

DISBURSEMENTS

Accounts Payable/Payroll, E-1S Processing Quarterly Newsletter

Issue 2

June 1, 2006

PAYROLL

Check Distribution. Please review the address label information on the Check Distribution List and the Timeslip Transmittal Report and verify that the information is correct. Please send corrections via e-mail to Lisa Hecker at lhecker@odu.edu. Please be sure to include the following information with any correction: mail drop, department name, building and room number.

Timeslip Submission. When submitting handwritten timeslips, please ensure that the name, UIN, hours, and position number are completely legible and in ink.

Timeslip Format. Hourly Wage Time Slips are available on the Office of Finance web site. The sheet should be printed in portrait format (8.5" x 11") and cut in half before being submitted to Payroll. Please be sure that the time slip size is 8.5" x 5.5". If your department photocopies timeslips, be sure that you cut your timeslips to the 8.5" x 5.5" required size before submission. Failure to provide time slips in the proper format and size will result in a delay in processing, and late paperwork charges could apply.

Direct Deposit. All employees enrolled in Direct Deposit who leave the university and return need to contact Payroll immediately upon return. Direct deposit information remains active until there is a notification from the employee to terminate or change the information. This is very important, since the first time you receive a check when you return, it will go into the bank account you had when you were previously employed.

Leave Activity Reporting Forms. When submitting a corrected Leave Activity Reporting Form (LARF), please attach a copy of the form that was originally submitted. Corrected LARFs must be signed by the supervisor and must include the word "**corrected**" or "**addendum**" on the LARF.

Overtime Leave Reminder to Supervisors and Employees. Non-Exempt employees who work more than 40 hours in a work week and have elected to receive leave instead of pay should be compensated with overtime leave at a rate of one and one-half hours for each hour worked in excess of 40 hours per week.

When submitting the Leave Activity Reporting Form (LARF) for overtime leave earned, submit only actual hours

worked. The Payroll Department will compute the actual leave earned using the one and one-half hour leave rate.

The overtime leave earned is recorded on the Leave Activity Reporting Form (LARF) using the leave code (OLE).

Non-Exempt Employees earning compensatory leave (CLE) or overtime leave (OLE) must attach a copy of their Weekly Time and Attendance Report when submitting the Leave Activity Reporting Form (LARF) to Payroll.

ACCOUNTS PAYABLE

Encumbrance Reminder. For those campus customers authorized to use Limited Purchase Orders (LPOs), please remember to encumber all Limited Purchase Orders before sending any copies to Accounts Payable.

Special Note: Departmental encumbrance capability (Encumbrance/Reservations Maintenance Form, FGAENCB) will be disabled at the close of business on June 9, 2006. Accounts Payable will encumber any LPOs issued from June 10 to the end of July 2006. Departmental encumbrance capability will be reactivated approximately August 1. Departments will be notified via University Announcement when encumbrance capability is reactivated. Please refer to the Materiel Management web site for purchasing deadlines.

Prompt Payment of Vendor Invoices.

The University is required to pay for all completely delivered goods and services by the required payment due date.

Payments may be processed earlier than the required payment due date - if the vendor's cash discount terms are advantageous.

Please remember that the **proper** date to be used on the receiving report is the **actual** date that the goods and services are received at ODU - NOT the date that **you** sign the receiving report. If you knowingly and wittingly use a date other than the **actual** date that the goods and/or services were received at ODU, this is considered a falsification of a state document and could result in disciplinary action. Additionally, this inaccuracy has a direct and negative impact on Prompt Pay, which could open the University to sanctions.

Each vendor invoice is considered a separate payment and should be due dated and processed independently of other invoices.

If a contract provides for partial deliveries, separate payment dates may be specified.

Defects and incorrect billings must be documented in writing. Departments must provide the documentation to Accounts Payable, since the University must notify the supplier/provider of the goods or services of any impropriety within 15 calendar days of receipt of the vendor's invoice.

Reminder – To avoid delays in vendor payment processing, all receiving reports must be submitted to Accounts Payable as soon as possible, but in no case more than 3 working days after delivery. Receiving reports must contain an **original signature** and the **actual date** that the goods and services were received (**written in ink**). For Electronic Purchase orders, complete the receiving certification.

TRAVEL

NEW TOOL FOR TRAVELERS

The Office of Finance has designed a Traveler's Checklist for Overnight Travel. The checklist provides a condensed list of many of the travel requirements that allow us to ensure compliance with Commonwealth travel regulations; it supplements the extensive travel training materials available from the Office of Finance web page as part of the Certificate in University Financial Management. The Traveler's Checklist is available from the Office of Finance home page under Faculty/Staff News.

<http://www.odu.edu/finance>

Corporate Travel Card

Need to apply for a Corporate Travel Card? Contact Rosa Breathwaite, Travel Card Program Administrator, at rbreathw@odu.edu.

TRAVEL FORMS - The following forms are available on the Office of Finance website.

OVERNIGHT TRAVEL

- **Estimated Cost of Proposed Travel**
This form is used to obtain pre-approval for all OVERNIGHT travel. This form must be completed in advance of travel and the original form must be attached to the Travel Expense Reimbursement Voucher when seeking travel reimbursement.
- **Excess Lodging Form**
This form should be used to request approval when rates for lodging exceed the published guidelines. This approval must be obtained IN ADVANCE, and the signed form must be attached to the Travel Expense Reimbursement Voucher when seeking reimbursement.

- **Out of Country Travel Approval**
When out of country travel on University business is planned, approval must be obtained in advance of travel. This form is used to obtain approval for out of country travel. Please allow sufficient time for approvals. The original form must be attached to the Travel Expense Reimbursement Voucher when seeking travel reimbursement.
- **Travel Advance (Regular)**
Use this form to request a travel advance for out-of-pocket expenses (minimum \$25). Submit this form 2 weeks before travel is to occur. The advance is prepared and available 3 working days before travel occurs.
- **Travel Advance (Student)** Use this form to request a travel advance for out-of-pocket expenses for student travelers (limited to \$100). Submit this form 2 weeks before travel is to occur. The advance is prepared and available 3 working days before travel occurs.

BUSINESS MEALS, CATERING, ALL FOOD PURCHASES

- **Business Related Meal Expense Form**
This form must be attached to the Travel Reimbursement Voucher for non-overnight, business meals, catering, and other food purchases.

TRAVEL REIMBURSEMENT FORMS

- **Travel Expense Reimbursement Voucher**
This form is used to request reimbursement for expenses incurred as a result of University Travel. Must be submitted within 5 working days of the end of travel.
- **Travel Expense Reimbursement Continuation Form**
Use this form for additional expenses that will not fit on the Travel Expense Reimbursement Voucher form.

Reminder about Travel Advances – Please include the travel advance amount on your Travel Reimbursement Voucher on the bottom right hand side in the total under travel advance. If you are submitting more that one travel reimbursement voucher to cover one travel advance, please indicate that on all forms.

PROBLEMS REQUIRING IMMEDIATE ATTENTION

Travel

Excessive Lodging form must be approved prior to traveling.

Business-Related Meal Expense form must be completely filled out and attached to the travel expense reimbursement voucher when requesting reimbursement for business meals, catering, and all food purchases.

For out of country travel, copies of the applicable international per diem rate charts **must** be attached to the travel expense reimbursement voucher.

The purpose of the trip must be documented on the travel expense reimbursement voucher.

Credit card receipts are *not* acceptable supporting documentation. Original receipts required.

Petty Cash Reimbursements (departmental funds)

Credit card receipts are not acceptable supporting documentation. Original receipts required.

In addition, **all** petty cash reimbursements must contain documentation that shows how the purchase directly supports the mission of the University.

Petty Cash Reimbursements (all). Since the University's Small Purchase Card is widely accepted by vendors, departments are encouraged to obtain the SPCC for any individuals who are required to make departmental purchases. If a department chooses to use the petty cash process, an explanation of why the SPCC was not used must be attached.

Memorandums Requesting Payment

Supporting documentation must be attached to all memos requesting check payment.

Ledger 6 budgets – When requesting donations to an organization, document how the donation directly supports the mission of the University.

Staff Contact Information

| | |
|---|---|
| Assistant Controller for Disbursements | Sandra Ianuzi sianuzi@odu.edu |
| Disbursements Processing Manager | Rosa Breathwaite rbreathw@odu.edu |
| Disbursements Audit Manager | Patricia Collins pcollins@odu.edu |
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| AP Processing Supervisor | Barbara Stokes bstokes@odu.edu |

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|----------------------------------|---|
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