



A Publication of Accounting Services, Business and Financial Affairs

Volume 9, Issue 9

SEPTEMBER 2000



A Message from Payroll

There have been several questions regarding overtime rules for hourly employees. The following information is to clarify when hourly employees are eligible for overtime pay. Hourly employees are eligible for overtime pay based on what type of employee they are and their regular workweek. The general workweek starts on Monday and ends on Sunday. Employees who are assigned alternate workweeks shall be informed of their scheduled workweek.

Classified hourly employees qualify for overtime pay if:

- Work in excess of 8 hours a day OR
- Work in excess of 40 hours in a workweek.

NOTE: Overtime for work in excess of 8 hours does not apply to employees on alternate schedules such as 4 day/ 10-hour workweeks.

Example: An employee who works 8 hours a day for 6 days in a workweek will claim overtime for all hours worked on the 6th day.

Example: An employee who worked 10 hours one day and only 20 more hours in the work week will still earn 2 hours overtime for the one day that exceeded 8 hours per day.

Student and exempt hourly employees qualify for overtime pay if they:

- Work in excess of 40 hours in a workweek.

Example: An employee who works three 12-hour days in a workweek is not eligible for overtime.

BEWARE: Payroll periods are either the 1st through the 15th or the 16th through the end of the month. These may not start or end with the regular Monday through Sunday workweek. Departments shall use previous daily time records when reviewing for entering overtime hours. If you have employees who work irregular hours, you will not know what the overtime hours are until the workweek is complete. In this case, report the overtime hours in the pay period in which the workweek ends.

Daily Time Record Information: Regular hours should be entered in the top section, overtime hours in the bottom section. Overtime hours should only be claimed once – not in both sections or the employee will be overpaid. Hours are keyed from the timepay list; not the daily time records. For more info, please call Marilyn Johnson at X/3565.



Service Fees on Air Tickets

Due to a modification of the state travel contract, new service fees will be imposed on air travel tickets. Effective August 1, 2000, a service fee will be charged for each air ticket transaction that our current travel agencies handle. Navigant International (Mutual Travel) will be charging \$8.00 and Bellingham Travel will be charging \$10.00 per transaction. This fee is in addition to the cost of each ticket. The BTA or individual credit card statements will show the transaction then the service fee. If you have any questions, please call Amber Ray on the Travel Desk, X/3341.

New Purchasing Manager

The Purchasing Department is pleased to announce the hiring of Hal Verrell as Purchasing Manager. Hal will start work at Western on September 25th and report to Dale Monroe, Director of Purchasing. Hal can be reached at X/3127.



Topics This Issue

1. *Message from the Payroll Department*
1. *Service Fees on Air Tickets*
1. *Welcome to Hal Verrell*
2. *Questions and Answers*
2. *Banner 4.0*



Questions and Answers

Banner 4.0



Question: When Accounting Services, Purchasing and Accounts Payable move off campus, how will we get the individual forms we need?

Answer: We are considering a number of options to provide the University community with accounting forms and service. First and foremost, we are working on the development of a website which will contain many of the ordinary accounting forms (petty cash voucher, departmental deposit/receipt, etc). Unfortunately, some of our forms require sequential numbering and these forms are a little difficult to put up on the web. For example, the Travel Expense Voucher (TEV) is prenumbered and each number is the sole identifier for a particular document. Until we are able to develop a single numbering system for the TEV, we cannot include it in our future website. However, the overwhelming majority of accounting forms have no such restrictive numbering system so all of those forms will be eventually displayed on the web.

A second approach to making forms available is the establishment of a "Service Center" in Old Main. When Accounting Services, Purchasing and Accounts Payable move off campus, we will leave a small office in Old Main where forms will be readily available, and a Help Desk person present several days or certain times of the week according to a fixed schedule. All the forms currently available in the lobby of Old Main Room 330 will be accessible in this Service Center.

In the meantime, as we move towards the establishment of a website, it would be most helpful if you could indicate to us which specific accounting forms you would like to see on the web. Which forms do you use most often? Please email George Edward at George.Edward@wwu.edu or call the Accounting Services Help Desk (X/5890). We appreciate your feedback! Thank you.

The next Banner2000 Finance upgrade is scheduled for this November. Banner2000 Finance Release 4.2 will be installed.

The Banner2000 main menu has changed for Releases 4.0 & 4.1. The Banner forms have a new look and feel to them too. Gone are the bottom "buttons." Some are replaced with icons. Others are replaced by a navigation panel, from which you can navigate to other forms and windows. The forms now have a left panel/right panel look.

If you would like to try out the new Banner2000 Finance 4.0, you can download **SCT's Interactive Tutorial**. Simply use your Explore and go to W:\banner\Nav4 and click on the "Setup" application. The program will automatically load on your computer (you will need a sound card because the program is narrated by the "SCT Bear"). If you cannot access this file, please call George at the Help Desk (X/5890) and he will help you to access the tutorial.

When we receive the full version of Banner2000 Finance 4.2, we will develop a training class and post notices in FAST and Finance Footnotes. If you have any questions, please call George or email George.Edward@wwu.edu.



"I have always considered that the substitution of the internal combustion engine for the horse marked a very gloomy milestone in the progress of mankind."

— Winston Churchill

Do you have any questions that you would like answered in the next *Finance Footnotes*? If so, please forward them to George Edward at the Help Desk X5890, Fax X7724, george.edward@wwu.edu or MS 9013.