



### *Employees On The Move!*



We are pleased to announce that **Ellen Yang** will be moving over from Accounts Payable to Accounting Services as a Fiscal Technician III effective October 2nd. Ellen's primary responsibility will be the creation of new vendors along with the resolution of duplicate vendor issues.

Ellen started in Accounts Payable at Western eight years ago. Before coming to Western, Ellen worked in Whatcom Bank. Ellen will be report to Ryan Clough. When you are down 32<sup>nd</sup> Street, why not stop by and congratulate Ellen!

### **Good-Bye and Good Luck!**

Although it has only been a little more than a year since she joined our Accounts Payable team, **Becky Fitzpatrick**, Fiscal Technician II, has announced that she is leaving Western and moving to Oregon. Her husband has accepted a job transfer to Baker City, Oregon. Becky will be with us at least until November 15th but no later than December 25th depending on how fast her house sells. Becky has been a wonderful asset to Accounts Payable and WWU in her short time with us and she will be greatly missed. We wish her all the happiness in her new endeavors in Oregon. Bye Bye Becky !!

### **Joanna Williams Retires**

**Joanna Williams** retired from Student Fiscal Services on September 29th. Joanna started with Western nine years ago at The Center for Continuing Education in Rehabilitation (CCER) in Mountlake Terrace. In 1999, Joanna joined Student Accounts.

Spaz wishes you a Happy Halloween!



Joanna intends to use her well-deserved leisure time spending time with family, traveling with her husband in Europe, as well as visiting friends and just plan "goofing off." Honest! That's exactly what she told me! ☺  
*Good Luck, Joanna!*

### **Office Depot Vendor Showcase**



Our first Office Depot Vendor Showcase is scheduled for October 18<sup>th</sup> 10.00am – 2.00pm at the VU Multi-Purpose Room. Office Depot recently replaced Corporate Express as WWU's office goods supplier.

Twelve vendors, including 3M, Acco, Avery, Brothers, Fellowes and Sanford have confirmed their participation and will have their products on display and promotional giveaways.

Office Depot, Central Stores, Purchasing and Correctional Industries will also be represented.

As usual, refreshments will be served and we will have the ever popular raffle drawing!

### *Travel Training!*



We will offer a two hour, Travel Training Class on **October 25<sup>th</sup>** from 10:00 am to Noon at 32<sup>nd</sup> Street Bldg. A (Room 130A). If you would like to attend this class, please email Debbi Baughn at [debbi.baughn@wvu.edu](mailto:debbi.baughn@wvu.edu).

Space is very limited so you should reserve a space as soon as possible (first come, first serve). If you have any questions, please call Debbi at the Travel Desk X/3341. Thank you!

#### *Topics This Issue*

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2. *Questions and Answers*
2. *Your Loyal Editor Moves On*



## Questions and Answers

**Question:** We want to arrange an honorarium for a Professor who is assisting us in one of our programs. Is this a problem?

**Answer:** A big problem. An honorarium cannot be paid to a Western employee. There are other restrictions on honoraria in regard to the maximum payment (\$1,000 which includes all travel and expenses), length of service (three days) and annual compensation (\$4,999). For more information on honoraria, please contact the Contract Administrator, Jennifer Hansen at X/3036.

**Question:** I ran PWRTD02 for Period 12 and Period 14 but I get the same information. Why?

**Answer:** Because PWRTD02 (Current Month Transaction Detail – HR) is a Human Resources report and there is no accrual period 14 in the Banner HR module.

**Question:** Who do I talk to if I want to contest a Travel Expense Voucher (TEV) audit?

**Answer:** You probably should start at the Travel Desk, and speak with Debbi Baughn at X/3341. However, in my experience, 99% of the time there is an audit discrepancy between an academic department and the Travel Desk, the latter was correct. This is because travel regulations, policies & procedures, per diem rates, mileage rates, etc. are very specialized, and change quite often. Debbi is on top of the latest information. Therefore, it really pays to attend a Travel Training now and again to reacquaint yourself with the most recent state travel rules. Capiche?



The word ‘aerobics’ came about when the gym instructors got together and said:  
If we're going to charge \$10 an hour, we can't call it 'Jumping up and down.'  
— Rita Rudner

## “Farewell, but not Good-bye”



This is my last *Finance Footnotes*. *Sniff, sniff!* As your old Editor, I want to personally thank everyone for taking the time to read our little newsletter and for your kind words over the years. You have silently suffered through a foul parade of dreadful jokes, not to mention all the horrible puns. Oh, I have tried my best to amuse you, and to instruct just a little. It is difficult to write about serious fiscal policies, when you are a Clown at Heart. Therefore, if I turned a few smiles on a couple of faces in eighty-two newsletters, I'll consider my mission a qualified success.

As I step away from Western after seven short years, I want to thank my many dear friends and I wish them well. Some of those friends on campus (you *know* who you are ☺) are my former Banner Finance trainees. Others are whom I refer to as my “regs” (similar to Norm Peterson on *Cheers*) who regularly call me at the Accounting Services Help Desk — just to bug me or to chitchat about life — and I hope I've brightened their day a few times! I will miss our daily camaraderie. I regard my campus callers as good friends, and loyal colleagues.

Speaking of the Help Desk, one special lady on campus regularly calls the Help Desk number and, for reasons I will never understand, she always calls me “Burt” (I don't know *why*, she just *does*). Well, after almost six thousand Help Desk calls, Burt and I proudly hang up the telephone headset. We have certainly enjoyed our interesting conversations with the campus departments.

**Who knows?** Maybe one afternoon, you and I might run into each other at a local restaurant or walking in the dappled sunlight on the Interurban Trail. Although I must also confess, I am not very good at putting names on faces (actually, I have an *excellent* memory but poor Burt cannot remember a thing!) But what the heck — we will still do our darnedest to brighten your day!

Thanks for the ride and keep up the **good** work!

Sincerely,

— George