

Central Stores Web Training

The Central Stores web site is accessible by clicking on Western's homepage and selecting "Central Stores" from the Index. This web site will give you the options of Online Ordering (through "Eway"), Central Stores "Quick Ship" List and/or Central Stores Regular Commodity List. You can print an Eway Tutorial text and Online Ordering instructions. For more information, or to receive one-on-one training, please call Kosal Nam in Accounting Services at X/6528.



Payroll Information Tools for Departments

The start of a new quarter often brings surprises regarding pay – and one of the most unpleasant ones is when an employee does not receive payment that is expected. An easy way to avoid this difficult situation is for a departmental representative to review the two lists that Payroll Services mails out each pay period several days in advance of payday. This review will not only find employees who are missing pay, but will also reveal employees receiving pay in error (i.e. termination form did not reach Human Resources in time to stop payment).

The list for salaried employees is titled 'Check Distribution List'. It lists all salaried employees in the department who will be paid and whether it is by check or direct deposit. Direct deposit statements are mailed out to departments for payday.

The list for hourly and non-uniform employees is titled 'Non-Salaried Employees'. It lists all the employees on the department's timepay list who will be receiving pay and whether it will be a check or direct deposit. These are available at the University Cashier on payday.

Please review the lists as soon as possible and call Payroll Services at X/2991 to resolve questions in advance of payday.

Office of State Procurement MOVING EXPENSE REGULATIONS AND GUIDE *for new or transferred employees*



Relocating a new employee? The relocation guide for state moves is available on-line. Just go to www.GA.WA.GOV/Pca/moving.htm and download the "Moving Expense Relocation & Guide." This packet contains rules, resources, and forms that a new employee will need to initiate relocations or self-moves. If you have any questions, please contact Amber at X/3341.

Just a reminder... effective January 1, 2000, per diem reimbursement for day trips is considered a "taxable fringe benefit" and the Internal Revenue Service requires the University to withhold taxes from reimbursement payments that meet this criteria. Travelers must use account code E375 on the travel expense voucher. If you have any questions, please contact Amber at X/3341.

Topics This Issue

1. Central Stores Web Training
1. Payroll Information
1. Moving Expense Regulations
1. Per Diem as a Taxable Fringe Benefit
2. A Message from Accounting Svcs & AP
2. Moving on Down the Road
3. A Message from Payroll
3. Banner 4.2
4. Moving on Down the Road (Part Deux)



After more than 15 years in Old Main, we're moving to the new Administrative Services Building on 32nd Street. Moving this much accumulation will be fun ☺. The move is *tentatively* scheduled between Dec 2nd and Dec 8th. We will let you know the exact dates of the move as soon as they are available. We will be packing things up prior to that date and unpacking after the move. We anticipate some disruption in communication on the day of the move, but our phones and computers should be up and running within a day. Getting all of our files unpacked and organized will take longer but we should still be able to maintain our routine processing.

In anticipation of the move, we ask that you submit your travel authorizations, travel reimbursements, journal vouchers, check requests and signed orange approval letters to us no later than Tuesday, November 27th. We also expect that we will close the month of November and process reports a week later than scheduled.

We will reopen in the Administrative Services Building with the same office hours as in Old Main. Our phone numbers and fax numbers will remain the same. Our address will be 333 32nd Street, Bellingham, WA 98228-1420. If you have any questions, please call George Edward at the Help Desk, X/5890.

We will maintain an on-campus service center in Old Main 401. Forms will be available and George will conduct training classes there. If you need assistance, call George and arrange a time for him to meet you there. We are currently deciding what days and times George will be in the service center routinely.

We are looking for your thoughts on how we may maintain good communication and service for our on-campus customers. Please call George with your suggestions.

We are going to miss being on campus. We want to stay in touch so please come down and visit us.

A Message from Purchasing
We're Moving On Down The Road



All campus departments are reminded that Purchasing will be moving from Old Main to the new building on 32nd Street and McDonald P'way during the last week of November.

There will be a few days during the move operation where the timely processing of purchasing documents may be temporarily interrupted. You are encouraged to make sure any paperwork which must be handled promptly arrives in Purchasing no later than Tuesday, November 27. Telephone access to Purchasing may be limited on Friday, December 1. We will announce the exact date of the move as soon as we know. All telephone numbers and fax numbers will remain the same. The new Purchasing Mail Stop is 1390. Normal operations should resume soon after the actual move. Your cooperation during this brief moving period is greatly appreciated. If you have any questions concerning the move, please contact Hal at X/3127.



Diane Fuller, Fiscal Technician III in Accounting Services, has been promoted to Fiscal Technician Supervisor. Diane joined Western in December 1999. In her new position, Diane will be responsible for many of the duties once handled by Gary Buma. Diane has many fine qualities including lots of patience (which she demonstrated one time when explaining to an incredibly naïve George Edward what a "beltie" was – it's a type of cow).

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.



A Message from Payroll

**Banner Upgrade
Affecting Period
November 10th through 14th**

***Important Information Relating to the
November 10th and November 22nd Payroll***

The Banner HR system will be down from Friday, November 10th through Tuesday, November 14th. The staff in Human Resources, including Payroll Services, will have access to very limited information during this time. **Normal services that use Banner will NOT be available.**

This also requires changing the cut-off dates for information for the November 25th payday:

November 7th, 4 pm: Deadline for Student Employment forms to Student Employment.

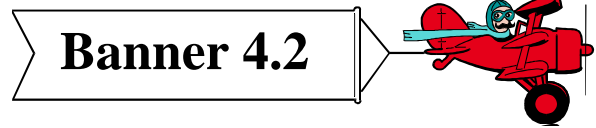
November 8th, 4 pm: Deadline for Personnel Action, Student Employment, one-time pay forms and benefit changes to HR.

November 15th is an early timecard day. Timepay lists and Exempt Leave lists will be delivered the morning of November 15th at the latest. If you wish to pick up your lists instead of having them delivered, please contact Payroll Services at X/2991.

Early notice. Watch for early December deadlines to be announced to accommodate Administrative Computing Services moving off-campus.



**Banner 4.2
New and
Improved!**



To all Banner Finance users,

Banner Finance **3.1** will be down from Friday, Nov 10th through Tuesday, Nov 14th. In addition, Distributed Access Users will not be able to run Hydra reports during this same period.

Banner Finance **4.2** will be installed during the downtime.

Please be advised that Banner Finance 4.2 could result in “navigational disorientation” ☺ for existing Banner power users. This temporary condition is caused by the Banner 4.2 elimination of the **Save, Rollback, Select** and **Exit** buttons (at the bottom of the screen) and the substitution of similar buttons at the top of the screen (on the toolbar). In Banner 4.2, the **Save, Rollback,** and **Select** functions appear as the left three buttons on the top toolbar, and **Exit** is the far right button.

Banner 4.2 has the same forms as Banner 3.1. However, Banner 4.2 has a left pane, right pane look to it. In order to navigate from screen to screen, or form to form, you will need to click on the underlined choices in the left pane.

Please call George at X/5890 or email [George.Edward@ wwu.edu](mailto:George.Edward@wwu.edu) if you have trouble navigating through Banner 4.2. In addition, before the new Banner installation, we hope to have available a 25-page PowerPoint *Banner 4.2 Quick Guide* which we will email to all Distributed Access users. If you do not have PowerPoint, or prefer to receive a hard copy of the Quick Guide, please email George your mailstop and he will send you a copy of the Quick Guide by campus mail.

We will provide one-on-one Banner training to any department requesting it. Call George at X/5890.



“Whenever a fellow tells me he is bipartisan, I know he’s going to vote against me.”

— President Harry S. Truman

*Effective
12/1/00*

We're moving to the
Administrative
Services Building at
32nd Street &
McDonald Parkway!

Phone & Fax #'s
remain the same

New Mailing Addresses :

Western Washington University
Purchasing Department
PO Box 29390
Bellingham, WA 98228-1390
MS 1390

Western Washington University
Accounting Services Department
PO Box 29420
Bellingham, WA 98228-1420
MS 1420

Western Washington University
Accounts Payable Department
PO Box 29420
Bellingham, WA 98228-1420
MS 1420

**NEW
ADDRESS**

*Administrative
Services Building
333 32nd Street*

Questions?
Call George Edward
X/5890

Come visit us!