

# FINANCE FOOTNOTES

A Publication of WWU Financial Services

November 2009

## 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 available for pickup from 9-4 on payday in Human Resources (AE 309). This office is located on the 3<sup>rd</sup> floor of 405 32<sup>nd</sup> Street. Paychecks not picked up by 4 pm on payday will be mailed the next morning to your W-2 address on file with the Payroll Office.

Paychecks will no longer be available at the University Cashier's office. This includes paychecks for student employees. Student paychecks will be mailed to the address on file with Payroll two days prior to payday.

Paper direct deposit remittance advices will be mailed to the W-2 address on file in HR two days prior to payday. If you would like your direct deposit remittance emailed to you, please contact Payroll at x2991 to update your payroll record.

### **ENROLL FOR DIRECT DEPOSIT ON WEB4U**

Western encourages all employees to enroll for payroll direct deposit to ensure your payroll funds will be in your bank account on payday. On-line enrollment is available at [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.

## Finance Focus Group

The Finance Focus group will begin holding monthly meetings beginning in November. The mission of the group is to assist Accounting Services in providing the financial services and information needed by campus departments. Please send agenda items to Shonda Shipman.

## 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](file:///W:\B2000\Banner_7_Training\Banner7.exe)

Classroom sessions of this training are coming soon.

## State Auditors on Campus

Auditors from the Washington State Auditors' Office are on campus conducting the University's annual compliance audit and will remain on campus until approximately Nov. 23<sup>rd</sup>.

The auditors may contact departments directly with questions or to schedule an appointment to review documents. Shonda Shipman, Director of Accounting Services, serves as 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.

## **Direct Deposit for Accounts Payable Payments**

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If you have Direct Deposit, all reimbursements, including travel will be deposited into your payroll direct deposit bank account. Sign up for direct deposit on Employee Web4U.

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.wvu.edu/depts/fs/GeneralAcctg/gl\\_ap.shtml](http://www.wvu.edu/depts/fs/GeneralAcctg/gl_ap.shtml)

## **Financial Managers and Budget Authorities**

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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**

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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.