

Welcome to the Finance and Administration Update Meeting for October

**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/>
- Contact: Yifan Zhou (zhouya@appstate.edu), (Google Group and Google Drive)

Meeting Agenda

Fund Reconciliation Reminders

Banner updates

Chrome River Updates

Tax Compliance Contacts, Student Payments and Foreign Payments Reminders

Contract Discussion

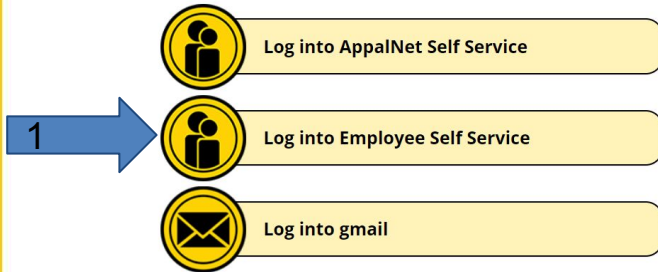
Travel Manual Updates and Reminders

Fund Reconciliation Reminders

- Reconciliations are required to be completed online.
- In order to be considered timely, reconciliations must be completed by the 30th of the following month and approved by the 15th of the next month.
- Example
 - March needs to be reconciled by April 30th and approved by May 15th.
- Policy 501.7 “Departmental Bookkeeping”
 - Link: https://policy.appstate.edu/Departmental_Bookkeeping
- Contact the Budget Office for additional training.

Employee Self Service - New Version

- Transitioning to new version.
- Log in to Employee Self Service at appalnet.appstate.edu



Appalachian STATE UNIVERSITY

Patterson, Kevin M.

Welcome to Self-Service Banner

General Student **Employees** Finance

Employees

Employee Dashboard
Pay information, benefits, leave information, etc.

Additional Employee Data
Salary, Pay Grade, Service Time and Mandatory Status

Total Compensation Statement
Total Compensation Statement

Disability Voluntary Self ID Reporting

Veteran's Reporting
To Self Report as a Veteran, please click here.

UNC System Benefits
BenefitFocus and Empyrean

Payroll

Flexible Work Arrangement Agreement

Old Timesheet Entry Going Away 12/31/2022

Employee Dashboard



Patterson, Kevin M.

My Profile

My Team

Leave Balances as of 10/27/2022

Vacation in hours	162.50	Sick in hours	467.52	Community Service Leave in hours	9.00
Vacation Bonus Leave in hours	0.00	Misc. Adverse Weather in hours	0.00	10 Hours Flex. Furlough Time in hours	0.00

[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 10/31/2022

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

Earnings

Benefits

Taxes

My Activities

Enter Leave Report

Request Time Off

[Approve Time](#)

[Approve Leave Report](#)

[Approve Leave Request](#)

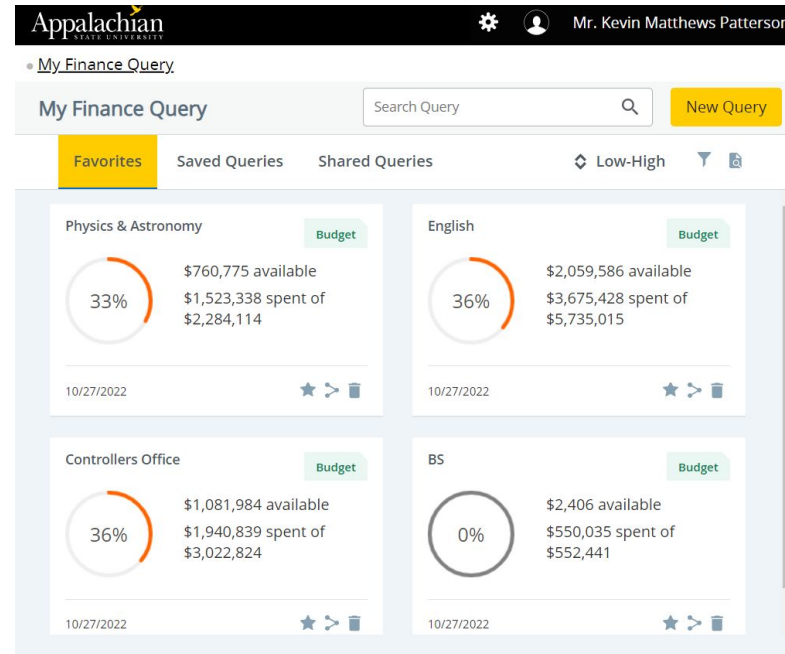
- You should now be using the new version of Employee Self Service, including for Timesheet Entry.



Finance Self Service New Version Coming Soon

Get excited!

- All the same functionality
- Plus a dashboard for saved queries
- Easier navigation
- Better look and feel



Non-Travel Reimbursements

- All non-travel reimbursements must be processed through Chrome River starting on December 1st.
- All documentation that was required for these types of payments in Yomart will still be required in Chrome river.
- For additional training, contact hodgesjh@appstate.edu | 828-262-8006

Tax Compliance Updates

- Student Payments
 - COA - Student Payments Cost of Attendance Reporting Form
 - **Determination made by payment requesting department**
 - **Contact Tax Compliance when in doubt**
 - Non COA
- Foreign Payments by Payee Type
 - Individual - Require Pre-approval
 - Entity - generally needs one of the W-8 Forms
- Foreign Payments by Payment Method
 - Wire - Submit the Foreign Payment Request in Yomart → Wait for full approval →
Submit Wire Transfer Request in DocuSign
 - P-Card - Require pre-approval
 - Other - Foreign Payment Request in Yomart
- **Contacts:**
 - Tracy Hensen, Tax Manager and payroll tax
 - Devon Sluder - Foreign National Tax Compliance, Student Payments and Sales tax
 - Tom - Taxable reimbursements and taxable fringe benefits, UBIT, Independent Contractor vs. Employee Determination (TCM), NC 4% Withholding & Payroll Tax

Contracts

- When to start requests?
- Type of contract needed
 - Guest speaker/ Entertainment
 - Personal Services
 - 3rd Party
- Read and understand the terms of the contract
 - Contract parties
 - Dates of the services provided
 - Scope of work
 - Payment terms

Travel Manual Updates

Pg. 5 - All travel and expense reimbursements paid directly by the University regardless of fund source (State Appropriations, Contracts and Grants, Foundation reimbursed funds, and Institutional Trust Funds) are subject to the University's Travel & Business Expense Manual, The University's Accounting Manual and the University's Accountable Plan. This includes prospective faculty, staff, and others who are not employees traveling while conducting University business.

Pg. 13 - Generally the individual who incurs an expense should be the individual requesting the reimbursement. Employees should not pay from their personal funds expenses on behalf of guests, students, or other employees unless paying for a shared expense (ie. one employee pays for a shared room at a hotel), the travel is part of an approved group travel, or a group research project. If an expense is submitted on behalf of another individual who is not the person being reimbursed, a comment must be made or a statement attached to the expense report explaining why an expense paid on behalf of another individual is being requested for reimbursement. For shared expenses individuals should avoid using fund transfer applications (Venmo) and submitting expenses for reimbursement. For example if one individual pays for a shared hotel room the other occupants should not send funds to the payee. Rather, the individual incurring the expense should submit the entire amount for reimbursement.

Pg. 13 - Individuals submitting receipts with reimbursement requests and University employees approving reimbursements should monitor requests for duplicate submissions. For example, departments and approvers must ensure that an expense has not been paid on a University purchasing card and submitted for reimbursement to an employee/individual.

Pg. 17 - If a traveler uses a third party lodging establishment and the reservation is in the traveler's name, any personal charges or damages incurred are not reimbursable by the University. AND

A third party lodging workbook has been developed to assist with documenting expenses and savings to the State. The form is located on the Controller Office website under forms and procedures in the Travel and Business Expense reimbursement section. Please complete this form and upload it to the Travel and Expense system along with other supporting documentation.

Travel Manual Updates

Pg. 21-22 - Fly America Act (49 U.S.C 40118)

Pg. 22 - Travelers will not be reimbursed for personal airline miles or points used to purchase airline tickets. Upon consultation with the State Purchase & Contract Office and the OSBM, it is determined that no monies were spent and therefore would not be eligible for reimbursement. It is the traveler's decision if they want to use personal miles or points for air travel

Pg. 22 - Transportation by Vehicle University employees are encouraged to use a state-owned vehicle or a vehicle that is leased through a state contract. If a state-owned vehicle or vehicle that is leased through a state contract is not available, the University supports the cost of ground transportation expenses. Travelers should use the least expensive method of ground transportation to meet their business needs.

Pg. 26 - Tips and gratuity.

- Added (where valet is the only option) to tips for valets.
- Taxi or Car Service Drivers = was \$5.00, no more than 20% per trip

Pg. 28 - Employee Family Members. If a spouse or other family member accompanies an employee on University related business travel, any reimbursement of expenses directly incurred for that spouse or family member may not be processed, or if allowable the reimbursement will be processed as taxable income to the employee unless it can be adequately shown and documented that the spouse or family member's presence on the trip has a bona fide business purpose.

Travel Manual

Other significant changes/ reminders

- Third party lodging definitions

Upcoming changes

- Travel committee
- Receipt standards

Questions?

We hope to see you at the next meeting in December!