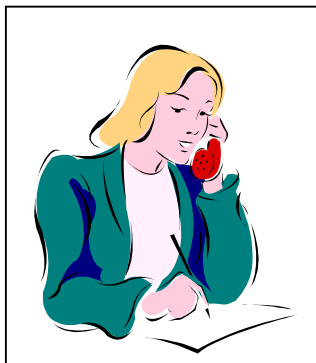


## A Publication of Accounting Services, Business and Financial Affairs

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### Hello, Joanna!



Accounting Services is happy to announce Joanna Luther is joining our staff in January 2001. Joanna will serve as a Fiscal Technician III and report to Diane Fuller. Joanna is presently a Fisc Tech III in Student Accounts. Joanna can be reached at X/3040.

### Foundation's Transaction Review Policies

Please remember that every expenditure coming out of Foundation funds must be approved by authorized Foundation personnel. Please send all Purchase forms, Services/Reimbursement forms, Travel Expense Vouchers and Petty Cash Reimbursement forms to the Foundation office, OM 443, MS-9034, for approval. Any questions regarding these procedures please call the Foundation office at X/3027.

For any payroll expenditure being funded through a Foundation fund, please send the appropriate paperwork e.g.; Personnel Action forms or Student Employment forms to Debra Reid, Foundation Finance Officer, OM 490, MS-9030 for approval prior to being sent to HR. Any questions regarding position numbers or coding can be directed to Debra at X/3408 or to Meredith Jarvis at X/7223.



### Foundation's Journal Voucher Policies

In addition, all journal vouchers with Foundation (Chart 2) coding must also be sent to Debra Reid, MS-9030 for approval prior to being sent to accounting services. The approved JV's will then be sent on to accounting services in a timely manner. If the journal vouchers reach the Foundation office for signature by the monthly cut-off date of the 22<sup>nd</sup>, Accounting Services will process them that same month.

If forms or JV's with Foundation transactions are sent directly to Accounting Services or Purchasing then those items will still need to be sent to The Foundation for signature. This will delay processing of those transactions. Any questions regarding these procedures can be directed to Debra Reid at X/3408 or Meredith Jarvis at X/7223.

As always, Foundation staff must approve all Foundation transactions. As Accounting Services, Accounts Payable and Purchasing moved off campus on December 1st to the Administrative Services Building on 32<sup>nd</sup> Street, we continue to request that all purchase orders, reimbursement forms, payroll forms, etc. be sent directly to the main Foundation office at MS-9034 for signature. Thank you for your assistance.

#### Topics This Issue

1. *Hello, Joanna!*
1. *Foundation Transaction Review Policies*
1. *Foundation Journal Voucher Policies*
2. *A Message from Payroll*

## **URGENT NOTICE TO ALL WESTERN EMPLOYEES**

W2 forms for the year 2000 will be mailed out in January instead of being distributed on campus. It is important that the HR system have your current W2 address. We encourage you to check your current W2 address on file through the Web and make any corrections by December 20, 2000.

### **To find your W2 address in the HR system on the WEB:**

- Go to the Western Washington University Homepage [www.wvu.edu](http://www.wvu.edu)
- Click on 'Working at Western'
- Click on 'Human Resources'
- Scroll down and click on 'Employee Web' (second button in the middle column).
- Log into the Employee Web  
Enter your ID number preceded by an upper case W. The PIN number is the first six digits of your SSN.

(Problems? Call HR Systems Support X/3478 for help) When prompted re-enter PIN for verification. Click on 'Personal Information' Click on 'View Address(es) and Phone(s)'. Scroll down to 'W2 Address(es)'.

### **IS YOUR ADDRESS CORRECT HERE?**

If correct; you are through. You may wish to back up to the 'Employee Services' section and look at other information: pay stub history, deduction history, much more... (If you do not have access to the WEB, you may call Payroll Services (X/2991) for information).

### **2 WAYS TO CORRECT YOUR W2 ADDRESS :**

- 1) Obtain the address change form from the WEB  
-Human Resources Home page, Forms, Employment section, Employee W-2 Address.  
-Fill in your ID#, name, and your correct W-2 address.  
-Print and send to HR, MS 9021, by December 20.
- 2) Pick up paper form, complete and submit to Human Resources as directed above.  
-Paper forms available at Human Resources, University Cashier, PFO Main Desk, and University Residences Info Desk.



Dear Campus,

Well, we really appreciated the wonderful "going away" party on Dec 1<sup>st</sup>. The food was great and we enjoyed seeing so many staff. The large turnout put a cheerful note on our weeklong leave-taking. Our trip to 32<sup>nd</sup> Street went smoothly. We started moving early Sunday morning and finished late Sunday afternoon. More than 2,000 boxes and pieces of equipment were relocated from Old Main to the Administrative Services Building (above photo). Once again, here are our new addresses:

Western Washington University  
Purchasing Department (and Contract Admin)  
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 (and Travel Desk)  
PO Box 29420  
Bellingham, WA 98228-1420  
MS 1420

***Please drop by when you're in the neighborhood!***

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](mailto:george.edward@wwu.edu) or MS 1420.



"Henry James was one of the nicest old ladies I ever met." — William Faulkner