Welcome to the Finance and Administration Update Meeting for September

The meeting will begin at 10:00 AM
Zoom Only
Finance and Administration Update Meeting

- Time: last working Friday of every month at 10:00 AM
- Delivery method: view/listen only on Zoom
- Slides and other resources will be available after the meeting at:
  - Finance and Administration Updates Google Drive
  - Controller’s Office website: https://controller.appstate.edu/
- Contacts: Yifan Zhou (zhouya@appstate.edu), McKenzie Harris (Google Group and Google Drive) (harrismk@appstate.edu)
Meeting Agenda

- Receipt Criteria
- Business meals and Entertainment
- Foreign Payments Reminders
- Moving and Relocation Reminders
- Employee Working Outside of NC Reminders
- PaymentWorks
- Finance and Administration Mentoring Program
- Q&A
General Information/ Updates/ Reminders

- Accounting manual updates
General Accounting Updates

- Presented by: Denise Foutz
- Contacts:
  - Myra Hayler - Accounts Payable
  - Sandy Moretz - Travel & Business Expense Reimbursement
Receipt Criteria

- Guidance is located in the Accounting Manual starting on page 44 and also in Appendix 1.
- It is the responsibility of the department and the traveler/employee to ensure that payment has not been previously submitted for reimbursement nor paid using the University P-Card.
- Lodging and Airfare receipts should include a balance that is zero or marked “paid”.

Appalachian State University
Business Meals and Entertainment

- Guidance is located in the Accounting Manual starting on page 34.
- Provides guidance on attendees, costs, approvals, required and use of funds.
- Please consult this guidance prior to submission as this guidance has recently been updated.
  - Increased to 5 employees in attendance
  - Cost per person: $23 breakfast, $30 lunch, and $50 for dinner
  - Tips are limited to 20%
  - Alcohol must be approved by the Chancellor, a member of the Chancellor’s Cabinet, or their designees regardless of dollar amount or number of attendees
Foreign Payments

- Presented by: Yifan Zhou
- Contacts:
  - YoMart: Clint Coffey
  - P-Card: Jane Fitchlee
  - Purchasing: Chad Hicks
  - ITS: Jim Webb
  - Tax Compliance: McKenzie Harris
  - International Wires: Amy Moody
  - Accounts Payable: Myra Hayler
Foreign Payments in YoMart

View slides from May’s meeting for detailed instructions on Foreign Payments

- **Payments to Foreign Individuals**
  - Complete the *Payments to/on Behalf of Foreign Individuals* form before any services have been purchased.
  - Submit the form to McKenzie Harris in Tax Compliance for pre-approval

- **YoMart**
  - Complete the *Foreign Payment Request* in Yo-Mart

- **Wire Transfer Form**
  - You will receive a comment from Tax Compliance in Yo-Mart to complete the *Wire Transfer DocuSign Form*. Do not complete the DocuSign Form until your Yo-Mart request has been fully approved.
Foreign Payment on P-Cards

- Submit the *Foreign Purchases on P-Card Request* **one week before** you pay foreign vendor(s) for pre-approval
  - View the *Foreign Purchases on P-Card Request* form and the *Tax Compliance Foreign Purchases on P-Cards Blanket Approval* on the Controller’s Office website under Forms & Procedures

- **Tax Compliance** will notify you:
  - Tax withholding rate
  - Tax form(s) required
  - Other approvals required (courtesy check)

- Collect the required form(s) and obtain additional approvals
- If applicable, notify **Tax Compliance** how the tax will be paid (direct withholding or gross up)
- Make the payment and send the P-Card charges to **Tax Compliance** (McKenzie Harris)
- If applicable, **Tax Compliance** charges the taxes to the Department’s fund

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*Note:* 
*Foreign Purchases on P-Card Request* (Form)
*Blanket Approval (Coming soon)*
Moving/Relocation Allowance and Reimbursements

- **Presented by:** Yifan Zhou
- **Contacts:**
  - Tax Compliance - McKenzie Harris
  - Human Resources - Cindy Harper
  - Academic Affairs - Sandi Jones
  - Student Affairs - Molly Kadyk
Moving/Relocation Allowance and Reimbursements

- **Policy 602.35**
  - Must be specifically included in the employee's written offer of employment or faculty contract
  - *Employee Relocation Compensation Schedule, Limitations, and Delegated Authorities*
  - Allowance v.s. Reimbursement
    - Can’t do both
    - Allowance can only be on 227 funds
    - Reimbursement has to follow *Accounting Manual/Moving Expenses*

- **Taxable Reimbursements and Benefits Reporting Form** *(DocuSign Form)*
  - Allowance v.s. Reimbursement
  - SFA Approval
Employee Working Outside of NC

- Presented by: Tracy Henson
- Contacts:
  - Tracy Henson
  - Tom Isaacs
**Employee Working Outside of NC**

- **Definition of Out of State Employee**: An Appalachian State University employee who primarily resides and works outside the state of NC and who never or rarely travels to Campus to perform work for a given period of time.
- **The Notice of Employees Working Outside of NC Docusign Form** must be completed for employees working outside the state of NC and for employees that are returning to work within the state of NC.
- **View the Procedures and DocuSign form** on the Controller’s Office website under *Forms & Procedures*
PaymentWorks

● Benefits
  ○ Vendor maintains their own payment information.
  ○ We no longer store vendor bank information.
  ○ Streamlined vendor onboarding process.

● Timeline
  ○ A few areas already onboarded as proof of concept.
  ○ Waiting on PaymentWorks to begin full integration. December 2021?
  ○ Full campus roll out will begin after that.
Finance and Administration Mentoring Program

Want to support your co-worker or need help from a fellow employee?

- Submit this form if you volunteer to be a mentor for a new Administrative Assistant or you are new to your Administrative Assistant role and would like to have a mentor for assistance.
- Both mentor and mentee should obtain your respective supervisor's approval to participate in this program.
- To be mindful of the mentor's time, the program is limited to a 6-months period for each mentee.
- A mentor or mentee can withdraw from the Program at any time for any reason.
Questions?
Thank You for Attending
We hope to see you at the next meeting in October!