

DISBURSEMENTS

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

Issue 8

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PAYROLL

Payroll Reminder - IMPORTANT

If Human Resources did not handle the recruitment process, departments are responsible for assuring that *all* hiring documents are completed, submitted, and *processed* prior to the employee beginning work.

Departments are responsible for assuring submission of the following documentation before allowing an employee to begin work.

1. **Appropriate Authorization Form for the Employee Type (hourly wage, adjunct faculty, overload pay, etc.)**
2. **Certification for Employment Eligibility (I-9)** -- must be completed at the time an employee is hired. It's a Federal law. If an employee has already worked on campus, an I-9 may be on file. **AN EMPLOYEE WITHOUT AN I-9 ON FILE IS NOT AUTHORIZED TO WORK.** The Federal penalty for non-compliance is \$250 to \$2,000 per violation. A violation is one individual employed on campus without an I-9 on file. If your department is responsible for completing the I-9 process, be certain that the "CERTIFIED FOR EMPLOYMENT - Old Dominion University" stamp is appropriately affixed to the I-9 documentation.
3. **Child Support Disclosure** -- required by Commonwealth of Virginia law.
4. **Drug and Alcohol Notification Form** -- required by Commonwealth of Virginia law.
5. **Selective Service Compliance Form** -- required for all new male employees.
6. **Use of Internet and Electronic Communications Systems Certificate of Receipt** -- required by Virginia statute and University policy. This policy applies to all employees (including student workers and graduate assistants). Policy 1.75 governs the use of the Internet and the state's electronic communications systems for state employees. *(Just the receipt should be submitted. Employees should keep the policy.)*
7. **Copy of the Social Security Card** -- The University is required to record your name and social security number *exactly* as it is shown on your social security card. It is the policy of the Department of Human

Resources and Payroll to require all new employees to present their social security card **before an employee may begin work**. A copy of the card will be made for the employees' official personnel file. Employees will not be set up in an active payroll status until Human Resources receives a copy of the Social Security card.

8. **Direct Deposit form** – The Direct Deposit form *must* be submitted for initial appointment (including if an employee chooses to “opt out”) and when there are changes to banking information (bank, routing number, account number). **REQUIRED.**
9. **Tax forms** – *Current year* Federal (**W-4**) and State (**VA-4**) withholding forms. Submit for initial appointment and when there are changes in withholding allowances for those employees subject to withholding. **Also, if an employee claims exempt from withholding, tax forms must be filed every year.**

WEB TIME ENTRY AND LEAVE REPORTING

What is it?

The Banner Web Time and Leave Entry System will enable employees to submit timesheet information and/or leave activity reports electronically – eliminating the paper submission of time and leave reports.

How does it change the current pay process?

Rather than filling out a paper timesheet or leave report, employees complete the time and/or leave activity reports online.

Who is Impacted?

Most classified, administrative and professional faculty, 12-month faculty in VSDP and those eligible for annual leave, 10-month faculty in VSDP, and hourly, student hourly and work study student employees will be introduced to and trained in using the online system.

Who is NOT Impacted?

Ten-month faculty not in VSDP, 12-month faculty not in VSDP and not eligible for annual leave, graduate research and teaching assistants, and part-time adjunct faculty.

When?

Classified staff began reporting hours worked and leave taken online with the pay period beginning April 25, 2008. **Hourly staff** began reporting hours worked online with the pay period beginning May 1, 2008. **Administrative and professional faculty** will begin reporting leave taken online

with the pay period beginning June 10, 2008. **Twelve-month faculty in VSDP and those eligible for annual leave** will begin reporting leave taken online with the pay period beginning June 10, 2008. **Ten-month faculty in VSDP** will begin reporting leave taken online with the pay period beginning on July 25, 2008. **Student hourly/work study students** will begin reporting hours worked online **tentatively** with the pay period beginning on August 16, 2008.

Training Guides

Training guides for classified and hourly staff and for supervisors/approvers of classified and hourly staff are posted on the Office of Finance web site.

Changes to Employee Recognition Incentives

Due to tax implications for employees, Old Dominion University is discontinuing the use of gift cards/gift certificates to reward and recognize University employees for their services and exceptional contributions to the University.

Effective immediately, gift cards may not be used for Employee Recognition purposes. Supervisors and departments wishing to recognize and reward employees for their service and efforts can do so by cash or leave bonuses, not through gift cards or gift certificates. This will not impact use of gift cards for students.

Departments that purchased gift cards for employee recognition should contact the University Controller at 683-4983 or via e-mail at rfisher@odu.edu.

Budget unit directors are responsible for ensuring that this change in policy is communicated to all staff responsible for managing employee recognition programs, changing any internal processes and procedures, and sharing this information with your full-time and part-time classified employees and hourly employees.

Please refer to the Department of Human Resources Policies and Procedures web page to review the policy on recognition programs - Old Dominion University Guidelines for Classified and Hourly Employee Recognition Programs (link below).

<http://www.odu.edu/af/humanresources/policies/recognition.htm>

Questions about this change can be addressed to the University Controller at 683-4983 or via e-mail at rfisher@odu.edu.

ACCOUNTS PAYABLE

ODU Vendor Complaint Form

To ensure that the University is in compliance with prompt pay requirements, if a department has a complaint about vendor performance that documents the reason for not paying an invoice, please complete the ODU Vendor Complaint Form available from the Office of Finance web site.

Checking Open Encumbrances

Departments should review open encumbrances in Banner (FGIOENC) on a regular basis and clear as needed.

Receiving Reports

Accounts Payable cannot begin the payment process without a properly completed receiving report and a vendor invoice. Accounts Payable must have an original receiving report (with an original approval signature) for *each* invoice to be paid.

Accounts Payable must have an invoice to process payment. Order confirmations and packing slips are *not* acceptable substitutes for invoices.

Multiple invoices? You must submit multiple receiving reports with *original signature, date received, and date the form was completed.* **If a vendor submits multiple invoices for payment against one purchase order, AP will contact the department to obtain additional receiving reports for the number of invoices received.**

Receiving reports should be submitted timely (within 3 working days of receipt of goods/ services).

Once goods/services are received and the order is satisfactory, departments are responsible for completing and submitting a receiving report to authorize payment:

1. Make a photocopy of the purchase order.
2. Indicate *partial* or *complete*.
Partial – when order has additional items to be delivered or services provided.
Complete – order is complete.
3. Enter the ***actual date the goods and/or services were received.***
4. Print the name and title of the individual receiving the order.
5. **Enter the date that the receiving report is being completed.**
6. **The receiving individual must sign in ink.**
7. Forward the ***original*** receiving report (original signature) to Accounts Payable no later than 3 working days after receipt of goods/services.
8. Keep a copy for your file.
9. DO NOT wait for Accounts Payable to request a receiving report.

For eVA purchase orders:

1. **Make a photocopy of the purchase order.**
2. **Complete the receiving certification.**
3. Indicate *partial* or *complete*.
Partial – when order has additional items to be delivered or services provided.
Complete – order is complete.
4. Enter the ***actual date the goods and/or services were received.***
5. Print the name and title of the individual receiving the order.
6. **Enter the date that the receiving report is being completed.**
7. **The receiving individual must sign in ink.**
8. Forward the ***original*** receiving certification statement (original signature) **and a copy of the purchase order** to Accounts Payable no later than 3 working days after receipt of goods/services.
9. Keep a copy for your file.
10. **DO NOT** wait for Accounts Payable to request a receiving report.

Reminder Concerning Receiving Reports – 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, the actual date** that the goods and services were received (**written in ink**), **and the date the receiving report is completed.** For Electronic Purchase Orders, also complete the receiving certification.

Petty Cash

- **Safeguarding petty cash funds**
 - Funds over \$500 must be secured in a locked box stored in a fireproof safe.
 - Funds \$100-\$499 must be secured in a locked box permanently affixed to a desk, cabinet, or other large object.
 - Funds under \$100 must be kept in a locked box that is stored in a locked desk or file cabinet.
- **Reconciliation and Reimbursement** – Petty cash funds must be reconciled and reimbursed using the appropriate University forms:
 - At least once a month if greater than \$499 OR the expenditures exceed \$25.
 - At least quarterly if the fund is under \$500 AND the expenditures do not exceed \$25.
 - All expenditures must be reconciled and reimbursed at year end. Refer to the Fiscal Year-End Closing Calendar for the due date.
- When submitting petty cash reimbursements, receipts must show proof of payment (i.e., cash, check, or charge). If payment made with a charge card, indicate which card was used (MasterCard,

Visa) and provide the last 4 digits of the card number.

- When submitting petty cash reimbursements for food purchases, you must attach the Business Related Meal Form.
- When submitting **ANY** petty cash reimbursements, you must attach a memo explaining why the SPCC (Small Purchasing Card) was not used.

TRAVEL

SpringHill Suites

Springhill Suites (located on Hampton Boulevard) has agreed to offer a lodging rate of \$94 per night for Old Dominion University guests, which is currently within Commonwealth lodging guidelines. In addition to the cost of nightly lodging, there will be an additional Guest Amenities Surcharge of \$25 per room/day and the appropriate taxes, which is also permissible under Commonwealth guidelines.

This rate is only available to guests of the University who are not Government employees and have their charges billed directly to a University budget.

The Guest Amenities Surcharge is waived for Government employees, but these charges may not be billed to the University. University employees are still bound by the Commonwealth guidelines, and must continue to complete the pre-travel estimate and submit the request for reimbursement, along with supporting documentation, after travel has been completed.

	Non-Govt (Guests,Students)	Government (ODU Employees, Other Federal & State Employees
Lodging	94.00	94.00
Surcharge	25.00	00.00
Taxes	xx.xx	xx.xx
Totals	\$119 + taxes	94 + taxes
May be direct billed?	YES	NO
Submit Travel forms?	NO*	YES
* Travel forms are not required if the charges have been billed directly to the University.		

Travel Processors Changed

- A-G Marlene Owens
- H-Q Meghan Hudak
- R-Z Cecilia Turnbull

Travel Tips to Remember

- If your approving signature is not legible, please print your name under your signature.
- To reduce misdirection of original paperwork, departments will be asked to come and pick up any paperwork that needs correction and to bring any corrections and additional requirements rather than sending through campus mail.
- When claiming business meals, itemized meal receipts are required which show what was purchased as well as proof of payment.
- When claiming gas purchases associated with car rental, you must attach a copy of the car rental receipt to the travel voucher, *even if the car rental was billed to ODU and is not being claimed as a travel reimbursement expense.*
- ODU Accounts Payable Travel/Petty Cash Reimbursement Direct Deposit Enrollment Form must be sent directly to Linda Wallace in the Audit Section of Accounts Payable. DO NOT attach these forms to the travel voucher. This will ensure that the traveler is already on direct deposit when the travel voucher is audited and is ready to be keyed.
- When submitting a travel expense reimbursement voucher for out of country travel, you must include a copy of the per diem rates in effect for the dates of travel (refer to page 17 of the current travel training materials, Accounts Payable, Part 1: Travel).
- Do not submit the ODU Travel Estimate/ Excessive Lodging/Out of Country Approval Form to Accounts Payable ***unless seeking approval for Excessive Lodging. When you expect to incur charges that exceed the lodging guidelines, submit this form to Accounts Payable for review by the University Controller.***
- New mileage rate – effective for travel occurring on or after 02/01/2008, the current IRS business rate of 50.5 cents per mile applies when the daily mileage is less than 100 miles. It also applies when a cost/benefit analysis indicates that using a personal vehicle is cheaper than using the Enterprise Rent-A-Car contract.
- The rate of 24.6 cents per mile applies when daily mileage is 100 miles or more and no cost/benefit analysis is provided to justify use of a personal vehicle.
- All receipts submitted for reimbursement must show proof of payment. If paying by credit card, indicate the type of card used (i.e., Visa, MasterCard) and the last four digits of the card number.

- Out of Country approval is required for Canada, Puerto Rico, and Hawaii.

Incomplete Documents/Processing Time

When Accounts Payable receives an incomplete document from a department, AP will email the designated contact person in that department regarding what is needed. The incomplete paperwork will remain in a pending folder until all receipts/information are received. When all necessary documents are received in Accounts Payable, AP will then have an additional 5 to 7 days to process travel vouchers and 3 to 5 days to process petty cash or prepayments.

Shown below are some examples of times when documentation or additional information is needed in order to process different types of payments.

Travel Vouchers - Travelers who submit incomplete and/or inaccurate forms to Travel Processing will be sent an e-mail (copy to the contact name on the travel voucher) indicating the corrections needed or listing the additional items needed before the travel voucher can be processed. For example, itemized receipts, receipt showing method of payment/zero balance receipt (if credit card, last 4 digits of card must be on receipt), travel estimate form, business related meal form, original signatures, boarding passes, etc. Accounts Payable will not send submitted paperwork back through campus mail. The original forms may be picked up in Rollins Hall if necessary.

Petty Cash - Department contacts listed on the reimbursement (PC1) will be contacted if the SPCC justification memo is not included, if restricted items were purchased with petty cash funds, if the reimbursement exceeds the allowable amount for a single purchase, or if the form is not correctly completed.

Memos - Department contacts will be contacted if additional documentation is required.

Prepayments - Department contacts will be contacted if proper backup documentation is not attached to the purchase order.

Questions about this process can be directed to your processor or to Cori Duck, Accounts Payable Manager.

STAFFING CHANGES

Welcome new Accounts Payable employees:

Cori Duck, Accounts Payable Manager
Bridget Bradley, Accounts Payable Processor

Welcome new Payroll Benefits employee:

Stacy Neal, Benefits Supervisor

STAFF CONTACT INFORMATION

Assistant Controller for Disbursements	Sandra Ianuzi sianuzi@odu.edu
Associate Payroll Manager	Gloria Lewis Boone gboone@odu.edu
Accounts Payable Manager	Cori Duck cduck@odu.edu
Disbursements Audit Manager	Patricia Collins pcollins@odu.edu
Payroll Accountant	Rob Stall rstall@odu.edu
ACCOUNTS PAYABLE PROCESSING	
If company name begins with:	Please contact:
A – D	Annette Savage amsavage@odu.edu
E – K	Cristina Wray cwrap@odu.edu
L – R	Bridget Bradley bbradle@odu.edu
S - Z	Danielle Achterfeld dachterf@odu.edu
AP Processing Supervisor	Barbara Stokes bstokes@odu.edu
TRAVEL PROCESSING	
Names A - G	Marlene Owens mowens@odu.edu
Names H - Q	Meghan Hudak mhudak@odu.edu
Names R - Z	Cecilia Turnbull cturnbul@odu.edu
Travel Supervisor	VACANT
ACCOUNTS PAYABLE AUDIT	
If company name begins with:	Please contact:
A – D	Deborah Goodman dgoodman@odu.edu
E – K	Flora Williams fwilliam@odu.edu
L – R	Dionne Devreaux vdevreau@odu.edu
S - Z	Donna Jackson djackson@odu.edu
AP Audit Supervisor	Linda Wallace lwallace@odu.edu

PAYROLL PROCESSING

Names A - F	Cynthia Williamson cwilliam@odu.edu
Names G - L	Carmela Casey ccasey@odu.edu
Names M - R	Jimmie Carroll jcarroll@odu.edu
Names S - Z	Ingrid Allen iallen@odu.edu
Payroll Processing Supervisor	Joyce Mason jmason@odu.edu
PAYROLL AUDIT	
Lost Paychecks/Time Slips	Anita Jones ajones@odu.edu
Reports	Michelle Henson mhenson@odu.edu Brenda Nelson bnelson@odu.edu
Duplicate W-2 forms	Patsy Shoemaker pshoemak@odu.edu
Payroll Audit Supervisor	Lisa Hecker lhecker@odu.edu
E-1S PROCESSING	
Arlinda McGruder amcgrude@odu.edu	Brenda Blount bblount@odu.edu
PAYROLL BENEFITS	
Alfred Mateo amateo@odu.edu	Joyce Evans jdevans@odu.edu
Payroll Benefits Supervisor	Stacy Neal sneal@odu.edu