November 2016

Electronic W-2

How do I sign up to receive my W-2 electronically?

- Log on to Web4U
- Click on the "Employee" tab
- Click on "Tax Forms"
- Click on "Electronic W2 Consent"
- Review the consent information provided
- Check the box "Consent to receive W-2 electronically" (Remember, your consent will remain in effect until you go in and unclick this check box)
- Click the "Submit" button

News from Business Services

<u>Business Services is excited to announce several new personnel additions.</u>

- Andrea Rodger – Contracts Specialist 1. Andrea started with us October 1st and has already made a dramatic impact within the Contracts Office. She is working diligently to prepare the office as it transitions to the new Contracts Management module scheduled for this next Spring.
- Sarah Schmidt – Secretary Senior/Administrative Support. Sarah joined the group officially on December 5th though having previously worked within various functions in Business Services as a Temp employee over the past several months. She brings a positive attitude and stability to the operation that will greatly enhance its ability to support the campus.
- Jeff Rogerson – Mail Services Manager. Jeff began his career with Western on November 28 and is using his background in distribution and warehousing to boost the mail and packages handling processes.
- Pamela Melton – Fiscal Technician 2. Pam started with the Print and Copy Center on November 28 and is busy supporting that operation's financial responsibilities.
- Hal Verrell – Assistant Director of Procurement. Hal will "rejoin" Business Services on January 3, 2017. After a previous stint with the Purchasing Office, Hal is returning to Western and Business Services. Along with other duties, he will be providing leadership to the campus e-Procurement program and other procurement functions. We are excited to have Hal back on the team!"

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 to take payments electronically to 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

Please remember to go online and receive your items. The packing list is then attached 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

Facilities Information Management System

In November, a critical project milestone was completed when EAS/EIS completed the setup of a full Test environment for both AiM Enterprise and AiMIQ (Reporting tool).
The end of November marks the start of system setup for the AiM Property and Space modules followed by extensive testing by the Core team (and extended sub-teams) with eventual Go Live of these modules scheduled for February 2017. The project team is poised to upload the first sample set of property and space data into AiM in early-December with a final initial data load scheduled to occur in late-January 2017.
At the time of "Go Live" for the Property and Space modules in February 2017, Facilities Management (FM) will begin utilizing AiM for property & space data. However, other critical functionality - such as, work order management and billing - will remain in the FAMIS system. Because of this, beginning in February, FM staff will maintain property and space information in two systems - AiM and FAMIS - until a full cutover to AiM can be made in 2018.
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

In November, the project team began testing the concept of entering one project using multiple funds into Banner Grants using the current configuration settings. This work is proceeding on track and is still expected to be largely complete in January 2017.

Concurrently, initial discovery sessions with e-Builder will be held in early-December. These meetings will lay the groundwork for making e-Builder implementation configuration decisions shortly after the e-Builder 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 2017 and will start reviewing the T2 Online Events Module during Winter Quarter. Implementation is scheduled to start in February 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 the Project Manager, Wanna VanCuren at Wanna.VanCuren@wwu.edu or Assistant Project Manager, Julia Gassman at Julia.Gassman@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. With the restructure of the PageUp project team and re-evaluation of the project plan, the estimated go live date of February 2017 has been pushed to late-March 2017. The project team continues to refine the position description and job requisition forms.
Concurrently, Western's Web team is working on the design and development of the new jobs' site. The Tech team has successfully created and transferred several data files from Banner into the PageUp system.
John Thompson, Assistant Director Marketing Manager from the Office of Communications/Marketing has joined the Talent Management team to assist the team with his expertise in marketing. In many cases, the first exposure an applicant may have with Western is the employment site; therefore, it is imperative that the web site and marketing media promotes the desire to work at Western and live here in the Pacific Northwest.
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. One of the proposals is that our users will enter any orders that are less than 5 lines directly into the ESM system but for orders that are more than 5 lines, customers can enter "see attached" and attach the quote or any related paperwork to the ESM system and Purchasing will enter the details. The advantage of this data entry method is to ensure there will be no additional burden to our users and also ensure consistency in data entry for large orders. The project team will ensure to engage with our

general users through the divisional liaisons as more decisions are being make within the non-catalog order process. For eInvoicing, the team is pending on several Banner updates in order to proceed.

Please also note that our regular Marketplace support analyst, Susan Banton, will be on leave from mid-December through the end of January. 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 Susan Banton at Susan.Banton@wwu.edu and 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 itr educes 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.

P-Card Account Code Default – Unreconciled Expenditures
Effective January 1, 2016, all P-Card accounts will be updated to reflect expenditure code E999 – Unreconciled PCARD Transactions. Cardholders must reconcile the E999 account code to its appropriate transaction expenditure code prior to the monthly download. For transactions downloaded to Banner with an expenditure code of E999, the cardholder will be required to prepare a Journal Voucher (JV) to correct.

The purpose of this change is to more closely adhere to current procedures and to capture accurate expenditures made through the P-Card program, based upon a recommendation from the Banner Initiative Chart of Accounts Review project. We will begin the update starting in mid-December to meet the January 1st deadline.

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. These 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/			