

WVU Division of Finance Newsflash

CONTENTS

Wex Fleet Cards	1
Internal Payments	1
CTO & GA Changes	2
Climb Higher	4
Risk Management	4
PCPS	4
Financial Services	5

WEX Fleet Cards

Procurement, Contracting and Payment Services

Rachel VanScoy Hays, CPCP, CPPB, MPA, Associate Director of Payment Services

It has come to our attention that many people across campus have recently received documentation through the mail from Wex Inc regarding fleet cards. Please **DO NOT** complete this application. All card programs must go through Procurement, Contracting and Payment Services.

New Process for Internal Payments \$5,000 or greater

Procurement, Contracting and Payment Services

Rachel VanScoy Hays, CPCP, CPPB, MPA, Associate Director of Payment Services

WVU Payment Services would like to remind campus business officers and departmental support staff of a change in the internal payment process. This change impacts only those payments made to internal WVU vendors (ex. dining services, housing, etc.) for payments of \$5,000 or greater. This revised process simply changes the payment tool from PCard to an internal transfer form.

This new process is designed to offer several great advantages:

- A decrease in paperwork and number of steps in the payment process:
 - Previously, when PCard was used to settle these payments the following had to occur:
 - The cardholder had to sign the receipt and include a business purpose.
 - The DCC reconciled the charge in the Citibank software.
 - The charge was also reviewed again by the cardholder and supervisor during the monthly statement review.
 - The hard copy of the receipt was required to be stored by the department.
- A decrease in real dollar costs:
 - By accepting the PCard as a form of payment, our internal departments are charged approximately 2% processing fee by the State Treasurer's Office.
 - In FY14, 109 PCards transactions were to internal WVU vendors for \$5,000 or greater, for a total sum of \$1.4 million. By moving these

payments off of PCard, this will save WVU \$27,610 in credit card processing fees.

By using the new internal transfer process, once the form is completed and signed by the EBO, no additional action is required from the departments/shoppers and the original copies are maintained by central Payment Services- DEPARTMENTS NEED NOT RETAIN THE PAPERWORK. This one action replaces multiple steps and reviews, and also eliminates external transaction processing fees.

The specific steps pertaining to the new payment process are as follows:

After placing your order and receiving your request for payment from the payee department:

- 1) Complete the Internal Transfer Form, which can be found here: <http://financediv.wvu.edu/home/pcps/payment-services>. You would enter the name of the payee department (i.e. Dining Services) in section 6, include a brief description of your purchase in section 8, and then use sections 9 and 10 to indicate the funding strings that will need charged and credited. The payee department will need to provide you the funding string to credit. If the payee department provides an invoice, you can include it with the form. **If you are charging or crediting different bank accounts (i.e. charging State funds and crediting RC funds), you will need to complete the Payment Services Request form (instead of the internal transfer form) and select "vendor's invoice" in section 1. You will then also need to include the miscellaneous receipt to deposit the funds.
- 2) Submit the form to the PI (if grant funds are involved) and EBO for signature.
- 3) Send the completed form to Payment Services at PO Box 6024.

Reminder! Last day to submit FY15 Invoices to PCPS was July 6, 2015 at noon.

Please note: all Payment Services forms include a detailed instructions tab for your reference. If you have any further questions, please do not hesitate to contact us at pcps@mail.wvu.edu.

CTO payout and GA Changes

*Payroll and Employee Processing Services
Linda Strawser, Director*

CTO PAYOUT: Each year, if an employee has a CTO balance as of August 15, 2015 WVU Payroll issues payment in the August 31, 2015 check. Once the payment has been made, the CTO balance resets to zero.

Listed below are the dates that must be adhered to in order for the CTO balances as of August 15, 2015 to be paid accurately:

August 7, 2015: All CTO requests must be requested by the employee and approved by the Supervisor/Designee in the Leave System by 5:00 p.m. on August 7, 2015 for all dates up to and including August 15, 2015. All CTO requests in pending or approved status in

the Leave System for dates August 16, 2015 and forward, need canceled by 5:00 p.m. on August 7, 2015.

August 9, 2015: CTO leave type option will not be available in the Leave System for employees beginning August 9, 2015 12:01 a.m. through August 18, 2015 12:01 a.m.

August 16, 2015: CTO calculations will restart beginning with workweek of August 16, 2015.

August 18, 2015 (after Aug 31st Payroll completion): 12:01 a.m. CTO balances will reset to zero in the Leave System. CTO leave type will also become available.

September 3, 2015 (after September 15, 2015 Payroll completion): CTO balances earned for workweek August 16, 2015 through August 22, 2015 and the week of August 23, 2015 through August 29, 2015 will be available in the Leave System.

EBO's – If the employee has a CTO balance less than 0.25 and desires to use the balance prior to August 15, 2015 and not receive payment, please send an email to both payroll@mail.wvu.edu and leave@mail.wvu.edu. Payroll will manually submit the time for payment and Leave will manually adjust the CTO leave balance.

This information will be sent to all employees affected to their home addresses on file in Payroll. The employee will be provided their CTO balances as of June 15, 2015 and their hourly rate.

Questions and contact information:

Pay out of CTO: Linda Strawser, linda.strawser@mail.wvu.edu

CTO balances: Neeley Clelland, leave@mail.wvu.edu

Hourly Rate: Employee's EBO office,

Calculation of time worked: HR Classification & Compensation,
ClassComp-HR@mail.wvu.edu

GA Position FTE Changes:

Guidelines were distributed from Katherine Karraker on May 29, 2015 regarding partial (10 hour per week) Graduate Assistants.

Currently, Graduate Assistants are listed with an FTE of 0.25.

As of July 1st, all active and inactive Graduate Assistant positions will be programmatically changed to an FTE of 0.50.

If your college/division employs a partial Graduate Assistant position (10 hours per week) ensure you follow the guidelines provided by Ms. Karraker prior to offering a partial GA.

Once a position has been offered, the EBO will need to request an update to an existing GA position's FTE assignment information request form or request a new position be created to reflect a 0.25 FTE by using the Position Request Form.

If the graduate assistant position is remaining at 20 hours per week (0.50 FTE), no further action is required.

Climb Higher Recognition

Procurement, Contracting and Payment Services

Rachel VanScoy Hays, CPCP, CPPB, MPA, Associate Director of Payment Services

Priya Sankar, of our Payment Services department was recently nominated by an employee within Extension for the Climb Higher recognition! Great job Priya!!! <http://wvutoday.wvu.edu/climbhigher>

Staff changes in Risk Management

Risk Management

Michael Gansor, Risk Manager

Brandon Burns, former student intern in the Risk Management office, accepted a position with GEICO Insurance Company as an “in-house” auto claims adjuster. He will begin working for GEICO in their Fredericksburg, VA office. Jessica VanHooser, a senior Finance Student in the College of Business & Economics was hired to takeover Brandon’s duties, and she has been working in the Risk Management Office for a couple of months. Jessie, as she likes to be called, will graduate next May with high honors. Upon graduation, Jessie will be well-positioned to pursue a career in the field of risk management and insurance should she choose to do so.

Kelsey Richards recently passed the second course of the ARM (Associate in Risk Management) professional designation program offered through the American Institute of Chartered Property Casualty Underwriters. She is currently enrolled in the third and final course of this rigorous program. After passing of the third exam and successful completion of the mandatory ethics course required of all designation candidates, Kelsey will earn the right to use the “ARM” designation. The ARM is one of the most prestigious and recognized designations in the field of risk management and insurance, demonstrating the recipient’s dedication to professional development and high ethical standards.

New Staff Members in PCPS

Procurement, Contracting and Payment Services

David Beaver, Assistant Vice President and Chief Procurement Officer

Robert Beck joined the PCPS team on May 4, 2015 as an Associate Director. Rob is a WVU graduate with extensive strategic sourcing experience with Dick’s Sporting Goods and Ariba. Alan Garnjobst, also joined our team on May 26, 2015 as an Associate Director. Alan has over 25 years or procurement experience across a wide range of commodities and industries. We are excited to have both Rob and Alan on our team.

Several new faces in Financial Services

Lisa Lively, Director

Revenue Services – Shelley Tharp	
Amanda Cole	Interfacing Banner to MAP and Tuition and Fee Assessment
Cindy Curry	Accounts Receivable Reconciliations
Jordan Morehead	Funds Handling and Merchant Accounts
Shamir Bobo	Processing Student Refunds and wvOASIS Incoming Payments
David Russell	Keying Miscellaneous Receipts into MAP and wvOASIS
Student Accounts – Cassie Brown	
Mason Young	Collections and Communications
Dane Looman	Institutional Loans and Collections
Jessica Morley	Third Party Sponsor Contracts, Billings and Payments
Jonathon Michael	Graduate Waivers
Cost/Compliance – Jaime Bunner	
Martha Spransy	Effort Reporting
Morgan Bott	Effort Reporting

Financial Services - Fall 2015 - Important Dates

Lisa Lively, Director

Fall 2015 Important Dates for Students	
Sunday, July 5th	Fall 2015 Charges Assessed
Monday, July 6th	Fall 2015 Bill Available on STAR
Monday, August 3rd	Insurance Opt-Out Deadline
Friday, August 7th	60% Payment Deadline
Friday, August 7th	Financial aid posted to student's account and applied toward 60%
Monday, August 10th	Courses Deleted from Schedule for Non-Payment of at least 60%
Monday, August 17th	First Day of Classes
Friday, August 21st	Last Day to Add/Drop
Monday, August 24th	Courses Deleted from Schedule for Non-Payment of at least 60% (2nd time process in run)
Friday, August 28th	Reinstatement Deadline
Friday, September 25th	Remaining Balance Due (60/40 Plan)

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.