December 2016

Additions to Accounting Services!

We are pleased to announce that Keith Lyon and Theresa Barnhart will be joining Accounting Services as Fiscal Analysts working in the Post Award function for grants. Keith was most recently the Senior Financial Analyst for Accounting Services at Western and Theresa was a grant accountant for Texas State University's Office of Sponsored Programs. Please join me in welcoming Keith and Theresa.

Post award reporting has recently moved from the Vice Provost of RSP to Accounting Services but will continue working closely with RSP and Pre Award.

W-2s are now available online!

You can access your W-2 by following these easy steps:

- Login to Web4U
- Click on "Employee" tab
- Click on "Tax Forms"
- Click on "W-2 Year End Earnings Statement"
- Select Tax Year 2016
- Click on "Display"

Note: if you have not yet signed up to receive your W-2 electronically, you must provide your consent before you can view your W-2 on Web4U.

To Print your W-2:

- Click on "Printable W-2"
- Print

As a security precaution against identity theft, Western will be limiting your ability to print your 2016 W-2 Form via Web4U. Since the printed copy of your W-2 Form displays your full social security number, this should significantly decrease the risk of identity theft.

February 28, 2017 will be the last day you can print your 2016 W-2 Form showing your full social security number.

After February 28, you will still be able to view and print a screenshot of your W-2 Form, showing only the last 4 digits of your SSN. If you require a copy of a W-2 with your full social security number on the form, please contact Payroll at 360-650-2991.

If you have elected to receive your W-2 electronically, you will ***not*** receive a mailed copy. If you have not elected to receive your W-2 electronically, your W-2 will be mailed to your W-2 address no later than January 31, 2017.

Click here for instructions on how to read and understand your W-2.

Accounting Services and Business Services change suites

Accounting Services and Business Services are on the move. Starting January 13th, Accounting Services will move to Administrative Services Center (AC) suite 140 and Business Services will move to AC suite 130. Telephone numbers and mail stops will remain the same.

Reminder from Treasury Services

Per policy, any department wishing to collect payment for anything on campus must be pre-approved to do so. This includes any Foundation related events or functions. If you wait too long to obtain approval, you run the risk of not being able to collect payments at the event. There is a new system that allows campus department to take payments electronically and eliminates the need for the manual receipt process. Please contact Becky Kellow at x3720 if you have any questions.

Western Marketplace Vendor Showcase

Attention Marketplace Shoppers (and all employees). Please mark your calendars for the University's first annual E-procurement Marketplace Vendor Catalog Showcase. On January 19th, 2017, many of our Marketplace vendors will be on campus; visiting with shoppers/employees, handing out info, and providing new product material. The event will take place in the VU's Multi-purpose room and will run from 12:00 – 3:00. All vendors will be in this same location giving shoppers, and all employees, an easy opportunity to visit. Along with vendors, there will be training opportunities as well as other services from Business Services available for review. Please be sure to attend to take advantage of this opportunity, enjoy some refreshments with co-workers, and get in on the raffles.

Western Marketplace Receiving Reminder

For items ordered from the Marketplace, please remember to go online and receive your items and attach the packing list at the header level. If you do not have a packing list make an internal note that there was no packing list. AP will then come into the Marketplace, attach the Invoice and close the order. For help with receiving, please contact Susan Banton at susan.banton@wwu.edu or extension 2430.

Remember:

- Receive the items in the Marketplace
- Attach any packing slips
- Do not close the PO – AP will close the PO after the invoice has been processed

Business Practice Improvement Initiatives – Update

There are notable developments in several BFA Business Practice Improvement Initiative (BPII) projects, including:

Facilities Information Management System

In December, EAS/EIS completed the setup of a Production environment for both AiM Enterprise and AiMIQ (Reporting tool) enabling the project team to move over to Production in January and conduct final testing prior to Go Live. Additionally, the project team completed initial system setup and the group is on track to meet the scheduled February 2017 Go Live date for AiM Property & Space.

System and process testing will begin within the next week and continue throughout January. And, a final set of data will be delivered to the vendor to facilitate a scripted upload into AiM. Shortly after AiM Property & Space is in Production, the project team will kick-off the implementation of the modules related to Operations & Maintenance.

To track this project and learn more, visit the Facilities Information Management project website.
If you have any questions regarding this project, please contact the Project Managers, Deanna Reynolds at Deanna.Reynolds@wwu.edu and Greg Hough at Greg.Hough@wwu.edu, or Analyst, Devlin Sweeney at Devlin.Sweeney@wwu.edu.

FDCB – Public Works Software

The project team's work on moving Capital Budget data into the Banner Grants module is currently on hold while project resources work on operational tasks. Evaluation is currently underway as to the full impact this delay will have on the project.

Initial discovery sessions with e-Builder continued in December with some team members. These meetings are helping to lay the groundwork for making e-Builder implementation configuration decisions shortly after implementation kicks off in January 2017.

To track this project and learn more, visit the FDCB project website.

If you have any questions regarding this project, please contact Project Managers, Deanna Reynolds at Deanna.Reynolds@wwu.edu and Ed Simpson at Ed.Simpson@wwu.edu, or Analyst, Devlin Sweeney at Devlin.Sweeney@wwu.edu.

Parking Automation Project

The Parking Automation project team brought the T2 Appeal module live in October 2016. The team is currently reviewing the plan in implementing T2 Event Management, scheduled to start in the first quarter of 2017.

This additional module will provide an online event parking request process for our customers and will replace the current manual entry of event forms into the parking system. In addition, the online event system allows the event coordinator to review their event details online without calling Parking Customer Service.

If you have any questions regarding this project, please contact Wanna VanCuren at wanna.vancuren@wwu.edu

Talent Management

The implementation of Phase I: Applicant Tracking System (recruiting) and On-boarding system configuration and data integration continues to make progress. The project team has made progress on the recruiting processes and job offers for all staff and tenure track faculty.

Concurrently, Western's Web team is working on the design and development of the new jobs' site. The Tech team has begun designing the specifications needed for the integration of information coming from the PageUp system to our Banner system.

More information and project updates can be viewed at the BFS Talent Management project website.
If you have any questions regarding this project, please contact the Project Manager, Vic Kiel at Vic.Kiel@wwu.edu or Analyst, Joshua Sakagawa at Joshua.Sakagawa@wwu.edu.

Procure to Pay Project

The eProcurement Core team continues working on an official roll-out of "non-catalog orders" (online requisitions) to the campus. There are many details that have to be finalized but one of the key items is how to enter the orders into the system. The Core Team, which consists of representatives from all five divisions, accepted the proposal of entering requisitions into Western Marketplace. Any orders that are 5 lines or less will be entered into the Marketplace by the customer in details. Orders that are more than 5 lines will be entered as "see attached" and they will attach the quote or any related paperwork to the ESM system. The orders will route to Purchasing and the support personnel will enter the details in Marketplace. The advantage of this data entry method is to ensure there will be no additional burden to our users/customers and also ensure consistency in data entry for larger orders. The project team will ensure to engage with our general users through the divisional liaisons as more decisions are being made within the non-catalog order process.

Core Team members continue to test the eInvoice module.
Please also note that our regular Marketplace support analyst, Susan Banton, is currently on leave. For this period of time, Marketplace support will be provided by Heidi Ling at x 4220. Heidi's back-up support will be provided by Sharon Colman at x 3479.

If you have any questions regarding this project, please contact the Project Manager, Wanna VanCuren at Wanna.VanCuren@wwu.edu or Pete Heilgeist at Pete.Heilgeist@wwu.edu. You may also contact your Division Procure-to-Pay team liaison: Mark Okinaka, Debby Short, Mary Seaton, Lori McNeil, or Tom Jones.

If you have any questions regarding BFA Business Practice Improvement Initiatives (BPII), please contact Wanna VanCuren at Wanna.VanCuren@wwu.edu.

Changes to Airfare Release Process with Local Travel Agencies

As part of an effort to streamline processes and ensure efficient and accurate billing of airfare, Travel Services will no longer release and bill tickets through our local travel agencies effective April 1st, 2016. Departments will provide a Department Travel Card or One Card to local travel agencies to purchase tickets. Travelers may still make arrangements directly with the agents. Travelers will be responsible for ensuring that appropriate authorizations for travelers are approved before requesting tickets. Departments may begin using the new process immediately.

For questions about travel please contact Samantha Zimmerman at Travel.Services@wwu.edu or x 3341.

FAQ's :

Why are we doing this?

•Our travel agencies are limited to certain airlines because we are currently using a ghostcard. In some cases a Purchase Order is needed to reimburse agencies for purchases they bill to their company cards for international flights. Physical cards will have more flexibility for billing.
•Travel Services is currently assigning budgets based on information provided in forms and using three or four systems to do this. When departments enter the budget directly it reduces the potential for error.
•Processes for airfare purchases are currently inconsistent. Travelers using a One Card or personal card do not currently require ticket releases from Travel Services. Ensuring that processes are consistent regardless of purchase method will reduce confusion and anxiety for travelers.

How does this affect interview candidates or guest bookings?
Interview candidates or guests can still make arrangements directly with the agencies. Departments may provide travel agencies with a list of expected travelers to bill to their card. In addition, departments will receive the itineraries and invoices for these bookings directly.
How do I know which card I need? What's the difference between a OneCard and a Department Travel Card?

What's happening with the Corporate Travel Cards?
Either a Department Travel Card or a One Card will cover your airfare ticket at the Travel Agencies. OneCards can be used to purchase goods/services and travel. Department Travel Cards are limited to travel only. Both are reconciled in JPMorgan's PaymentNet.

US Bank Corporate Travel Card cardholders are responsible for paying the card bill every month and must request reimbursement for purchases placed on the card. Current Corporate Travel Cardholders are encouraged to consider replacing it with a OneCard.

To Obtain a Western OneCard (Or to Convert an Existing P-Card to a One-Card):
To obtain a Western OneCard, there are steps to follow: (1) Training, (2) Quiz and (3) Application process.

1. Cardholders and Approvers of the OneCard Program are required to participate in the mandatory online training.
2. After the training, the system will directed to applicants to a quiz. Applicants must pass the quiz with a score of 100%. Students must self-enroll to take the training in canvas
3. Complete the e-sign form "Western Procurement Card Application" in its entirety and route the application as instructed on the form.

For more information about the OneCard Program visit:
http://www.wwu.edu/bservices/cards/index.shtml
Click on "get started" to start the process in obtaining your OneCard.

Department Travel Card
The Department Travel card is to be used for travel related expenses and is issued in the name of a University staff member in a department or area who will become the Department Travel Liaison.
The Department Travel Cardholder/Travel Liaison will be responsible for making travel arrangements for individual and/or group travel for:

- Students or student groups traveling on university business
- For faculty and staff traveling on university business
- Non-university employees (including candidates for a position, speakers, guest lecturers and other individuals authorized by the university)

For more information about the Department Travel Card Program **please visit** Card Services
Click on "get started" to start the process in obtaining your Department Travel Card.
For questions about obtaining a One Card or Department Travel Card, please contact Brenda Ancheta at Brenda.Ancheta@wwu.edu or x3561.

Pcard Reconciliation PaymentNet Reminders

Default Account Codes E399 and E999 – Unreconciled Expenditures
PaymentNet transactions must be reviewed by the Cardholder and approved by the Approver and reconciled prior to the monthly download. All transactions coded with the default account codes "E399" and "E999" must be changed to reflect the appropriate account code for the transaction type, prior to the monthly download. Any transactions download to Banner with account codes E399 and E999, the cardholder will be required to prepare a Journal Voucher (JV) to correct.

Users with multiple roles

Effective March 23, Enhancement to PaymentNet, users with multiple roles will now experience separate views for role. The change will tighten controls and ensure users take appropriate actions when acting in a specific role.

Backup Approver

For Approvers, if you know you will be on vacation during the pcard monthly closing/downloads and during the fiscal yearend closing period, please be sure that a backup Reviewer or Approver are in place. Any transaction(s) marked unapproved in PaymentNet will require the manual approval process.

Western is not sales tax exempt.

If sales tax is listed on your receipt, invoice or packing slip as a separate item, check the tax box on the Payment net screen when reviewing/approving transactions. This rule applies to both in-state and out-of-state purchases. If tax has been charged and the box is NOT checked, tax will be charged again when the transaction is processed into Banner Finance. A rule of thumb is if you purchased the item from a Washington State business, you should check the tax box. Washington State businesses are responsible for collecting and remitting sales tax. Any errors can be corrected via a journal voucher.

PaymentNet System – Western specific 'how to' training videos

Available for your convenience are a series of self-directed training videos.
http://www.wwu.edu/bservices/pcard/pntraining.shtml

If you have any questions contact Brenda Ancheta, Card Administrator at extension 3561.
Please share this information with individuals involved in the P-Card program. If you have any questions or concerns, please contact Brenda Ancheta extension 3561.

Training Resources

Topic		Trainer	Phone
Banner Finance	Using Banner Finance screens, running budget reports. *For a training document on how to run reports, contact Debbi @ x3568.*	Diane Fuller or Debbi Baughn	4002 / 3568
Cashiering	Cashiering, cash receipting.	Becky Kellow	3720
JV approvals	Approving JVs in Web4U.	Debbi Baughn	3568
JV data-entry	Entering JVs in Banner, attachments in Nolij.	Debbi Baughn	3568
Millennium FAST Finance	Running data warehouse reports, queries. *For scheduled classes, see the HR training site.*	Wanna VanCuren	2992
Pcard	Use of the pcard, signing up for a pcard.	Brenda Ancheta	3561
Purchasing	Purchase orders, departmental orders, check requests, department's purchasing authority.	Pete Heilgeist	3127
TEM data-entry	For travelers & delegates: entering travel documents in TEM. *For scheduled classes, see the HR training site.*	Samantha Zimmerman	3441
Budget Authority On-line Training	For Budget Authorities: Register for training via Canvas	Nicole Goodman	2477
HR training site: http://west.wwu.edu/training/			