should not print black.