

DISBURSEMENTS

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

Issue 9

June 1, 2009

PAYROLL

Moving and Relocation Reimbursements

Have you hired a faculty employee (tenure track faculty or senior level faculty administrator) and promised to pay some of their moving and relocation expenses? Did you complete the "Request to Authorize Moving and Relocation Expenses (Form #11)? For the form or more information see the Equal Opportunity and Affirmative Action Web site at:

<http://www.odu.edu/ao/eoaa/about/recruitmentresources.shtml>

Did you know that no commitments regarding moving and relocation expenses should be made until Form #11 is approved? Did you know that you need to contact the Academic Services Analyst (Dan Hennelly) at 757-683-4559 in Academic Affairs to coordinate the reimbursement of these expenses **AND that BEFORE ANY moving expenses can be INCURRED the employee MUST SIGN a University Employment Tenure Agreement provided by Dan Hennelly?**

Commonwealth Accounting Policies and Procedures state that to "be compensated for moving and relocation expenses . . . **the employee must execute an employment tenure agreement with the employing agency BEFORE any such expenses are incurred.**"

Regardless of any agreements made – moving and relocation expenses will not be reimbursed for expenses incurred **PRIOR** to the execution of the University Employment Tenure Agreement. **To ensure that your new faculty hires will be reimbursed for any moving expenses – complete the appropriate documentation and contact Dan Hennelly in Academic Affairs PRIOR to any moving expenses being INCURRED by your new faculty hire.**

Direct Deposit

Direct Deposit is required for all New Hires and Rehires. Section 4-601.e.2 of the Appropriation Act (Chapter 879, 2008 Session) authorized the Comptroller of Virginia to mandate payment of wages or salaries made to state employees to be via electronic payment. This policy was adopted in compliance with the State Comptroller's August 1, 2008, mandate that payment of wages and salaries to state employees be made electronically.

All prospective employees are notified upon hire that they must adhere to the policy and submit the Employee Payroll Direct Deposit Form.

Specific exceptions to this policy include:

- Employees under the age of 18
- Employees without a Social Security Number
- Federal Work Study student employees
- Employees changing financial institutions
 - Employees changing financial institutions may receive a pay check for two pay periods while establishing a new bank account.

Manual Paycheck Requests

Reminder – when submitting Manual Paycheck Request forms to the Payroll Office, please attach all required back-up documentation to ensure timely processing of the check request. If the required back-up documentation is not attached, the Manual Paycheck Request form will be returned to the department without action.

WEB TIME ENTRY AND LEAVE REPORTING

Accessing Web Timesheets - Reminder

All employees, including students, must use LEO Online to access timesheets.

The PORTAL does not allow an employee to select a button to submit time to a supervisor.

Access LEO Online (www.leonline.odu.edu)

1. **Click on** LEO Online News and Secure Area
2. **Scroll down** to the bottom of the page
3. **Click on Enter Secure Area**
4. **Read** the Agreement information and then **Scroll** to the bottom of the page
5. **Enter your User ID (UIN or SSN) and PIN**
6. Select **EMPLOYEE** from the Main Menu
7. Select **TIME SHEET** from the Employee Menu
8. Select the appropriate pay period and **Click on Time Sheet**
9. Complete your timesheet as outlined in the documentation for your employee type - available from the Office of Finance web page under **WEB TIME ENTRY/Documentation**.
10. **Submit** your timesheet on the last work day of the pay period for your employee type – **after all hours have been worked.**

Web Time Entry Leave and Earnings Types

The Office of Finance has published a list of **leave and earnings types** that should be used by classified employees when they complete their web timesheets. We have also published a list of **leave types** that should be used by faculty employees who submit leave taken through the "Leave

Reports” function of web time entry. Both lists are available from the Office of Finance home page – look for a link in the top right-hand corner entitled **Web Time Entry Leave and Earnings Types**.

WTE Reminder to Supervisors and Proxies

When approving web timesheets, please review *each individual* timesheet to ensure employees have entered the correct number of hours and chosen the correct earnings and leave codes.

Late Timesheets

Supervisors should not approve web timesheets after the approval deadline. Timesheets approved after the deadline will not be processed through the normal Payroll Process.

- If the employee fails to start or submit a timesheet
 - Manual timesheet for the employee type required.
 - If department wishes the employee to be paid as scheduled – must also submit the Manual Paycheck Request form (\$50 fee).
 - If no Manual Paycheck Request submitted, employee will be paid on the *next* scheduled pay date.
- If the supervisor fails to approve on time
 - No manual timesheet required
 - No Manual Paycheck Request required
 - Employee paid on current payroll
 - Automatic \$50 late fee assessed

WTE Approval Deadlines for Classified Employees

The Web Time Entry Approval deadlines for **classified employees** are 10:00am on the 25th and 10th of each month. If these dates fall on a University holiday or a weekend, timesheets will be due in Payroll by 10:00am on the next working day.

WTE Approval Deadlines for Hourly Employees and Student Hourly Employees

The Web Time Entry Approval deadlines for **hourly wage and student hourly wage employees** are 10:00am on the 16th and 1st of each month. If these dates fall on a University holiday or a weekend, timesheets will be due in Payroll by 10:00am on the next working day.

WTE Deadline Changes at Year End (Hourly/Student Hourly Employees) -

Due to the Banner system being unavailable June 30, 2009 through July 1, 2009 mid-day, the following WTE deadlines have been changed:

PT 311 (hourly/student hourly) pay period 06/16-06/30/09
Submission Deadline – moved from 06/30/09 at 11:59pm to 07/01/09 at 11:59pm
Approver Deadline – moved from 07/01/09 at 10:00am to 07/02/09 at 10:00am

Corrections to Web Timesheets

Have you or one of your staff members ever submitted a web timesheet to Payroll and then realized that you needed to make a correction? Find the complete instructions on how to correct an original web time entry submission along with the appropriate manual timesheet on the Office of Finance web site at the following web address:

http://www.odu.edu/af/finance/facultystaff/disbursements_processing/payroll/manual_timesheets.shtml

E-1S PROCESSING

Graduate Assistants - Per the December 7, 2008, memo from Dr. Phillip Langlais, Vice Provost for Graduate Studies and Research, Graduate Assistants (4022 and 4023) must be enrolled for and complete nine (9) credit hours *each semester* of their appointment in order to be in compliance with State Appropriations requirements for full-time status. For further clarification, please contact the Office of Graduate Studies.

Reminder Regarding Outside Employment for Graduate Assistants

Full-time (20 hours per week) graduate assistants (graduate teaching assistants, graduate research assistants, and graduate administrative assistants) are not permitted to accept additional on-campus employment during the period of their assistantship. Over the last few semesters E-1S Processing Staff have received multiple E-1S Forms for additional on-campus outside employment for graduate assistants without the required approvals. Outside employment should only be approved under **“unusual circumstances.”** A memo should be written by the Graduate Program Director AND the Department/School Chair recommending the additional outside employment. The Dean of the appropriate college or equivalent administrator must approve the additional employment. The original of this recommending/approval memo must be attached to your E-1S Form. Failure to attach the required approvals memo will result in your student not being allowed to work in that additional outside employment. If you allow the student to work without the required approvals, you are violating University Policy and could be subject to disciplinary action.

For full information concerning outside employment for Graduate Assistants, please refer to the *Graduate Catalog* - Financial Aid Section, Page 45.

Information on employment guidelines that are specific to international students may be obtained in the Office of International Student and Scholar Services.

Minimum Wage Increase – Student Wage Scale

On May 25, 2007, President Bush signed legislation increasing the federal minimum wage for the first time since 1997. The increase was to be implemented in three

installments beginning July 2007 and each July thereafter for two years.

The third and final installment will increase the minimum wage to \$7.25 beginning July 16, 2009.

Our student wage scale has been revised to reflect these changes. The revised student wage pay scale is available from the Office of Finance web site, under Faculty/Staff News. Please continue to use the current wage scale for hours worked through July 15, 2009.

Effective July 16, 2009, the minimum starting pay for Group 1 will be increased to \$7.25. If you currently employ Group 1 students with a pay rate of less than \$7.25 per hour, an hourly pay increase for the difference has been funded centrally.

ACCOUNTS PAYABLE

Reminders for Fiscal Year-End

The FY2009 Year-End Closing Calendar was published on February 18, 2009 and a University Announcement was posted on February 19, 2009.

Please use the following link to access the Year-End information and the FY09 closing calendar.

http://www.odu.edu/af/finance/facultystaff/disbursements_processing/accounts_payable/year_end_deadlines.shtml

Some important dates from the FY09 closing calendar:

- Receiving Reports for goods and/or services received on or before June 5, 2009, must be submitted to Accounts Payable within 3 working days of delivery – but no later than the deadline of June 10, 2009.
- Last day for individuals to request reimbursement from departmental or Accounts Payable petty cash funds for expenditures to be charged to FY2009 – deadline is June 12, 2009.
- Petty Cash custodians must request reimbursement for expenditures to be charged to FY2009 – deadline is July 6, 2009.
- SPCC logs for FY2009 expenses:
 - Transactions between May 16-June 15, 2009 – due by July 2, 2009
 - Transactions between June 16-June 30, 2009 – due by July 9, 2009
- Travel reimbursement deadline is July 6, 2009, for the following:
 - Trips taken prior to June 30, 2009, must be charged to FY2009.
 - Travel occurring July 1 or later must be charged to FY2010.

- Travel expenses (excluding airfare) for trips crossing fiscal years may be charged to either year, or split between the years.
 - A separate travel voucher must be submitted for each fiscal year.
- Expedited Accounts Payable Check Requests to be charged to FY2009 – deadline was May 15, 2009. Any expedited check requests submitted after May 15, 2009, will be charged to FY2010.
- Late Receiving Report Fees to be charged to FY2009 – deadline was May 15, 2009. Any late receiving report fees after May 15, 2009 will be charged to FY2010.

Petty Cash Reimbursements at Fiscal Year End

Petty cash funds must be reconciled and reimbursed using the standard University forms at least once a month if the fund is greater than \$499 or the expenditures exceed \$25.00, and at least quarterly if the fund is less than \$500 and the expenditures do not exceed \$25.00. **All petty cash expenditures must be reimbursed at year end (June 30).** Petty Cash Reconciliations for FY2009 must be completed and reported to Accounts Payable by July 6, 2009.

Receiving Reports

A receiving report provides an auditable source of verification that goods or services are received in good condition and serves as departmental authorization to pay.

Departments are responsible for completing and submitting a receiving report for *each invoice* as authorization to pay. Each receiving report must contain certain essential elements, *at a minimum*, to satisfy Commonwealth guidelines. The minimum essential elements are:

- Date goods/services were received
- Date receiving report was completed
- Vendor Name
- Purchase order number or requisition number
- Quantity and description of items received (may be satisfied by including a packing slip OR marking the PO for quantity of items received).
 - Please ***do not*** complete this section by stating “see attached invoice” or “see attached PO.”
- Authorized signature verifying that the items were received in good condition.
 - A designated individual who is not also authorized to make payment pursuant to the purchase order or contract should authorize receiving reports.

Departments must submit a receiving report to Accounts Payable within 3 working days after receipt of goods or services. Failure to submit your receiving report ***for each invoice*** by the required deadline OR without the required essential elements included will result in a \$50 late fee being assessed to your departmental budget for late paperwork.

The Office of Finance has published a Departmental Receiving Report Procedure (6-085) which is available on our web site under *Policies and Procedures*. Please use the link below to review the procedure and the section on our web site regarding receiving reports.

http://www.odu.edu/af/finance/facultystaff/disbursements_processing/accounts_payable/receivingreport_6_085.pdf

Net 30 Electronic Limited Purchase Orders (LPOs)

When departments are authorized to use electronic LPOs, it is important that copies be distributed to Accounts Payable. Prior to making the distribution copies, be sure that the LPO is prepared, signed and encumbered and that all special authorizations have been obtained.

Please make three (3) copies after the purchase order has been signed by the “Authorized Signer” and encumbered. Please designate the distribution by CIRCLING the correct copy (i.e., if the copy goes to Accounts Payable, circle “Accounts Payable.”)

<u>For Net-30 Purchases</u>		
When the purchase order is <i>not</i> a prepayment, send only the Accounts Payable copy to Accounts Payable <i>immediately after encumbering</i> . Please circle “Accounts Payable” – do not use a highlighter.		
Original	Vendor Copy	Please do not send to Accounts Payable unless it is a prepayment. This is the only copy that should have an original authorized signature. Please do not complete the receiving information
Copy 1	AP Copy	Please do not complete the receiving information – do not attach any supporting documentation. <i>Be sure to include the encumbrance date and the initials of the individual who encumbered the LPO.</i>
Copy 2	Receiving Copy	Please complete the receiving information and submit to AP within 3 working days after receipt of goods/services
Copy 3	Department Copy	Do not send to AP – maintain for your records.

Prepayment Electronic Purchase Orders (LPOs)

When departments are authorized to use electronic LPOs, it is important that copies be distributed to Accounts Payable. Prior to making the distribution copies, be sure that the LPO

is prepared, signed and encumbered and that all special authorizations have been obtained.

Please make three (3) copies after the purchase order has been signed by the “Authorized Signer” and encumbered. Please designate the distribution by CIRCLING the correct copy (i.e., if the copy goes to Accounts Payable, circle “Accounts Payable.”)

<u>Prepayment Electronic Purchase Orders (LPOs)</u>		
Original	Vendor Copy	Send to Accounts Payable. Please do not complete the receiving information and attach all supporting documentation, such as order forms.
Copy 1	AP Copy	Please do not complete the receiving information – do not attach any supporting documentation. <i>Be sure to include the encumbrance date and the initials of the individual who encumbered the LPO.</i>
Copy 2	Receiving Copy	This section cannot be completed because it is marked as a prepayment. Please submit this copy of the LPO and the backup documentation to Accounts Payable for payment.
Copy 3	Department Copy	Do not send to AP – maintain for your records.

Departmental Processing for CI Travel Invoices and Receiving Reports

- When you call CI Travel for reservations, you will be asked to provide a purchase order number
- CI Travel will use the purchase order to make your reservation.
 - They charge the expense to the University Corporate Account.
- The e-ticket will be e-mailed to the traveler
- The e-mail date for the e-ticket is the date when you have received the goods.
- A receiving report should be signed *in original ink* with the appropriate authorized signatures and sent to Accounts Payable for review and reconciliation.
 - Receiving reports are due to Accounts Payable within 3 working days after the receipt of the e-ticket via e-mail.
 - A \$50 late fee will be assessed if your receiving report is not submitted in a timely manner.

Please refer to the other sections of this newsletter relating to Receiving Reports and/or Procedure 6-085 available on our web site.

ARAMARK Contract Changes/Petty Cash

A University Announcement was sent out on May 29, 2009 regarding changes to ARAMARK and Petty Cash.

Effective July 1, 2009, ARAMARK Educational Services shall provide any and all food, beverages and/or related services that are to be used for Old Dominion University sponsored programs on property owned or leased by the University when costs for same are expected to exceed \$50.00. This requirement also applies to all food, beverages and/or related services whether purchased from off-campus vendors and brought back to campus by staff for on-campus events, and/or delivered by off-campus vendors for on-campus events.

If ARAMARK is unable to provide the requested food, beverages and/or related services, ARAMARK and the University's Contract Administrator will provide a written "waiver" granting the department a *one time* approval and authority to contract with another vendor, *subject to Materiel Management requirements*.

Contact Materiel Management for more information.

Guidelines for Payment (ARAMARK)

In order to ensure prompt payment by Accounts Payable, the following information must be submitted for processing:

- **Food, beverages and/or related services \$50 and under (for example, if the food, beverages and/or related services total \$40.00 and the delivery charge is \$20.00, the total cost will exceed \$50 and will not be eligible for payment unless a written waiver from ARAMARK and the Contract Administrator is attached):**
 - If a vendor other than ARAMARK is used, a Receiving Report, a Purchase Order, the Business Related Meal form and invoice must be submitted to Accounts Payable for prompt payment.
 - If ARAMARK is used, an Authorization to Pay on Contract Form, Catering Form, and the Business Related Meal form and invoice must be submitted to Accounts Payable for prompt payment.
 - If a vendor other than ARAMARK is used, petty cash funds MAY be used to pay for food, beverages and/or related services *\$50 and under* using the PC-1 form. Itemized receipts showing method of payment and the Business Related Meal Form must be attached for reimbursement to be considered.

- **Food, beverages and/or related services over \$50. All food, beverages and/or related services must be provided by ARAMARK Educational Services unless a copy of the written waiver from ARAMARK and the Contract Administrator is attached. The waiver must be included with the receiving report and invoice before payment can be made.**
 - If a vendor other than ARAMARK is used, the Receiving Report, Purchase Order, Business Related Meal Form, Written Waiver from ARAMARK and the Contract Administrator and invoice must be submitted to Accounts Payable for prompt payment.
 - If ARAMARK is used, an Authorization to Pay on Contract Form, Catering Form and the Business Related Meal Form and invoice must be submitted to Accounts Payable for prompt payment.
 - *Regardless of the vendor used, petty cash funds MAY NOT be used to pay for food, beverages and/or related services on campus (property owned or leased by the University) over \$50.00.*

TRAVEL

Enterprise Rentals

A University Announcement was sent out on May 1, 2009 regarding purchase orders for Enterprise rentals. Effective immediately, the rental of vehicles using the Enterprise Leasing Company Contract (VASCUPP #UVA727496) for business related travel must be made using (i) an eVA DO purchase order, (ii) a Limited Purchase Order (LPO), or (iii) the Small Purchasing Charge Card (SPCC). Invoices received by Accounts Payable that fail to reference the eVA DO number or LPO number (see above mentioned procurement tools) will be returned unpaid to the vendor, with the resulting responsibility for payment placed on the individual traveler(s).

In order to use the SPCC for car rental, cardholders must complete and return the Request for Car Rental Exception form.

Please contact Materiel Management for the current Enterprise rental agreement, associated rental rates along with terms and conditions, and for additional guidance.

Travel Charge Card Program – Bank of America

The Department of Accounts recently awarded a new contract with Bank of America for the Travel Charge Card Program. The switch to the new program occurred February 29, 2009.

The Office of Finance is currently working on procedures and updates to the website for your reference. If you wish to

apply for a travel card with Bank of America or if you have questions about the new card, please contact the Program Administrator, Melissa Snowden.

New Policies with Bank of America:

- Delinquency – If any cardholder becomes 91 days delinquent, ODU will deduct the total delinquent charges on your card from your pay and pay Bank of America directly. Your travel card will be permanently closed. This will occur regardless of whether or not reimbursement for travel costs has occurred.
- Maintaining card delivery/statement delivery address – Cardholders are responsible for maintaining their card delivery and statement billing address (home address only) with Bank of America. The Program Administrator can no longer maintain the address.
- A soft credit check will be performed on the employee applying for a travel card to obtain a current credit score. A soft credit check is defined as a request for credit score but it does not log on the employee's credit. Your credit score will determine the credit limit on your card. There are 4 credit limit options: \$1,000 (will be granted regardless of credit score), \$2,000, \$2,500, and \$5,000. If you wish to have a limit greater than the maximum of \$5,000, you must contact the Program Administrator. A request will be submitted to the Department of Accounts for approval and then forwarded to Bank of America for a soft credit approval.
- Annual Training Required by June 30, 2009 – Annual Cardholder Training is required. Failure to complete the training will result in the card being cancelled. Cardholders were e-mailed the instructions on 4/15/09 on how to complete the mandatory training. Please print the certificate after you have completed the training and send it to your Program Administrator. If you need the instructions again, please contact the Program Administrator.

Travel Charge Card Program Administrator

Melissa Snowden
e-mail: msnowden@odu.edu
Telephone: 757-683-5020

Backup Program Administrators

Barbara Stokes
e-mail: bstokes@odu.edu
Telephone: 757-683-4813

Cori Duck
e-mail: cduck@odu.edu
Telephone: 757-683-6977

Please check our web site for updates to the Travel Charge Card Program:

http://www.odu.edu/af/finance/facultystaff/disbursements_processing/accounts_payable/corporate_travel_card.shtml

Cell Phone Business Call Substantiation Rules

Since cell phones are considered “listed property” by the IRS, greater substantiation rules apply. To be reimbursed for personal cell phone usage, you must submit additional information along with your itemized cell phone statement. You must substantiate the cost, time and business purpose of *each call*. You must substantiate the business relationship between you and the person being called/person that called. This additional information is required to properly substantiate your business use and must be attached along with your itemized cell phone statement and included with the reimbursement voucher. Failure to properly substantiate business calls according to these rules may result in your reimbursement being denied or your reimbursement being processed as additional taxable income. More information can be found in procedure 6-715, available on the Office of Finance web site from the Policies and Procedures page.

Current Projects in Accounts Payable

Accounts Payable is currently working on two projects that will have major University Community impact in the future.

- Document Imaging – the imaging project will be done in phases as listed below. A tentative date for the implementation of Phase 1 is July 1, 2009.
 - Phase 1 – Scanning of images after the payment process is complete for all payments that produced a paper check.
 - Phase 2 – Scan all supporting documents for EDI (electronic data interface) and CDS (Commonwealth Debt Set Off) payments.
 - Phase 3 – Scan invoices upfront before payment is processed.
- Electronic Receiving in Banner – The Office of Finance is working with Materiel Management on the project of Electronic Receiving in Banner. The goal of this project is to eliminate the paper receiving reports and provide a faster, more efficient, way for departments to submit receiving reports to Accounts Payable for payment. The e-receiving tool will assist in matching the price and amounts authorized by departments.

STAFFING CHANGES

Welcome new Accounts Payable employees:

Melissa Snowden, Travel 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	VACANT
Names R - Z	Cecilia Turnbull cturnbul@odu.edu
Travel Supervisor	Melissa Snowden msnowden@odu.edu
ACCOUNTS PAYABLE AUDIT	
If company name begins with:	Please contact:
A, L - R	Dionne Devreaux vdevreau@odu.edu
B, C, S - Z	Donna Jackson djackson@odu.edu
D, E - K	Flora Williams fwilliam@odu.edu
AP Audit Supervisor	Linda Wallace lwallace@odu.edu

PAYROLL PROCESSING

Names A - G	Cynthia Williamson cwilliam@odu.edu
Names H - N	Carmela Casey ccasey@odu.edu
Names O - 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