

DISBURSEMENTS

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

Issue 6

June 1, 2007

NEW FEES FOR DEPARTMENTS

Effective July 1, 2007 – two new fees have been approved. Full information will be provided to budget unit directors prior to the effective date.

Late Receiving Reports (\$50 each) - A late paperwork fee of \$50 will be charged to any department failing to turn in receiving reports within the 3 day time frame required by CAPP regulations. The University is required to pay for all completely delivered goods and services by the required payment due date, and late receiving reports negatively impact our ability to meet this obligation.

AP Manual Check Fee (\$50 each) - A manual check fee (*not to be confused with the manual check fee charged for processing manual paychecks*) will be charged to any department requesting a manual check without the normal 3 business day turnaround time required for adequate processing and auditing.

INTERNATIONAL VISITORS?

Old Dominion University, in fulfilling its mission, conducts a variety of public events and functions. In addition, colleges and departments of the University also invite guest speakers/lecturers and performers to campus for academic symposia, class lectures or in support of specific educational, research or public service missions of the unit. In the event that those individuals who are invited are international visitors, very specific additional paperwork is required to ensure compliance with various federal and state taxing authorities and immigration guidelines.

Certain expenditure reimbursements and/or honoraria may not be allowed or may be delayed if you do not contact the Office of International Student and Scholar Services (Ext. 3-4756) and the Assistant Controller for Disbursements (Ext. 3-4262) in advance to ensure that any additional paperwork is completed properly and in a timely manner.

NEW CONSOLIDATED TRAVEL FORM

Effective May 1, 2007, travelers are required to use the new Consolidated Travel Form available on the Office of Finance website under Faculty/Staff Forms. The travel

process has been streamlined by consolidating several forms into one Excel spreadsheet.

The Consolidated Travel Form includes the following forms and information in one Excel spreadsheet – refer to Accounts Payable, Part 1: Travel for full information:

1. ODU Travel Estimate/Excessive Lodging/Out of Country Approval form
2. Travel Expense Reimbursement Voucher
3. Travel Expense Reimbursement Continuation sheet (if needed)
4. In-State and Out-of-State Per Diem Meal and Lodging (M&L) Rate Tables
5. Required cells for Travel Estimate and Travel Reimbursement worksheets

For the form to function properly, you **MUST**:

1. Set your security level in Excel to “medium”
2. When you open the file, select “enable macros” You must do this each time you open the file.
3. You must complete all required cells or the form will not print – refer to the Required Cells tab for specific information
4. Be sure to complete the Contact Name and Contact Phone number – **new required information**. This is the person completing the form, not necessarily the traveler. This provides a point of contact.

IMPORTANT TRAVEL REIMBURSEMENT CHANGE - REMINDER

Old Dominion University will no longer issue travel reimbursements via check. The University must comply with the State mandate to issue all reimbursements via direct deposit. Accounts Payable will contact travelers who submit a travel reimbursement request but do not have an ODU Accounts Payable Travel/Petty Cash Reimbursement Direct Deposit Enrollment Form on file.

- The ODU Accounts Payable Travel/Petty Cash Reimbursement Direct Deposit Enrollment Form must be completed and submitted to Linda Wallace in Accounts Payable.
- The ODU Accounts Payable Travel/Petty Cash Reimbursement Direct Deposit Enrollment Form is available from the Office of Finance web site under Faculty/Staff Forms. *This form should not be confused with the Employee Payroll Direct Deposit Form.*

- A new form should be submitted when banking information changes so reimbursements can be deposited to your correct bank account.

TRAVEL

Travel Charge Card Program Training

Annual Cardholder Training is required. Failure to complete the training will result in the card being cancelled. Please go to the following link:

http://www.doa.virginia.gov/Payroll/Charge_Card/Training/Travel_Cardholder_Training.cfm

Select either New Cardholder training or Refresher training, whichever is applicable.

All New Corporate Travel Cardholders who have not yet taken the online training must complete the training **for new Travel Cardholders** (approximately 19 minutes)

Cardholders renewing the Corporate Travel Card can take the **refresher** training (approximately 10 minutes). When you complete the refresher on-line training, you must also complete and submit an annual cardholder agreement.

The Corporate Travel Card Employee Agreement is posted on the Office of Finance website under "Faculty Staff Forms." Once completed and signed, please forward to Rosa Breathwaite, Office of Finance.

Once training is completed (new or refresher), you must send the password to the Program Administrator (Rosa Breathwaite, rbreathw@odu.edu) to confirm training completion.

Travel Reminders

Guaranteed Hotel Reservations - When making hotel reservations using your Corporate Travel Card, you must be sure to ask the hotel not to charge your card for a one-night deposit if your travel is scheduled far in the future. Ask the hotel to bill the University directly. If a payment is needed immediately, prepare a prepayment purchase order for the one-night deposit. Hotel industry practice has changed and many hotels are charging credit cards a one-night deposit at the time the reservation is made. **Travelers cannot be reimbursed until after a trip has taken place.**

PAYROLL

Federal Minimum Wage Increase – The federal minimum wage will increase from \$5.15 to \$5.85. Old Dominion University will implement this change effective July 16, 2007. This primarily impacts student employees hired in the Group I. More information will be forwarded to budget unit directors.

Wage Time Slips are considered state documents and any falsification is considered fraud and could be grounds for termination. **The time slips should be signed and dated after all hours are worked and the form is completed. The date on the time slip should be a date AFTER the hours are worked.** When a supervisor signs and dates a wage time slip, the supervisor is certifying that all information contained is correct and that the employee worked the hours shown on the time slip.

Timeslip Transmittal. Do not send time slips without the Timeslip Transmittal or some other type of authorization form. For full information about Timeslip Transmittals, refer to the Payroll training materials available from the Office of Finance web site www.finance.odu.edu. Look under our Faculty/Staff link for the Certificate in University Financial Management.

Timeslip Transmittal/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.

Corrections to Timeslip Transmittal/Check Distribution. 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.

ACCOUNTS PAYABLE

Worker Classification Review Process. The University is required to make every effort to ensure that individuals engaged to perform services at the University are properly classified – either as employees or as independent contractors. This classification process determines whether an individual is subject to employment tax withholding and W2 wage reporting (employee) or Form 1099 reporting (independent contractor with no tax withholding). Workers who are misclassified as independent contractors when they are actually employees can expose Old Dominion University to serious tax penalties.

Independent Personal Services Certification Form (IPSC) – formerly Certified Work Statement – must be completed **before** services are rendered. Complete this form each time your department wishes to pay an individual as an independent contractor.

Industry Practice (IP) Checklist – use for the service categories listed. For services listed on the checklist, send the checklist, the *original* IPSC, and procurement documents to Accounts Payable instead of Human Resources.

Worker Classification Review Questionnaire (formerly Independent Contractor Questionnaire) – required only for services not listed on the IP Checklist. Send the

questionnaire - and the **original IPSC form** - to Human Resources for review. If approved, send the completed/approved questionnaire, the **original IPSC**, and procurement documents to Accounts Payable.

Full information on the worker classification process can be found on the Office of Finance web page (Faculty and Staff/Disbursements/ Accounts Payable/Independent Contractors).

Submitting Paperwork - Departments are reminded that it is their responsibility to ensure that all paperwork is forwarded to Accounts Payable in a timely manner. No automatic manual checks will be processed if a department fails to ensure paperwork is sent to Accounts Payable timely.

Receiving Reports for CI Travel – When departments order tickets from CI Travel, the Accounts Payable copy of the purchase order must be sent to Accounts Payable immediately upon issue. Also, be sure to send the receiving report to Accounts Payable as soon as you receive the e-mail containing the e-ticket receipt and itinerary.

STAFFING CHANGES

Welcome new Payroll employees:

Joyce Evans – Benefits
 Brenda Blount – E-1S Processing
 Annette Todd – Payroll Benefits Supervisor
 Arlinda McGruder – E-1S Processing (eff 6/10/07)

Welcome new Accounts Payable employees:

Meghan Hudak – Travel Processing

Changes in duties:

Congratulations – Gloria Boone, Associate Payroll Manager

New Travel Section - Effective April 1, 2007, Rosa Breathwaite took on the task of creating a separate travel section in Accounts Payable to implement travel recommendations received during a recent review and increase the efficiency of travel processing. She and her staff will continue to be responsible for processing memo payment requests, prepayments, and petty cash reimbursements.

STAFF CONTACT INFORMATION

Assistant Controller for Disbursements	Sandra Ianuzi sianuzi@odu.edu
Associate Payroll Manager	Gloria Lewis Boone gboone@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	VACANT
S - Z	Danielle Achterfeld dachterf@odu.edu
AP Processing Supervisor	Barbara Stokes bstokes@odu.edu

TRAVEL PROCESSING

Names A - E	Marlene Owens mowens@odu.edu
Names F - Q	Meghan Hudak mhudak@odu.edu
Names R - Z	Cecilia Turnbull cturnbul@odu.edu
Travel Supervisor	Rosa Breathwaite rbreathw@odu.edu

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	Steven Mark smark@odu.edu Brenda Nelson bnelson@odu.edu
Duplicate W-2 forms	Maggie Trump mtrump@odu.edu
Payroll Audit Supervisor	Lisa Hecker lhecker@odu.edu
E-1S PROCESSING	
Arlinda McGruder, eff 6/10/07 amcgrude@odu.edu	Brenda Blount bblount@odu.edu
PAYROLL BENEFITS	
Alfred Mateo amateo@odu.edu	Joyce Evans jdevans@odu.edu
Payroll Benefits Supervisor	Annette Todd atodd@odu.edu