

FINANCE FOOTNOTES

A Publication of WWU Financial Services

January 2009

Are You Enrolled in Direct Deposit?

With the recent snowstorm, now is the time to enroll in direct deposit. Even if the University is closed, your paycheck is still deposited in your bank account. No more waiting in line at the Cashier's Office or for checks to arrive at your department.

It is easy to enroll and the funds are deposited on payday. Employees are sent a secure direct deposit statement via e-mail two days prior to payday for their records.

Student employees are also eligible for direct deposit for their jobs on campus. Direct deposit of your student paycheck requires a different form than the direct deposit of financial aid. We are working to resolve this issue so one form does it all.

Using direct deposit reduces the use of paper, ink, envelopes, and promotes Western's sustainable focus. The link to the direct deposit form is attached. Please enroll and help Western be **green**.

<https://esign.wvu.edu/admcs/forms/HR/EFT.htm>

Local Sales and Use Tax Increase for Whatcom County

Effective January 01, 2009: Local Sales and Use Tax within **ALL** of **Whatcom** County will increase one-tenth of one percent (.001) to **8.5%**.

The rate to use is based on the received date of materials. Anything received prior to January 1 will still be calculated on the old rate of 8.4%. For the updated quarterly Flyer for 1/01/09 to 3/31/09 go to:

http://dor.wa.gov/docs/forms/ExcsTx/LocSalUseTx/LocalSltsUseFlyer_Quarterly.pdf

If you have additional questions or concerns – please call Donna Foley at Ex. 6815

Mileage Reimbursement Rate Decrease

Effective January 1, 2009, the mileage reimbursement rate for personal vehicle travel will be reduced to \$.55 per mile. Calculate the mileage reimbursement for personal vehicle travel, based on the dates of travel. For all personal vehicle travel made prior to January 1, reimbursement will be made at \$.585 per mile. Any personal vehicle travel which occurs after January 1 will be reimbursed at \$.55 per mile.

If you have additional questions - please contact the Travel Desk at 650-3341

Finance Focus Group

The Finance Focus group has reconvened with a new purpose. The charge for the group is to guide the development of effective financial reports from Banner Finance. The members of the group volunteered when completing the Financial Reporting survey in June 2008. Diana Cline and Lise Fitzpatrick agreed to co-chair the group while members from the Business and Financial Services staff will act in a listening mode to ensure the objectives of the group are member driven.

Financial Manager and Budget Authority Forms

As part of Western's **green** efforts; Accounting Services is now utilizing the electronic archiving of e-sign forms for our records instead of printing each form for manual filing. To streamline this project, one form is now required per person to add or change financial manager or budget authority information. If more room is needed to list funds and/or fast indexes, a spreadsheet can be attached to the form. Thank you for your cooperation in our efforts to reduce our paper output.

“K” Transfer Codes

Accounting Services is discussing discontinuing the use of “K” transfer codes. We realize that many departments rely on these codes to move dollars between funds however; the use of the “K” codes inhibits obtaining a clear picture of financial transactions at year-end. We are currently working on options to use instead of a “K” code. Stay tuned for additional information.

New Vendor Create and Maintenance Form

Still creating and updating vendor information? There is a new form to help! Accounting Services is pleased to announce the e-sign vendor creation and maintenance form. This form should be used whenever a new vendor is needed in Banner or to make changes to an existing vendor.

New vendors require a completed W-9 prior to creation. Address changes to current vendors require documentation of the new address. Travel and service reimbursement, personal service reimbursement, and honorarium forms have a W-9 section on the face of the form; an additional W-9 is not needed, but please ensure the information supplied is legible.

Use of this form will centralize the updating of the vendor files within Accounting Services. If you are currently creating or changing vendor information in Banner, please utilize this form and let Accounting Services do the work for you.

Please contact Ellen at x2445 with questions. Here is the link to the form and instructions: [Vendor Maintenance Form](#).

Training Resources

The following individuals are available to provide training in their areas:

Debbi Baughn, Travel Desk, x3341, provides regular training on travel regulations and how to handle your travel needs.

Diane Fuller, Fiscal Analyst 2, x4002, is available to provide training in using Banner screens and running budget reports. Accounting Services also has a comprehensive manual of Banner reports and information that can be provided upon request.

Rebecca (Becky) Kellow, University Cashier Supervisor, x4530, is available for training in cashiering and cash receipting.

Vic Kiel in Human Resources, x7418, also offers regular training classes in Banner navigation.