

FINANCE FOOTNOTES

A Publication of WWU Financial Services

December 2012

Mileage rate increase per state effective 1/1/2013

The mileage reimbursement rate for privately owned vehicles will be increased from \$0.51 to \$0.565 beginning January 1, 2013. This increase reflects the rate set by the United States Treasury Department which, pursuant to RCW 43.03.060, is the maximum rate the state can pay. The state Per Diem Rates map was also updated to reflect this change. The revised map is available on OFM's Travel Resources website at: <http://www.ofm.wa.gov/resources/travel.asp>.

Minimum Wage Increase beginning 2013

Washington's minimum wage increases 15 cents to \$9.19 an hour beginning Jan. 1, 2013. Washington's minimum wage applies to workers in all industries, including agriculture, although 14- and 15-year-olds may be paid 85 percent of the adult minimum wage, or \$7.81 an hour. The [Department of Labor & Industries](#) adjusts the state's minimum wage each year in September as required by Initiative 688, which Washington state voters approved in 1998. The initiative requires the state to adjust the minimum wage according to the change in the [federal "CPI-W,"](#) which is a national index covering the cost of goods and services needed for day-to-day living. That index rose 1.67 percent during the 12 months ending Aug. 31, 2012.

Millennium FAST Finance/HR Upgrade January 14, 2013

The new Millennium FAST version 4 will go live (Production) on **Monday, January 14, 2013**. All training classes for Finance have been completed in December and HR classes are scheduled on 1/9 and 1/11/2013. While this upgrade impacts both HR and Finance modules, there are more changes in Finance as it is a complete re-write of all programs. To facilitate this transition, we have created a temporary "co-existence" environment so our Finance users will be able to continue to use the "Classic Finance" version until **February 28, 2013**. On January 14, when you sign on to Millennium homepage, you will see two Finance menu items named "Finance Classic Reporting" and "Finance Reporting". "Finance Classic Reporting" is the old version and "Finance Reporting" is the new Version 4. Please begin using the new version in order to benefit from all the new features, like saved and pinned reports. The "Finance Classic Reporting" will be retired on **March 1, 2013** and only the new Finance version will be available starting that day.

Banner Initiatives – Update

There are notable developments in several Banner Initiatives projects, including:

Campus Loan Manager (CLM)

CLM was purchased by the University as a result of the Loans and Collections Process Review Project, an earlier Banner Initiatives project. The CLM team recently had their first meeting, and they are working on developing the new processes that will be used in conjunction with the system as well as an overall project plan for the implementation and rollout. A tentative rollout date has not been determined.

eMarket Recommendation Paper

Recently, the Banner Initiatives Steering Committee approved a recommendation to expand the number of eMarket sites used on campus. These sites are web-based portals that are used to collect revenue (like registration fees) for various programs and activities. The eMarket project team will perform site-by-site cost/benefit analyses to determine what areas of campus could benefit the most from having an eMarket site. The team is currently working on set procedures for evaluating and implementing these sites.

Facilities Management Information Systems Project – Phase I

The FM Project team has been meeting with various user and stakeholder groups to gain an understanding of how FAMIS and related systems are currently being used. The team has used these meetings to develop lists of issues and needs that each of these groups have or experience. Those lists and other material will be compiled into a comprehensive business requirements document assessing our current resources and future needs.

Human Resources Information System (HRIS) / Electronic Personnel Action Form (EPAF)

A new PA form has been developed and HR is currently providing training and documentation on how that form is used. HR will provide updates to this documentation as needed. The team is also

engaged in investigating EPAF, seeing how it's being used at peer institutions and determining how it could be used at Western.

Travel & Expense Management Module (TEM)

Instead of rolling TEM out to all areas and departments across campus at once, the implementation team will work with select groups to go-live with TEM over a series of phased rollouts. A number of departments have already volunteered to be in the initial rollout group, and if your department is also interested in being an early adopter of the TEM system, please feel free to contact Erica Dean-Crawford (Travel Desk) or Sally McKechnie (Business Services Director) and let them know. TEM is currently scheduled to go live with the first volunteer groups in March/April 2013.

If you have any questions regarding Banner Initiatives projects, please contact Wanna VanCuren at Wanna.VanCuren@wwu.edu or Emmett Folk at Emmett.Folk@wwu.edu.

Pcard CFO Access Role in PaymentNet

The CFO access role is now available in PaymentNet for Financial Managers, Budget Authorities and other Approvers. CFO access roles allow you to review all pcard transactions, have query capabilities and be able to run reports. The application form is available at

<http://www.wwu.edu/bs/pcard/documents/PaymentNetCFOAccessRole.pdf>

Pcard Reminder for Reviewers and Approvers

If you know you will be on vacation during the pcard monthly closing/downloads and during the fiscal yearend closing period, please be sure that a backup Reviewer or Approver are in place. If you do not have a backup, please contact Brenda Ancheta at extension 3561, and she will ensure that appropriate backup during your absence is set up.

Sales Tax Reminder – P-Card Transactions

WWU must pay tax on all goods and certain services – Western is not sales tax exempt.

If sales tax is listed on your receipt, invoice or packing slip as a separate item, check the tax box on the Paymentnet screen when reviewing/approving transactions. This rule applies to both in-state and out-of-state purchases. If tax has been charged and the box is NOT checked, tax will be charged again when the transaction is processed into Banner Finance. These errors can be corrected via a journal voucher.

Please contact Brenda at x3561 with any questions.

Pcard Website Updates

The Pcard Website has been updated for convenience and ease to Cardholders. The following have been added: Allowable Purchases, Acceptable Use, Unacceptable Purchases and Pcard Quick Reference Guide.

For complete information about the Pcard Program visit the pcard website.

<http://www.wwu.edu/fs/PCard/>

Visit our new "Pcard Mall" that provides a list of Contracted Vendors you may go directly to and make your purchase without having to go through Purchasing, now available on the Pcard website.

http://www.wwu.edu/fs/PCard/pc_mall.shtml

For questions, please contact Brenda Ancheta, Pcard Administrator at ext. 3561.

Training Resources

Brenda Ancheta at x3561 offers training on the use of the Pcard and including signing up for a card.

Susan Banton at x2430 is available for personalized purchasing training; including purchase orders, department orders, check requests and information on department's purchasing authority.

Diane Fuller at x4002 is available to provide training in using Banner Finance screens and running budget reports. Accounting Services has a training document available that displays many of the Banner Finance reports and includes information on how to run the reports. Please contact Sheryl at x3040 to request a packet.

Becky Kellow at x3720 is available for training in cashiering and cash receipting.

Wanna VanCuren at x2992 offers training for Millennium FAST data warehouse.