

FINANCE FOOTNOTES

A Publication of WWU Financial Services

December 2009

Carry Forward of Prior Year Fund Balances

A new budget entry is appearing on the November budget reports in account E001 titled Prior Year Carry Forward. This amount reflects the fiscal 2009 ending fund balance for individual FOAPAL combinations. Previously, this balance was only recorded at the fund level. To allow for greater transparency and the budgeting of carry forward balances, this balance is now allocated down to the fund, org., and program levels. Allocation to the activity and location levels is optional. Please contact Diane at x4002 or Shonda at x3564 with questions.

December Closing Date Changed

December will be closing on January 6th rather than January 7th this year. The University was fortunate to receive funds from the American Reinvestment and Recovery Act that require unique reporting back to the Federal government on how the funds were spent. This reporting is due on January 10th. In order to facilitate the compilation and review of the data prior to submission, an earlier closing date is necessary. The reporting is due each quarter so changes in closing due dates may be needed in the future. Thank you for your understanding of this situation. Please contact Diane at x4002 or Shonda at x3564 with any questions.

Notice to all Employees Not Enrolled in Payroll Direct Deposit

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

Paychecks are no longer available at the University Cashier's office. This includes paychecks for student employees. Student employee paychecks will be mailed to the W-2 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 with Payroll 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.

If you do not have a W-2 address entered in Web4U, your paycheck will be mailed to the permanent address on file with Payroll.

Enroll for Direct Deposit on Web4U

All employees are encouraged to enroll for payroll direct deposit. 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.

Direct deposit is convenient, free and the most reliable way to get paid during an emergency situation.

New Forms on Human Resources Website

Two new electronic forms are available on the Human Resources website. The Redistribution Request Salary/Benefits form replaces the former form, only allowing salary redistributions between funding strings, not positions. The Request for Late Payroll Payment form replaces the Emergency Check request form. Please contact Marilyn Johnson at x3565 with questions. Links to the new forms are below:

https://esign.wvu.edu/admcs/process/forms/HR/Redistrib_Req_Salary_Benefits.aspx?valid=true

https://esign.wvu.edu/admcs/process/forms/HR/request_late_payroll_payment.aspx?valid=true

Congratulations Becky!

BFA is pleased to announce the appointment of Rebecca (Becky) Kellow to the position of Assistant Director of Treasury Services, effective Monday, December 7. As Assistant Director, Becky will provide vision and direction for all university cash receipting and banking operations. This includes directing all university cash receipting operations, administering the cashiering system, serving as the primary liaison for banking, bankcard and e-commerce activity, and managing day-to-day pooled cash investments.

Welcome Wanna, Manager of Financial Systems

BFA is pleased to announce that Wanna VanCuren joins the Financial Services team on December 1st as the Manager of Financial Systems. Wanna comes to Western from the Homax Group where she served as the IT Manager for their ERP Business System. The Manager of Financial Systems will consult with users, management, vendors and technicians to assess computing needs and system requirements, and will coordinate the Financial Information Security Program. This position plays a significant role in the future endeavors of Financial Services, and we welcome her to Western.

Welcome Sandra, Internal Control Officer

BFA is pleased to announce the appointment of Sandra Wilcox as Internal Control Officer, effective December 7th. Sandra is a graduate of UC Santa Barbara, with a background in banking, accounting and audit. With her background, she will strengthen and improve the University's internal controls, assure that operations are effective and efficient, financial reporting is reliable, and that the University is complying with applicable laws and regulations. Sandra will identify and develop procedures that are efficient and effective, as well as develop and offer training on acceptable internal controls and financial/budget information systems and position control. Please join us in welcoming her to the BFA Division.

Finance Focus Group

The mission of this group is to serve as a forum for ideas to assist Accounting Services in providing the financial services and information needed by campus departments. Meetings are held monthly, usually on the first Friday of the month, in Old Main 340. 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

Direct Deposit for Accounts Payable Payments

If you have direct deposit for Payroll, all reimbursements, including travel will be deposited into this bank account. Sign up for direct deposit on Employee Web4U.

You will receive email notification of pending deposits to your account. Benefits include:

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

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

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.

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.

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

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