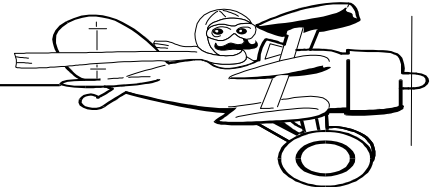


FINANCE FOOTNOTES

www.acadweb.wvu.edu/BFA/BusinessServices



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Payroll Redistributions

The fiscal year is almost half over, scary as that sounds. Now would be an excellent time to catch up on all those outstanding Payroll Redistributions. A "Redistribution" form is required to reallocate past (current fiscal year) payroll expenses. You can find the form online at Human Resources Forms: <http://www.acadweb.wvu.edu/hr/payroll/index.shtml>

Encumbrance Liquidations – FBEN02

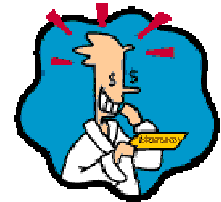
Now is a good time to clean up any outstanding encumbrances. Look for outstanding encumbrances using FBEN02 in Banner. The e-form is located at WEB Forms: <https://west.wvu.edu/admcs/forms/>



Accounting Services is not taking any significant time off for the holidays so don't hesitate to send her your Payroll Redistributions and Encumbrance Liquidations; that way you won't have to worry about what to get her for Christmas!

Direct Deposit Notification

Please watch your blue envelopes for information on the upcoming email direct deposit notification. Effective with the January 10th paydate, direct deposit participants will receive their remittance via email rather than on paper. If you are not participating in direct deposit, please sign up today. This method of distributing information will eliminate the printing of thousands of documents per year. Questions, please contact Marilyn Johnson at x3565.



Accounting Services Help Desk

The Accounting Services Help Desk will temporarily be manned by Diane Fuller until final staffing decisions are made. Please contact **Diane at x4002** with your Banner Finance questions.

Farewell Sharon! After 15 years in Financial Reporting, Sharon Hurt is relocating from 32nd Street back to Old Main to work in Student Fiscal Services. Sharon provided great insight and dedication to the Financial Reporting office and we will miss her.



Personal Mail – Envelopes & Packages

Please remember that Mail Services is intended for official state business. All personal mail or packages should be delivered to your personal address. This applies to all incoming, outgoing, or interdepartmental mail. For your personal convenience, there is a branch of the US Post Office on the 5th floor of the VU, one floor down from High Street. More information is available at: <http://vu.wvu.edu/services.php>



Student Fiscal Services welcomed Sue Johnson on November 6. Sue stepped into Joanna Williams' position. Sue is originally from England and has been here in Washington State for 16 years. Her background is in public sector accounting and auditing. She spent a number of years working in the local marine industry, traveling regularly by boat between Anacortes and SE Alaska. Her hobbies include genealogy, writing, tutoring math and exploring the local area.