

# ACCOUNTING SERVICES

JAN 14, 2016

## Business Manager Update

### Special Points of Interest:

- [Payroll Tax Information](#)
- [Accounts Payable](#)
- [Procurement Card](#)
- [Travel](#)

## PAYROLL

### W-2 Forms

W-2 forms will be available online through self service on January 20. WMU employees can consent now to access an electronic PDF copy of their 2015 WMU W-2 Form. W-2 forms will be mailed on Jan. 31 to the home addresses of those who have not made such an election.

### Form W-4

If you would like to update your tax withholding information this can also be done via Employee Self Service Channel within GoWMU. Employees claiming exemption from federal taxes on the W-4 will be set to single and zero exemptions if no 2016 W-4 is filed by February 28, 2016

### 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 (2016) W-4 and related paperwork (Form 8233 if exempt by treaty) each calendar year at the Payroll Department. Treaty Countries below:

Bangladesh	Germany	Latvia	Romania
Belgium	Greece	Lithuania	Slovak Republic
Bulgaria	Hungary	Luxembourg	Slovenia
China	Iceland	Morocco	Spain
Cyprus-no treaty exemption	Indonesia	Netherlands	Thailand
Czech. Republic	Israel	Norway	Trinidad & Tobago
Egypt	Italy	Pakistan	Tunisia
Estonia	Jamaica	Philippines	United Kingdom
France	Japan	Poland	USSR (CIS)
	Korea	Portugal	Venezuela & Vietnam



### Contact Us

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## ACCOUNTS PAYABLE

### New Voucher Payment Detail

In response to your suggestions, Accounts Payable has partnered with Accounting Services to roll out a Voucher Payment Detail enhancement to GLOW. This enhancement allows users to view payment details for a particular voucher when using the voucher number in GLOW. Making payment information readily available should be very beneficial to campus users. The job aid can be found in the "Forms" sections of the following website:

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

## ACCOUNTING SERVICES

# PROCUREMENT CARD

*New procurement cards come with chip n pin technology*

### What is a chip and pin card?

A chip and pin card is a standard-size plastic credit card with both an embedded microchip and a traditional magnetic stripe. The embedded chip makes the card extremely difficult to counterfeit or copy.

### Easy to use

Use your university chip and pin procurement card to make transactions at the same places you do today. For merchants who have chip-enabled terminals, insert your card and approve your purchase with either a

signature or PIN. Otherwise – swipe your card as you normally would.

### Added layer of security

The new chip on your card provides additional security when used at a chip-enabled point of sale terminal. Data stored on the chip is more difficult to counterfeit. No matter how you use your card, every purchase is also covered by zero liability protection, where Bank of America credits your account back for fraudulent charges.

### Best Practice for Chip & PIN Card Users: Register Your PIN for Easy Recall

Bank of America Merrill Lynch is continuing the effort to migrate all of our U.S. commercial cardholders to Chip & PIN cards. A majority of the remaining magnetic stripe cards will be replaced with Chip & PIN cards within the “natural re-issuance” cycle, which means that as cards reach their expiration dates, they will be replaced. Online PIN Check web site: <http://www.baml.com/PINCheck>

## TRAVEL

### United flying to Kalamazoo

United is adding three flights per day from Chicago to Kalamazoo starting December 9, 2015. This will help with airfares since WMU will now have American, United, and Delta all flying into Kalamazoo.



### GSA Meal Per Diem

Beginning Oct 1, 2015, GSA meal per diem rates have changed. The standard rate is reflected on the Travel Expense Voucher form found on our Travel website <http://wmich.edu/travel/forms>

### New Mileage Rate

The IRS has announced the mileage rates applicable for 2016. Effective January 1 2016, the mileage rates are 54 cents per mile for business use of an automobile and 19 cents per mile for use of an automobile as a moving expense. The updated forms can be found on the Payroll website at <http://wmich.edu/payroll/>