

FINANCE FOOTNOTES

A Publication of WWU Financial Services

October 2009

Important Notice to all Employees Not Enrolled in Payroll Direct Deposit

PAY CHECKS WILL BE MAILED

Starting with the November 10, 2009 pay date, your paycheck will be mailed to your W-2 address in file with the Payroll Office. Paychecks will no longer be available at the University Cashier's office. This includes paychecks for student employees.

ENROLL FOR DIRECT DEPOSIT ON WEB4U

You are encouraged to enroll for payroll direct deposit so that your payroll funds will be in your bank account on payday. You can now enroll on-line on your [Employee Web4U](#). Click on Employee, Pay Information, Direct Deposit Enrollment. You will need your bank ABA routing number and your account number. If you don't have a check stub to refer to, you can get the ABA routing number with a quick call to your bank. (Your debit card number is not your bank account number).

VERIFY THAT YOUR W-2 ADDRESS IS CORRECT

If you continue to receive paper checks, ensure they will be mailed to your correct address.

What is my current W-2/Employee Permanent address? Look on your [Employee Web4U](#)

Click on Personal Information, Address & Phones-View/Update and scroll to find your W-2/Employee Permanent Address.

Do you need to correct it? Same website, top of page:

Click on the Employee Address/Phone Change form. Enter your correct address and check the box for the W-2/Employee Permanent address.

On-Line Banner Fundamentals Training Now Available

Banner Finance Fundamentals on-line training is now available for all to take. The computer based training (CBT) format offers training in Banner navigation from your desktop. Click on the following link to begin training file:///W:\B2000\Banner_7_Training\Banner7.exe

Classroom sessions of this training are coming soon.

GOV Connection Account for Computer Accessories

WWU is just completing our first year with the GOV Connection contract and it has been a great success! If you would like to be signed up for your own account, please contact Rita Sinclair in Purchasing at x3359. She will need your WWU ship-to address, e-mail, phone, fax numbers, and mail stop. Once you are set-up with your account just go online and place an order using your P-card.

Annual Central Stores and Office Depot Vendor Showcase

The annual Central Stores & Office Depot Vendor Showcase is Wednesday October 21st from 10am to 2pm in the VU Multi-Purpose Room. Please contact Brenda Ancheta x3561 or John Zuzarte x2678 for additional information.

State Auditors on Campus

Auditors from the Washington State Auditors' Office will arrive on campus October 5th to conduct the University's annual compliance audit. They will remain on campus until mid-December evaluating Western's policies and practices to ensure compliance with both State and Federal regulations.

The auditors may contact departments directly with questions or to schedule an appointment to review documents. Shonda Shipman, Director of Accounting Services, is the liaison between the campus and the auditors and will attempt to advise departments in advance of a visit or phone call. If you are contacted directly and have questions, please contact Shonda at x3564.

Requesting proper identification from the auditors is permissible and recommended.

Training Requirement – Personal Service Contracts

WWU will be offering the first training in Personal Service Contracting which is required by State law for all individuals who manage personal service contracts. WWU policy #U5348.07 defines the contract manager as the financial manager who receives the goods/services as provided in the contract. Anyone managing such contracts will be required to take this training.

The first offering will be November 5, 2009 from 8:30 to noon. Laura Wood from the OFM will be presenting. Contract Administration has identified an initial group to attend and has sent out invitations, however, the training is open and available to anyone who is involved with personal service contracts and who wishes to attend.

Please e-mail Lin.Portscheller@wwu.edu if you are interested. This will be the only offering for FY 2009-10 and seating is limited, so please respond as soon as possible.

Direct Deposit for Accounts Payable Payments

If you have Direct Deposit, all reimbursements, including travel will be deposited into your payroll direct deposit account effective October 1st.

You will receive email notification of pending deposits to your account

- ✓ No need to sign up if you have direct deposit for payroll
- ✓ Do not wait for a check
- ✓ No lost or misplaced checks

Learn more at http://www.wwu.edu/depts/fs/GeneralAcctg/gl_ap.shtml

Internal Controls Office Web Site

The Business and Financial Affairs division at WWU has launched its Internal Controls Office Web site, which can be accessed at <http://www.wwu.edu/depts/fs/InternalControls/index.shtml>.

The site spotlights information about internal controls, internal control red flags (unrelated to identity theft red flags), the Internal Control Officer, recommendations for safeguarding confidential information, and useful links.

A featured item is the Internal Control Vulnerability Risk Assessment. This tool can help departments improve operational efficiencies. It can be completed at office staff members' convenience; simply call the Internal Control Office at x4465 and inquire into taking the assessment.

New Equipment Tagging Policy

The following items are considered **"small and attractive"**, cost between \$300.00 and \$4,999.99, and must be tagged:

Firearms and accessories
Chemical weapons & equipment
Weapons, Misc. signal guns, etc.
Cameras, Motion picture
Cameras, still pictures
Photographic projection equipment
Portable Microcomputer systems, laptops, notebooks, and mini note books

These changes are the result of a comprehensive risk assessment to identify assets that are at risk or vulnerable to loss. Capitalized fixed assets (items costing \$5,000.00 or more) still require WWU Tags.

Please contact Jack Herring at Equipment Inventory, x3546 with questions.

Reimbursement Requests Submitted within 60 Days

Per WWU Travel and Reimbursement Policies POL-U5348.10 and POL-U5348.12, reimbursement requests must be submitted to Accounts Payable or Purchasing, within 60 days of the purchase, or completion of travel. Please contact Debbi at x3341 with questions.

Please do not save mileage or miscellaneous reimbursement requests to be submitted in a batch; reimbursement requests should be submitted once a month. The following links outline the applicable policies:

[Authorizing and Reimbursing Travel](#)

[Reimbursing Employees](#)

Returned Checks

Departments receiving returned checks in the mail must send the checks to Accounting Services at MS 1420 to ensure the check is properly cancelled in Banner Finance. This will ensure our financial records are correct at fiscal year end and avoid the costly tracking of missing checks.

Please contact Diane at x4002 with questions.

Financial Managers and Budget Authorities

Accounting Services needs your help in ensuring our list of financial managers and budget authorities is up to date. If a financial manager or budget authority has left your department, please complete the attached form to update the information in our database. With your help, we can keep our records up to date. Thank you.

[Budget Authority](#)

[Financial Managers](#)

Training Resources

Debbi Baughn at x3341 provides regular campus training on travel regulations and how to handle your travel needs.

Diane Fuller at 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.

Becky Kellow at x4530 is available for training in cashiering and cash receipting.

Vic Kiel at x7418 offers regular training classes in Banner navigation.