

# FINANCE FOOTNOTES

A Publication of WWU Financial Services

January 2010

## Fiscal 2009 Audit Results

The University and auxiliary entities' annual financial statement and compliance audits are complete and once again, the University received clean audit opinions. This is great news and I thank everyone for their hard work and dedication to maintaining accurate records and compliance with local, state, and federal regulations.

Thanks again,

*Shonda Shipman*

## Carry Forward of Prior Year Fund Balances

A new budget entry appears on the monthly 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.

## Personal Auto Mileage Reimbursement Rate Decrease

As of January 1, 2010, the privately owned vehicle (POV) mileage reimbursement rate will reduce to \$.50 per mile.

When calculating POV reimbursement amounts, use the rate that corresponds to the date of travel:  
Before 1/1/2010, x \$.55/mile, After 1/1/2010, x \$.50/mile

Contact Debbi at x3341 with 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 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 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.

## 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/Redistrib_Req_Salary_Benefits.aspx?valid=true)

[https://esign.wvu.edu/admcs/process/forms/HR/request\\_late\\_payroll\\_payment.aspx?valid=true](https://esign.wvu.edu/admcs/process/forms/HR/request_late_payroll_payment.aspx?valid=true)

## 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 8 Finance Overview Training Now Available

This training provides an overview of the Banner Finance Processes with the focus on the purchasing requisition to check process. It offers step-by-step demonstration and hands-on sessions that end-users can practice after the demonstration. This training also shows end-users how to query document history and perform queries on Detail Transaction Activity Page (FGITRND), General Ledger Activity (FGIGLAC) and Organization Budget Status (FGIBDST).

This training is best for new Banner Finance end-users and anyone that would like to refresh the on-line query functions. Estimate time of completion of this CBT is approximately 60 minutes.

The link for Banner Financial Overview is <W:\B2000\Banner 8 Training\Finance Overview 8\FinanceOverview8.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](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.

[Budget Authority](#)

[Financial Managers](#)

## Training Resources

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

Susan Banton (X 2430) is available for personalized purchasing training. This would cover purchase orders, department orders, check requests and provide information on department's purchasing authority

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.