

WVU Division Finance Newsflash

New Director of Procurement

Division of Finance

West Virginia University's Division of Finance has a new director of Procurement, Contracting, and Payment Services: Brenda Mowen.

Mowen has held senior leadership positions in a variety of public-sector organizations during her 25-year career in public procurement policy, contract management, and small business engagement programs.

Most recently, she served as chief administrative officer for a mass transit system in Tampa, Florida, and led the procurement, contracts, diversity, information systems, and marketing and communications functions.

She earned an undergraduate degree from Wright State University and an MBA from the University of Dallas. She is a Certified Purchasing Manager and Certified Professional Contracts Manager, and serves on many professional boards and committees.

"We think Brenda is the right person to move our procurement function into a more strategic role," said Senior Associate Vice President for Finance Dan Durbin. "We are fortunate to have someone of her professional stature and capabilities on our team."

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Tax Manager Named

Division of Finance

Melissa Henard is now the permanent tax manager for the West Virginia University Tax Services Unit. She is a licensed certified internal control auditor with a master of business administration and a bachelor of science in business administration, both from WVU. Henard has 11 years of auditing experience with Workforce West Virginia as a tax examiner for both the Unemployment and Workers' Compensation Divisions. Her auditing experience focused on the independent contractor versus employee

status and the proper treatment of these situations for tax purposes.

Since joining WVU in 2008, she has focused on tax issues and reporting requirements that affect WVU. This includes employment tax issues such as proper tax withholding from wages, student FICA rules, taxable fringe benefits, and nonresident alien tax rules and treaty allowances. Her work, along with the Tax Services Unit team, generates a high volume of both federal and state tax returns and employee and student tax forms required to be filed by WVU. Henard also spends time researching tax law and pending changes in the effort to ensure compliance by WVU with tax rules and regulations. Feel free to contact Melissa at 304-293-0467 or melissa.henard@mail.wvu.edu.

Go Paperless with Direct Deposit

Linda Strawser, Director of Payroll and Employee Processing Services

Do you have direct deposit and want to receive your payroll information online? Log on to the West Virginia State Auditor's website at <http://www.wvsao.gov> and select MyApps. Click on New to MyApps? Sign Up! Follow the easy instructions and you will have the ability to retrieve past and current pay statements. By enrolling in My Apps, employees can obtain their W-2. You no longer have to wait until the end of January to receive your W-2 to begin preparing your tax return.

Once registered to receive your pay statement online, send an e-mail to the WVU Payroll Office, payroll@mail.wvu.edu to discontinue the paper statement.

Next User's Group Meeting

Tuesday, May 18, 2012

Session I

9:00 a.m. to noon

NRCCE - Assembly Room 101 A&B

Session II

1:30 p.m. to 3:30 p.m.

HSC - Fukushima Auditorium

Open positions

@

WVU

http://employmentservices.hr.wvu.edu/wvu_jobs

Requesting a New MAP Fund

*Kathy Day, Associate Director,
Institutional, Accounting, Reporting, and
Analysis*

This process has been revised to ensure that funds are set up in compliance with required accounting standards. Please also note that the fund owner is responsible for ensuring that the fund is reconciled in a timely manner.

A request has been submitted to post this revised process on the MAP Web page. Until that time, please be sure to follow the process described below when requesting a new fund.

In order to request the addition of a fund, a letter or memorandum must be submitted to the Institutional Accounting, Reporting, and Analysis Unit justifying the need for the new fund.

The request should address the following questions:

- Who owns the fund?
- What is the purpose (use) of the fund?
- What is the suggested name of the fund?
- What is the expected life of the fund?
- Is this a central or noncentral (departmental) fund?
- Suggested FIMS fund, if known.
- Is this Main Campus, Health Sciences Center, Potomac State College, WVU Tech, or Research Corporation?

- Are there restrictions on the usage of these funds either as (a) externally imposed by creditors, grantors, contributors, or laws and regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation? If yes, please provide documentation to support the restriction (for example, contract, state code, donor agreement). Providing the requested information will expedite the approval process.

The fund owner is responsible for ensuring the fund is reconciled on a timely basis. Please refer to the "Reconciliation of Funds Policy" located at:

http://www.wvu.edu/~adminfin/policies/finance_policies/WVU-A&FS-6.html.

See Finance Policies/Institutional Accounting, Reporting, and Analysis Policies – WVU-IARA-6.

If you have any questions regarding this process, please contact Kathy Day at 304-293-8766 or kathy.day@mail.wvu.edu.

Cell Phone Allowances

*Tim Bostonia, Associate Director,
Procurement, Contracting, and Payment
Services*

All data received and verified for cell phone allowance changes have been completed effective with January Cycle II.

As previously advised, a small number of employee records were updated without verification because forms were not returned. Please check your EBO Report in MAP. It's called "EBO Cell Phone Allowance Report" and can be found using Discoverer View in the WVUHR EBO Inquiry responsibility in MAP.

All future changes or updates to cell phone allowances must be made by using the WVU Cellular Service Authorization Form, which can be downloaded at <http://pcps.wvu.edu/r/download/120418>. The form should be sent directly from your EBO to Payroll. No other automatic updates will be processed.

WVU's Space Survey and Inventory

Jaime Bunner, Assistant Director, Cost and Compliance, Financial Services

The Cost Accounting unit within Financial Services will soon be kicking off the Space Survey for FY 2012. A space survey is the process of reviewing and updating the information related to the size, type, and use of space for the fiscal year. The primary purpose of the Space Survey is to maintain accurate information about space owned and rented by the University.

This information is used for a variety of purposes, including the calculation of the University's Facilities and Administrative (F&A) rates that are used for sponsored awards.

All WVU departments must verify the departmental assignment and physical attributes of their space, and academic/research departments are also required to assign their institutional space into the Office of Management and Budget A-21 functional categories (Instruction, Organized Research, etc.).

This process is one of the most important supporting activities associated with preparing the Facilities and Administration (F&A) rate proposal. Space is used to allocate capital interest, building and equipment depreciation, and operations and maintenance costs for the uncapped facilities component of the rate. The administrative component is currently capped at 26%, so the only way WVU can increase our F&A rate is to conduct a thorough and accurate space survey to report the space involved with sponsored activities.

Training for the Space Survey will be starting in late May, and CBOs will be contacted soon to identify the space departmental coordinators. For additional information about this process, please refer to the Space Survey Guide at http://financialservices.wvu.edu/ccpm/cca/f_a_space_survey.

In addition, because the University must submit an F&A proposal based on FY 2012, all departments are urged to review their expenses to ensure they are charged to the appropriate accounts and function codes. The proper coding of expenses is crucial to the accurate preparation of the F&A rate proposal. For more information about function codes, please refer to the following website: <http://financialservices.wvu.edu/ccpm/cca/function>.

If you have questions about the Space Survey or the proper coding of expenses, please contact Jaime Bunner at Jaime.Bunner@mail.wvu.edu or Annamarie Smerka at Annamarie.Smerka@mail.wvu.edu. Thanks for your cooperation!

Risk Management is Three for Three

Michael J. Gansor, Risk Manager, Risk Management

Peter Comberg, student worker for Mike Gansor in the Risk Management office, was selected as a 2012 Anita Benedetti Student Involvement scholarship winner for an all-expense paid trip to the annual RIMS (Risk and Insurance Management Society) Conference in Philadelphia, from April 15 to 18, 2012. Each year, RIMS

awards this scholarship to approximately 30 students selected from all those nominated. Nominations are submitted by a department head from the university or college. Nominees must be enrolled as full-time students with sufficient credit hours to be classified as a junior, senior, or graduate student with a major in risk management, insurance, business, finance or management with an emphasis in risk management and insurance.

Peter is the third student worker since 2008 in the Risk Management office to be selected for this prestigious honor. He kept the applicant success rate a perfect 100%. Peter maintains a very high GPA in the College of Business and Economics, with a major in finance and a minor in German. He plans to pursue a career in risk management and insurance upon graduation in May 2013.

Important Fiscal Year 2012 End Close Dates, for Procurement, Contracting and Payment Services

Please refer to the Year-End Close Memo for additional information.

May 11, 2012	Last day for departments to submit requisitions greater than \$25,000 to Procurement, Contracting, and Payment Services for bidding in order to have a PO issued and goods received prior to June 29. (Caution: long lead delivery items may require earlier submission.)
June 8, 2012	Last day for departments to submit requisitions for old-year obligations or requisitions for change orders between \$1,000 and \$25,000.
June 29, 2012	Last day for departments to e-mail or hand deliver cancellations on old-year requisitions/purchase orders for state appropriated funds to Procurement, Contracting, and Payment Services.

Any state appropriated orders that are not received by June 29, 2012, or invoices received by NOON on July 6, 2012, will be canceled based on the year-end close timelines.

June 29, 2012 Last day to receive old-year goods and services, either online or manually.

Note: Any receiving done after June 29, 2012, will be posted as a new-year transaction.

July 6, 2012 Last day for departments to submit documents to the appropriate office for payment of transactions that occurred prior to July 1, 2012, is July 6 at NOON. Receiving must be done for all fiscal year 2011-2012 transactions on or before June 29, 2012.

July 6, 2012 All editing on FY2012 PCard transactions must be completed by 4:00 p.m. on this date.

Consistent Imagery Strengthens the University Brand

Anjali B. Halabe, Assistant Vice President of Finance, Assistant Treasurer- WVU Research Corporation

Stationery is the University's most widely used communications tool. Business cards, letterheads and envelopes are effective ways to convey official University business. Therefore both a level of formality and visual consistency is important in these stationery items. These days there are several options to create stationery items, including printing them on laser printers at your own desk or in your department. However, this may yield inconsistent and lower quality results in terms of colors, fonts, and layouts, which is not the image WVU wants to project. Please keep in mind that it's the University's identity that we are promoting here. Consistent imagery strengthens the University brand.

WVU University Relations has designed a Branding and Communication Guide

(<http://design.ur.wvu.edu/r/download/10258>) to assist the University community in producing effective communications and provide a consistent and unified identity for WVU. This includes guidelines for the design and printing of official WVU stationery: business cards, letterheads, business envelopes, and mailing labels. Section 3.2 Official Stationery of this guide states that "Only stationery printed by WVU Printing Services is approved for official use." We strongly urge you to comply with this guideline and show your professionalism and pride in WVU by ensuring that WVU Printing Services gets to print all your official WVU stationery. Thank you for supporting WVU Printing Services as the official vendor for the WVU stationery.

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 and Treasurer of the West Virginia University Research Corporation

Daniel A. Durbin

Assistant Vice President of Finance, Assistant Treasurer- WVU Research Corporation

Anjali B. Halabe

**Business Office/
Administration and Finance**
Tom Shamberger, Chief Business
Officer

Financial Compliance Officer
Robert Chuey

Financial Services
Lisa Lively, Director

**Institutional, Accounting, Reporting,
and Analysis**
Kathy Day, Associate Director

Insurance and Risk Management
Michael J. Gansor, Risk Manager

Payroll and Employee Processing
Linda Strawser, Director

Printing Services
Jeri Ireland, Director

**Procurement, Contracting,
and Payment Services**
Brenda Mowen, Director

Tax Services
Melissa Henard, Manager

The purpose of this newsletter is to provide all WVU faculty and staff, as well as the general public, with information regarding services that the Division of Finance offers. We hope you use this newsletter as a tool/resource to be kept informed on past, current, and future happenings.

We also welcome any feedback, comments, or suggestions regarding the content for our newsletters via e-mail at Division-of-Finance@mail.wvu.edu.