FINANCE FOOTNOTES

www.acadweb.wwu.edu/BFA/BusinessServices

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

A Message from Payroll Services :
Urgent Notice to All Western Employees

The W2 forms for year 2001 will be mailed out in January 2002 to your W2 address in the HR system. Please go to your Web page and verify that your W2 address is current.

(Your Web page/Personal Information/View Addresses/ look at your W2 address). If your address needs updating, go to the HR Web page and update your W2 address electronically: **wwu.acadweb.wwu.edu/admcs/forms/ empl_perm_addrch.asp**. If you do not have access to a computer, call Payroll Services for assistance (X/2991).

Losing Holiday Pay
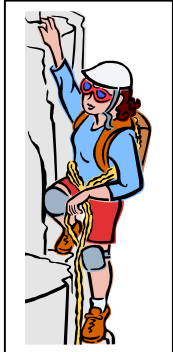
Classified and Exempt Professional employees must be in full pay status the day before a holiday in order to receive holiday pay. The only exception is an employee on cyclic leave who has previously worked in that same month. An unusual example is the January 1 holiday. Anyone with leave-without-pay on the last working day in December will not qualify for holiday pay on January 1.

This would also apply to cyclic employees in this case because they have not worked previously in that month (January). Plan your unpaid time off accordingly to avoid this situation.

Personal Holiday – Use by December 31

Personal holiday hours must be taken by December 31 of each year or they are lost. By law, it is not allowed to carry over into the next year.

If you have any questions, please call Payroll Services at (X/2991).

Goodbye, Hydra... Don't forget to write!?!

Well, our dear old friend, Hydra Reports, has decided to pack up and leave campus. Of course, some naysayers will say that we "showed the door" to poor Hydra! This is completely untrue and, I might add, another reason why naysayers should just stick to saying "nay." The truth of the matter is that old Hydra cannot coexist with the spanking new Oracle 8+. So one of them had to leave and you don't have to be an Oracle to know it wasn't going to be Oracle. Hydra's official departure is **January 19th**. This means if you try to run a Hydra report after January 19th, you'll likely be saying a lot more than "nay!" Maybe even a "Golly Gee Willikers" or two! But fear not, Job Report Submission is "here to help you." Scary phrase, right? If you would like a Job Submission Guide, go to our website (Business Services), click on Help Desk, scroll to the bottom under References & Resources, and choose "Banner Job Submission Guide." If you would like some one-on-one Job Report Submission training, please call George at X/5890.

Student Accounts Notes

➤ Student Accounts/Loan Repayment has moved from Wilson Library 389 to Old Main 375. Mail stop is 9023. All fax and phone numbers will stay the same.
➤ Student Accounts/Accounting will be moving on December 13th from OM 265 to OM 365. Mail stop will be 9022. Again, all fax and phone numbers are the same.
➤ We have a new employee in Student Accounts/Loan Repayment. **Wendy Gegenhuber** has joined the Loan Repayment crew! *Welcome aboard, Wendy!*

Topics This Issue

Questions and Answers

Question: How do you track the status of a Travel reimbursement form that was submitted? – *Iain Davidson*, University Residences

Answer: Travel Reimbursements are claimed using the Travel Expense Voucher (TEV) form. In Banner, TEVs appear as Document Type – "Invoices." Every TEV also begins with the letter "V." (If you don't believe me, just look at a blank TEV). O.K., let us assume the TEV we are looking for is V13595. If we go into Banner, and access the FOIDOCH (Document History) form, we simply type in "Inv" for document type and V13595 for document code. We hit Next Block (or Control-PgDn) and FOIDOCH reveals to us TEV V13595 has been paid (there is a "P" next to it). If Banner displays an "Invalid Invoice Code" message, this means we have not processed the particular invoice. But Invoice V13595 is in the system and if we click on Invoice Information, and then click on Invoice Header, we will arrive at FAIINVE (the Invoice/Credit Memo Query Form). Notice that this form displays the original Travel Authorization number (under Vendor Inv #) as well as the date which payment is due.

Question: Hi George! I know I've asked this before, but how long do we keep budget documentation?

Answer: We referred your question to one of the State Auditors. The Auditor says "six years." Of course, if your department is located in the Miller Hall basement, and you happen to sink underground before six years, I guess the Auditors might give you a break. ☺

Question: With Hydra going away soon, how will I download reports and import into Access for manipulation? -- *Barbara B. Broughton*, Biology

Answer: Banner Job Submission has a download feature, which is very similar to Hydra Reports. You simply select "Y" for download, provide a name for the download file, and then FTP the file and import it into Access or Excel -- the same way you did in Hydra!

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 1420.

PCard Progress

The PCard progresses through its final testing stages of the monthly download/upload process. This will enable you to see PCard transactions on Banner reports. PCard transactions can be identified by a PCD000XX Document Number. The PCard Transaction ID# listed on the PaymentNet web site will also be noted Banner's Doc Reference Number field. We have alerted our current Cardholders and Approvers that as of December 7th, we will conduct our first REAL download/upload. All transactions through November need to be Reviewed and Approved by the download/upload date. Once the download is complete, transactions will remain available on PaymentNet via query.

We have received new PCards with the campus aerial photo as a background. These will replace all generic cards that were originally distributed with the more distinctive new card. Cardholders will receive these new cards in December.

PCard Training

Take the PCard training. This is the schedule for December. More classes will be scheduled on a continual basis starting in January.

Date	Day	Time	Room
December 11	Tues	10-11:30am	ACS Conf Rm
December 18	Tues	10-12:00pm	MH Room 166
December 19	Wed	10-12:00pm	MH Room 166

The ACS Conference Room is located in the Administrative Services Building, 333 32nd Street, on the second floor. Email the PCard Coordinator at **pcard@wwu.edu** with the date and time of the training session you wish to attend.

The PCard online training, is now available on the web at: **www.acadweb.wwu.edu/BFA/BusinessServices/PCard/PCardonline**. You can participate in a PCard online training session from your desk, take the quiz at the end of the training and receive your PCard application via email upon submission of your quiz.

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➤ Mail Services would like to give a big welcome to new employee **Marilyn Grady**. Marilyn will work as a Mail Carrier and can be reached at X/3770.
➤ Check out the Central Stores **Special Sale Items**!
http://www.acadweb.wwu.edu/BFA/BusinessServices/CentralStores/

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"Only two things are infinite, the universe and human stupidity, and I'm not sure about the former."
-- Albert Einstein