

# FINANCE FOOTNOTES

A Publication of WWU Financial Services

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## Where's my Blue Envelope?!

The regular sight of the blue envelope each payday is now a thing of the past for most of us on campus. Payroll Services, Administrative Computing and Accounting Services have been working hard over the past several months with the testing and implementation of electronic/email distribution of earnings statements. Beginning this month, email is the standard method used for distributing your earnings statements. What does this mean for you?

First, by receiving your earnings statement electronically, you are helping the University save over \$5,000 a year. In addition, you're helping save paper. How much paper? Well, if the paper was lined up end to end, it would stretch over 13 miles. Add in the envelopes, again end-to-end, and it's closer to 20 miles.

The electronic earnings statements were sent out in addition to the printed versions for the month of December. Notices explaining the change were also distributed with the earnings statements. Many employees were very happy with this change: "This is great!" and "It's about time!" were heard from many employees. There were those who expressed concerns about security of the emails, though. We have listened to these concerns, and have even made some changes. If you have some concerns, please feel free to contact HR Systems Support at 650-3478.

Our goal is to have 95% of payroll processed electronically, via direct deposit and electronic earnings statements. We still have a ways to go, and would like your help as we strive to reach this goal. Currently, almost 90% of permanent employees are signed up for direct deposit. That's close to our goal of 95%, but there's still room for improvement. Temporary and student employees have a direct deposit rate of only 50%. Here's where we can make a big improvement. If you have student employees, please encourage them to sign up for direct deposit!

Thank you for all your help and support as we strive to reduce waste and improve efficiency on campus.



## Farewell January 19<sup>th</sup> for Hal Verrell

The campus community is invited to a Farewell party at 3:00 pm to 4:00 pm in the Purchasing and Contract Administration suite at 333 32nd Street (AC Building). Come join us to wish Hal well in his new endeavors.

Hal joined Western in 2000 and has served as our Director of Purchasing (responsible for Purchasing, Accounts Payable, Contracts and Travel) in a very professional, creative, and friendly manner. We will miss him greatly..

## Business Services Policies

The policies for Accounting Services, Accounts Payable, Billing & Collections and Equipment Inventory have been approved by the President's Council and will be posted shortly to our website. The website is located at [http://www.wvu.edu/policies/vp\\_bfa.shtml](http://www.wvu.edu/policies/vp_bfa.shtml).

Additionally, many of the Purchasing policies have been approved and will appear on the website soon. These departments are now working on procedures addressing the policy requirements.

## New Staff in Business and Financial Affairs

Chris Vallejo has joined Business and Financial Affairs as the new BFA Administrative Assistant. Chris and her husband moved to Bellingham September 2006 after a visit in May.

For the last 7 plus years Chris has worked as a client services administrator for a registered investment advisor; and as an administrative assistant at Robert Mondovi Winery, both jobs in the Napa Valley. Chris has two adult children, a grandson, an 18 month old yellow Lab, and a 10 year old, 20 pound cat.

Chris replaces Kathy Steele who is taking full-time courses at Western.

## Mid Year Reminder

Happy New Year! It is hard to believe, but the fiscal year is half way over. Please take this time to review your December reports ensure your fund activity is accurate. Questions may be directed to Diane Fuller at extension 4002.

## Bank Code for Foundation Transactions

What bank code do I use when processing transactions for the Foundation?

When processing journal vouchers and uploads for Chart 2 (Foundation), please be sure to use Bank 23 to ensure the items post correctly.

## Interdepartmental Account Codes – H (Revenue) & J (Expense)

The new expense (J codes) and revenue (H codes) for interdepartmental charges should only be used on journal vouchers, as this is the way to transfer charges and funds between departments. These codes should not be used on travel requests, check requests, or other items for outside vendors. A quick summary on which codes to use follows:

	<u>Revenue</u>	<u>Expense</u>
Charging Chart 1 departments	Hxxx	Jxxx
Charging Foundation and Alumni	Gxxx	Exxx
Charging the public	Gxxx	Exxx

Please contact Ryan Clough (x3675) or Diane Fuller (x4002) if you have questions.

## Training Resources

The following individuals are available to provide training in their areas of expertise:

Debbi Baughn, Travel Desk x3341, provides regular campus training on travel regulations and how to handle your travel needs.

Dede Clark, Student Accounts Supervisor x2866, is the source for training on general receivables. A website and on-line tutorial for invoicing customers are being developed and should be available shortly.

Diane Fuller, Fiscal Analyst 2 x4002, is available to provide training in using Banner screens and running budget reports. Accounting Services also has a comprehensive manual of Banner reports and information that can be provided upon request.

Rebecca (Becky) Kellow, University Cashier Supervisor x4530, is available for training in cashiering and cash receipting. She is in the process of creating a training program for the campus.

Vic Kiel in Human Resources at extension 7418 also offers regular training classes in Banner navigation.