

## WVU Division of Finance Newsflash

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## New Chip and PIN Cards

*Division of Finance*

*Rachel Hays, Associate Director, Payment Services, PCPS*

Citibank has recently begun its transition to the new “Chip and Pin” cards, which means that every WVU/WVURC cardholder will be issued a new PCard. Citibank is using a phased approach to issue these new PCards and expects that all cardholders will have a new card with the Chip and Pin technology by October 31, 2015.

What are the benefits?

- Fraud protection- the Chip and Pin cards will allow for increased security to prevent fraud. Additionally, Citi’s Chip and PIN cards do not use Radio Frequency functionality and are strictly contact-only cards. Therefore, they are not susceptible to the skimming issue encountered by Radio Frequency Identification (RFID) cards.
- Improved convenience for international purchases —the Chip and Pin cards are more widely accepted by international vendors. The use of these new cards should lead to significant improvements in the use of the PCard internationally.

What do your cardholders need to do?

WVU PCard Administration has begun to receive these cards from Citibank. When these cards are given to the cardholders, the cards will not be activated. Each cardholder will have to activate his/her own PCard.

How to activate:

- The cardholder will initially use the last 4 digits of his/her EPICS number, which can be located at [www.wvsao.gov](http://www.wvsao.gov) under the Enods portal on the top of his/her pay stub.
- The cardholder will call the phone number or visit the URL listed on the sticker on his/her new PCard to activate the card and setup the PIN.
- One activation is completed, the cardholder will be prompted to establish his/her unique individual 4 digit numeric PIN. \*\*The cardholder must not to share his/her PIN with anyone.
- Once the PIN has been established and the card is activated, the cardholder must shred his/her old PCard.

- The new card can now be used. Please note: the first time the cardholder uses this new card in person at a vendor that has a chip-enabled terminal, he/she will be asked to sign a receipt. After that first transaction, the cardholder will be prompted to use his/her PIN.

## **New Process for Retiring Faculty Seeking Emeritus Status**

*WVU Information Technology Services  
Vicki Smith, Director of Communications*

Expert Business Offices (EBOs) should be using a new off-boarding form that includes a place to note whether a retiring faculty member is seeking emeritus status. This will ensure that faculty members continue to have access to University systems, including email, while awaiting review.

The University termination form is being modified to ask if the departing employee is faculty. If so, a new question will appear, asking whether the individual is seeking emeritus status. If “yes” is selected, access to University systems will automatically be extended until June 30 of the year following the retirement.

This means EBOs no longer need to submit a courtesy appointment request to maintain ANY retiring employee’s access. Human Resources is now automatically providing retiree email, library and wireless access to all retirees.

If Emeritus status is granted, EBOs should follow their normal process to establish that position.

## **John Cowgill Joins the Institutional Accounting, Reporting and Analysis Unit**

*Division of Finance  
Kathy Day, Associate Director, IARA*

John Cowgill has been hired to fill the vacancy within the Institutional Accounting, Reporting and Analysis unit upon the retirement of Marlene Summers. John will be responsible for chart of accounts maintenance and journal entries. Kristina Kidder’s last day will be February 6.

Please send journal entries to John at [jcowgill@mail.wvu.edu](mailto:jcowgill@mail.wvu.edu) effective immediately. Requests for chart of accounts maintenance (new funds, departmental activities, etc.) should continue to be sent to IARA’s vanity account at [IARA@mail.wvu.edu](mailto:IARA@mail.wvu.edu).

## Division of Finance Mission Statement

The Division of Finance supports the University's mission through its stewardship responsibilities. These responsibilities are performed by a dedicated group of professionals who are distributed across the following areas:

- Senior Associate Vice President of Finance, Treasurer of the West Virginia University Research Corporation: Daniel A. Durbin
- Assistant Vice President of Finance, Assistant Treasurer, WVU Research Corporation: Anjali B. Halabe
- Assistant Vice President, Procurement, Contracting, and Payment Services (PCPS): David Beaver
- Business Office/Administration and Finance: Tom Shamberger, Chief Business Officer
- Financial Services: Lisa Lively, Director
- Payroll and Employee Processing Services: Linda Strawser, Director
- Institutional Accounting, Reporting, and Analysis (IARA): Kathy Day, Associate Director
- Insurance and Risk Management: Michael J. Gansor, Risk Manager
- Tax Services: Melissa Henard, Assistant Director

*We welcome any feedback, comments, or suggestions regarding the content for our newsletters via e-mail at [karen.brock@mail.wvu.edu](mailto:karen.brock@mail.wvu.edu).*