Finance and Administration Updates

Friday, August 30th, 2019
11:00 AM Meeting
IG Greer 224
Meeting Agenda

- Introduction
- Finance and Administration Updates
- SFA Contacts
- P-Card DocuWare Updates
- Moving Expense Reimbursements Reminders
- Payroll Manual Check Review
Finance and Administration Update Meeting

- Time: last working Friday of every month at 10:30 AM
- Meeting location: IG Greer room 224
- Delivery method: face to face and view/listen only on Zoom
- Material availability:
  - [Finance and Administration Updates](https://controller.appstate.edu/news-and-updates) Google Drive
  - Controller’s Office website after the meeting: [https://controller.appstate.edu/news-and-updates](https://controller.appstate.edu/news-and-updates)
Departments in the Finance and Administration Group

- University Controller’s Office
  - Special Fund Accounting personnel update
- Purchasing Office
- Business Systems
- University Budget Office
Special Funds Accounting Contacts

- Elaine Berry
- Heather Hampton
- Cynthia Lowrance
- April Vance
- Michelle Edgell

**Link:** [https://controller.appstate.edu/special-funds-staff](https://controller.appstate.edu/special-funds-staff)
FA Meeting Organizer and Facilitators

- Yifan Zhou
- McKenzie Harris
  - Please send topic requests to McKenzie Harris at harrismk@appstate.edu
- Cynthia Lowrance
  - Zoom and Google Drive
What’s New?

● Substitute W-8BEN-E form

● Banner Web Time Entry
  https://payroll.appstate.edu/web-time-entry
P-Card DocuWare Update

- **Presented by:** Jane Fitchlee
- **Contact:**
  - Jane Fitchlee - PCard Administrator
    - fitchleejm@appstate.edu or (828)-262-2082
  - Judy Goodwin - Assistant PCard Administrator
    - goodwinjl@appstate.edu or (828)-262-4003
- **Link:** https://materials.appstate.edu/p-card-program
  - Link for Submitting Initial P-card Report
  - Link for Resubmitting P-Card Report
Moving Expense Reimbursement

- **Presented by:**
  - Yifan Zhou
- **Contact:**
  - McKenzie Harris at harrismk@appstate.edu or (828)-262-8977
- **Link to the Standards, Authorization & Log:**
  - [https://controller.appstate.edu/employee-disbursements-0](https://controller.appstate.edu/employee-disbursements-0)
  - Standards for Moving and Relocation
  - Moving Expense Authorization
  - Moving Expense Log
Moving Expense Authorization Reminder

- Subsistence for new duty station: “current residence” means residence prior to moving
  - No reimbursement after moving
- Amount: Approved amount on authorization is the maximum amount reimbursed the employee
- Timing: Must be pre-approved prior to incurring any expenses
- Final Approver: Chancellor or her designees
Moving Expense Reimbursement Reminders

- Moving expenses are not paid on behalf of the employee.
- Moving expenses are reimbursed to the employee through the normal payroll cycle.
- Submission Deadlines: In order to be reimbursed in the current payroll the packet will need to be submitted to Payroll by the following deadlines.
  - Deadline for December 2019: December 10th.
  - Deadline for remaining months of FY 20: 18th of the month.
- Itemized receipts are required by OSBM.
  - If you used a CC to pay: receipt should show the last 4 digits of the card number & a zero-balance.
  - Full page bank statement (info can be redacted) but it must show the charge, bank name, card number & the employee’s name.
Off Cycle Payroll Manual Check Update

- **Presenter:** Yifan Zhou
- **Contact:**
  - Cheryl Eggers at eggersch@appstate.edu or (828)-262-7967
  - Tracy Greene at greenetg@appstate.edu or (828)-262-7767
- **Link:** [https://payroll.appstate.edu/manual-check-procedure](https://payroll.appstate.edu/manual-check-procedure)
  - Manual Check Procedure
  - Manual Check Calendar
  - Manual Check Request
Manual Check Calendar

- Submit the Manual Check Request form along with:
  - Signed Timesheet (for hourly employees) and/or Pay Authorization (for contracted/salaried employees)
- Submit the packet to:
  - Controller’s Office by 5:00 PM on the Request Due Date listed on the Manual Check Calendar.

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<th>Request Due Date</th>
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Manual Check Request

- The employee must choose how the check will be delivered (direct deposit is not available for manual checks)
  - Mail the check to the employees address
  - Contacted by phone to pick up at the Controller’s Office
- Pick-up location:
  - Business Annex at Charleston Forge
  - 251B Industrial Park Drive
  - 2nd Floor - Office 211
Thank You for Attending