

WVU Division of Finance Newsflash

Contents

- *PCard Manual and Travel Guidelines*
- *Important Information from Employee Processing Services (EPS)*
- *Go Paperless with Direct Deposit*
- *Payroll and W-2 Information*
- *Print your W-2 Early*
- *Funds Handling Training*
- *Training and Professional Development Schedule Spring 2013*
- *Procurement, Contracting, and Payment Services Staffing Changes*
- *Risk Management, Staffing Addition*
- *Updates from the Division of Finance*

PCard Manual and Travel Guidelines

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

The WVU/WVURC travel guidelines and PCard manuals have been updated (effective December 1, 2012) to better balance the University's program oversight and prepare it for future enhancements planned for 2013. Changes were collaboratively developed in cooperation with the Provost, Deans, Internal Audit, General Counsel, and Research Administration and Finance.

Most notably, these documents now apply to both WVU and the WVU Research Corporation settlements and transactions. The updated versions can be found at <http://pcps.wvu.edu/>. Significant changes to current policies and procedures include the following:

WVU Travel Guidelines

While advance approval for all travel is currently required, "overnight" travel must be approved in writing (hard copy or electronic) and the written document (i.e., travel authorization form (http://pcps.wvu.edu/for_departments/for_travelers/wvu_travel_forms) submitted to PCPS with the Travel Settlement Form (http://pcps.wvu.edu/for_departments/for_travelers/wvu_travel_forms) for processing. These responsibilities rest with the individual department and expert business office (EBO).

Where an entire trip is paid by PCard, this approval document must be maintained with the required PCard receipts for future review and audit. All

PCard receipts must be kept in accordance with WVU Division of Finance Policy # 18-Record Retention, or longer if grant-related requirements exist.

PCard Manual

Segregation of Duties: Currently departmental card coordinators (DCCs) may not approve their own PCard charges. In addition, they are no longer allowed to approve their supervisors' charges.

Card Delegation: Currently card delegation is not permitted for State PCards. Research Corp cards may not be delegated either. DCCs and EBOs are responsible for ensuring card delegation does not take place within their unit/business office, and must immediately notify PCard administration of any instances of card delegation.

Usage Restrictions: PCards may not be used for contracts and/or agreements (i.e., service, licenses, etc.) unless specifically authorized in writing by the WVU Chief Procurement Officer, Brenda Mowen.

Travel: A travel authorization must be maintained with all required PCard documentation. http://pcps.wvu.edu/for_departments/for_travelers/wvu_travel_forms

Required Transaction Documentation: A definitive business purpose must be included on the PCard documentation and accessible for post-transaction review.

Monthly Statements: Every cardholder must review and sign his/her monthly statement to ensure each charge is accurate, and then forward the signed statement to their DCC or EBO. This can be electronic or hard copy format.

These and other reinforcing issues were discussed fully at our November 15, 2012, User's Group Meeting. http://pcps.wvu.edu/for_departments/user_group/november-2012

Important Information from Employee Processing Services (EPS)

Kim Foley, Assistant Director, Payroll and Employee Processing

As a reminder, no potential new hire is permitted to begin work until the hiring supervisor and EBO receive an e-mail notification from EPS granting authorization. The potential new hire must have completed their processing packet with an EPS representative, at Waterfront, the Mountainlair, or Health Sciences (locations and times can be found at <http://payroll.wvu.edu>).

The EBO is responsible for completing a Hiring Wizard form. Both the processing packet and the Hiring Wizard are necessary for the employee to be keyed in MAP. Both must occur prior to the employee's first day of employment. The authorizing to hire e-mail notification will include the employee number, employment start date,

supervisor name, WVUID, and GroupWise/Exchange address.

Backup documentation from Human Resources and the Office of Social Justice (when applicable) is required from the EBO to key the employee in MAP. Delay in providing proper documentation might cause a delay in an employee being finalized for payroll:

- Classified employees: HR orientation statement
- Mountaineer Temps: e-mail notification
- Non-classified and faculty: search and selection activities report (SSAR)

Early system access can be granted for non-classified and faculty job types prior to their hire date. If the employee is benefits-eligible, the EBO must forward a copy of the signed offer letter before early access can be granted. If the employee is non-benefits-eligible, the hiring EBO must send an e-mail with a justification why the early access is to be granted. Justifications are retained for audit purposes and are required by the Office of Information Technology.

EPS is no longer responsible for keying supervisor information in MAP. All supervisor information is attached to the position hierarchy. Any questions or changes regarding supervisor information should be directed to the Classification and Compensation unit in HR, classcomp-HR@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.

Payroll and W-2 Information

Melissa Henard, Tax Manager, Tax Services

Payroll Information—Tax Services would like to provide an update concerning the tax changes, referred to by the media as part of the “fiscal cliff,” which will take effect as a result of action by the President and Congress on January 3, 2013. WVU Tax Services first alerted you in December 2012 of the potential impact to your take-home pay if no resolution were reached. We would now like to update you on the changes you can expect to see on your January 16, 2013, pay based on the agreement reached on January 3, 2013.

1. The 2010 Tax Relief Act that reduced the Social Security tax rate for withholding from an employee’s pay from 6.2% to 4.2% for the calendar years 2011 and 2012 will end, and the tax rate will return to 6.2%. This change will affect all employees and will increase the Social Security taxes withheld from your pay.
2. The federal income tax withholding rates will remain at their 2012 rates for all employees except for those individuals earning in excess \$400,000 (single filers) or \$450,000 (joint filers) per year. For these individuals the tax rate will increase from 35% to 39.6%. The effect will be an increase in the federal income tax withheld from the pay of higher income employees.

Note: Due to the delayed resolution of the federal withholding tax rates until January 3, 2013, all employees may see a fluctuation in federal income tax withheld from their pay for several pay cycles as the IRS updates their tax withholding tables for employer payroll withholding use.

3. For employees receiving tuition waivers, the exemption allowance of \$5,250 per year has been made permanent. This means that full-time, benefit-eligible employees may receive up to \$5,250 per year in tuition waivers tax free. Tuition waivers in excess of this amount per year will be considered taxable earnings and will be added to the employee’s pay and taxed accordingly.
4. The Medicare tax rate for withholding from an employee’s pay is 1.45%. Effective in 2013, individuals earning in excess of \$200,000 will be subject to an additional 0.9% Medicare tax for a total of 2.35%. The effect will be to increase the Medicare tax withheld from the pay of higher income employees.

WVU Tax Services encourages all employees to be aware of and monitor their personal tax situations, especially with the recent multitude of tax changes. We advise all employees to contact their professional tax preparer for additional information regarding how these and other tax changes will affect individual tax situations, as we have only provided information on the basic tax changes that could directly impact an employee’s take-home pay. Please note that WVU Tax Services does not provide individual tax advice.

Additionally, we recommend that all employees take the time to review their paystubs throughout the year to ensure accuracy and the sufficiency of income taxes being withheld from their pay. Employees can change the income tax withheld from their pay at any time by completing a new Employee's Withholding Allowance Certificate, Form W-4 for federal withholding or a new State withholding form. These forms are available on line at TaxServices.WVU.edu. Send completed forms to Tax Services at PO Box 6005, Morgantown, WV 26506.

Print your W-2 Early

Melissa Henard, Tax Manager, Tax Services

W-2 Information—If you would like to print your 2012 Form W-2 early, forms are available for all current WVU employees through eNODS with the State Auditor's Office at <https://www.wvsao.gov/login.aspx>. Paper 2012 Form W-2s will be mailed to all current and former WVU employees by January 31, 2013.

If you are an employee covered by PEIA for medical insurance, you will notice a change to your 2012 Form W-2 as compared to your 2011 form. The Affordable Care Act requires employers to report the cost of coverage under an employer-sponsored group health plan. Reporting the cost of health care coverage on the Form W-2 does not mean that the coverage is taxable. This reporting is for informational purposes only and is meant to provide employees useful and comparable consumer information on the cost of their health care coverage. You will find the cost of your health insurance in box 12 with a code of DD of your 2012 Form W-2. The amount reflects premiums withheld from your pay plus the employer cost for your coverage.

Special Note: The IRS announced that the 2013 filing season for individuals has been delayed until January 30, 2013, due to the extensive tax changes made as part of the "fiscal cliff" agreement of January 3, 2013. The impact on individuals is that no personal tax returns will be accepted by the IRS either electronically or in paper form before January 30, 2013.

Funds Handling Training

Chris Boland, Revenue Services Manager

Funds handling training is being offered on campus again at various locations and times. The West Virginia State Treasurer's Office performs an annual survey of our management of funds; therefore it is very important that everyone in your area be trained. Please have the applicable employees sign up for a funds handling training session. They can reserve their seat at the session they prefer by emailing revenueservices@mail.wvu.edu. A list of trainings can be found at the following link: http://financialservices.wvu.edu/revenue_services/departmental_accounts/funds_handling/funds_handling_training.

Training and Professional Development

Anne Hatfield, Ed.D., CRA, CPRA

The West Virginia University Research Office is pleased to announce the training and professional development schedule for sessions offered to the entire WVU research community this semester.

You can view the entire schedule on the Office of Sponsored Programs Web page under the Highlights section or review the detailed description of each session on the OSP-Training and Professional Development page at <http://osp.research.wvu.edu/training>.

There are two ways to register for these training sessions: (1) through the WVU calendar or (2) contact Bethany Stubna. To use the WVU calendar function, go to the OSP Training and Professional Development page, click on the title of the session and then follow the directions to add this to your calendar. In addition, you can register by going directly to the WVU calendar (<http://calendar.wvu.edu>) and selecting the date(s) of your preferred sessions.

If you prefer to use the second registration method, please e-mail Bethany Stubna at bethany.stubna@mail.wvu.edu to let her know which training and professional development session(s) you plan to attend. Registration is **strongly encouraged** due to the limited seating available for these sessions.

Procurement, Contracting, and Payment Services Staffing Changes

Brenda Mowen, Director of Procurement, Contracting and Payment Services

Cindy Marn, Associate Director of Payment Services, has accepted an offer by the State Auditor's office to work as a WVU employee on-loan with the State's ERP (OASIS) Development Team. Effective January 8, Rachel Hays will serve as interim.

Cheryl Taylor, Manager (Essential Services and Travel) is retiring at the end of January 2013. Effective February 1, Joy Quintana will serve as interim.

Jeannie Philips, Manager (Transmitting and Warrants) retired in December 2012. Maryanne Maxwell is serving as interim.

Cindy, Cheryl, and Jeannie are all highly valued, long-term employees. While they will all be missed, Cheryl and Jeannie have earned their time away from work, and the University is grateful for their dedicated service. Further, Cindy's functional

understanding of complex systems has earned her a spot on one of the State's largest software projects.

Rest assured, until these positions can be back-filled, Rachel, Joy, Maryanne, and their well-qualified staffs will continue to provide the high-quality service that you have been accustomed to receiving.

Risk Management Expands

Michael J. Gansor, University Risk Manager

Mike is pleased to announce that Sherry Smith has joined the WVU Risk Management Department. Sherry comes to Risk Management from the WVU Research Corporation where she handled their insurance matters in addition to other duties. The risk management and insurance responsibilities for the Research Corporation have been consolidated into the WVU Risk Management Office. As Sherry becomes familiar with the operation of the Risk Management Office, WVU departments will begin to receive correspondence from her. If you have occasion to talk to Sherry, please extend her a warm welcome.

Division of Finance Updates

*Dan Durbin, Sr. Associate Vice President of Finance,
Treasurer, WVU Research Corporation*

Anjali Halabe, Assistant Vice President for Finance, completed the first phase of the WVU Women's Leadership Initiative in Spring 2012 and has returned to the Initiative as a leadership "Coach" for other women leaders at WVU. During the first phase, Anjali was part of a select group of senior leaders that participated in an individualized coaching program facilitated by two professional consultants with extensive experience in executive leadership coaching and development. During the second phase, that kicked-off last week, Anjali, along with other Phase I participants will "pay it forward" by coaching current and up-and-coming women leaders across the University. We wish Anjali all the success in this new adventure in leadership.

Joan Clutter, Administrative Associate for the Institutional Accounting, Reporting and Analysis unit in the Division of Finance, retired after 28 1/2 years of dedicated service to WVU. Joan's retirement took a lot of people by surprise, not only because she asked us to keep her departure low-key and without any fanfare, but especially because she looks astonishingly youthful. Joan has plans to "tinker" around her house, do some traveling and WALK! She says she has been so busy since she retired that she hasn't had time to miss us. We wish Joan a happy and fulfilling retirement.

Julia Robb was promoted to senior financial management analyst in the Division of Finance effective October 16, 2012. In this role, Julia provides effective analytic and business decision support for a variety of cross-functional, high-impact strategic and operational projects in the Division of Finance. Julia received her MBA from the Joseph

M. Katz Graduate School of Business at University of Pittsburgh and holds a West Virginia CPA license. She has been with the WVU Division of Finance since August 2010, and prior to joining WVU worked in public accounting and at UPMC Pittsburgh in corporate accounting and Sarbanes Oxley compliance.

Congratulations to Julia on her promotion!

Lisa Lively, Director of Financial Services receives her Certified Research Administrator's Certificate. The Research Administrators Certification Council was formed in 1993 as an independent non-profit organization. The Council is composed of active certified research administrators whose role is to certify that an individual, through experience and testing, has the fundamental knowledge necessary to be a professional research or sponsored programs administrator.

Mike Gansor was elected to serve as a Parliamentarian on the URMIA Executive Committee. The University Risk Management and Insurance Association (URMIA), the expert resource for risk management in higher education, elected its officers for 2012-2013 in July. Mike, along with the other officers of URMIA will work to achieve URMIA's strategic goals and mission to advance the profession of higher education risk management and will also help meet the professional development and information needs of the society's members.

The University Risk Management and Insurance Association is an international nonprofit educational association serving colleges and universities. Its core purpose is to promote the advancement and application of effective risk management principles and practices in institutions of higher education. URMIA represents over 1,875 individuals at over 560 institutions of higher education and over 100 companies with members ranging from small schools and community colleges to the largest educational institutions. The URMIA National Office is in Bloomington, Indiana, at Indiana University. For more information, visit www.urmia.org or call 812-855-6683.

Congratulations to Mike for his position on the URMIA Executive Committee.

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

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