

WVU Division of Finance Newsflash

Rachel VanScoy Hays Publishes in *Contract Management Magazine*

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

Congratulations go out to Rachel Hays, Manager, Credit Card Operations, in our Procurement, Contracting, and Payment Services Department (PCPS)! She recently wrote an article that was selected and published in an issue of *Contract Management Magazine*. We would like to honor Rachel for her article, "Motivation." (Click on the link and turn to page 64 [Contract Management Magazine](#)).

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May 18, 2012 User's Group Recap

Rachel VanScoy Hays, Manager, Credit Card Operations

The PCPS User's Group meeting was held on May 18, 2012. Cindy Marn, Associate Director of Payment Services, opened the meeting by announcing PCPS new employees:

- Brenda Mowen - Director of PCPS
- Keith Bayles - Buyer
- Hongmei Cui - IU's
- Lucinda Vasofski - PCard Review

Jaime Bunner, Assistant Director of Financial Services-Cost/Compliance Accounting Unit, spoke to the group about function codes. Jaime's presentation can be found at:

http://pcps.wvu.edu/for_departments/user_group/may-2012.

Cindy Marn also reminded the group of the important year-end close dates that affect our area:

- June 13, 2012 - Last day for departments to submit invoices and department refunds to PCPS for normal check cutting flows.
- June 29, 2012 - Last day to receive old-year goods and services online or manually. Any receiving done after June 29, 2012, will be posted as a new-year transaction.
- July 6, 2012 - Last day for departments to submit documentation for payment of transactions that occurred prior to July 2, 2012.
- July 6, 2012 - All editing of FY2012 PCard transactions must be completed by 4:00 p.m.
- The Year-End Close Memo can be found at:
<http://financediv.wvu.edu/>.

Rachel VanScoy Hays, Manager of Credit Card Operations, spoke to the group about a few Pcard-related topics, including RC cardholder training, editing transactions in PCard software, gift cards, Mountie Bounty, self-reporting, and fuel and rental car receipts.

- RC cardholder training - All WVURC cardholders will be required to take a training quiz before being issued an RC PCard.
- Editing in PCard software - Please remember that all charges must be edited prior to 4:00 p.m. on the day titled "Mapping from Citibank" on the PCard mapping schedule. For RC transactions, if the transaction date occurs after the grant expired, the software will not automatically charge the overhead. If the goods are received within the grant period, PCard Admin will need a signed copy of the receipt. If the goods

are not received within the grant period, please edit the transaction to a valid fund prior to the mapping period.

- Gift cards - all State-funded gift card purchases require prior approval by the State Auditor's Office. For RC-funded transactions, please make sure to guarantee that the grant permits gift card purchases.
- Mountie Bounty - if a PCard is used to purchase a Mountie Bounty card, a reconciliation log must be maintained of all transactions made on that Mountie Bounty card.
- Self-reporting - please report all misuse/abuse to Pcardreview@mail.wvu.edu.
- Fuel and rental car receipts - please include the purpose of the transaction on all documentation requests for fuel and rental car purchases.

For Rachel's entire presentation, please go to:

http://pcps.wvu.edu/for_departments/user_group/may-2012.

Cindy Marn, closed the meeting by providing attendees the PCPS Handy Travel Processing Tips. This handout can be found at:
http://pcps.wvu.edu/for_departments/user_group/may-2012.

Payroll and Employee Processing Services

Linda Strawser, Director of Payroll and Employee Processing Services (EPS)

Payroll Fiscal Year End Reminder

Please have any labor distribution (LD) adjustments you need to make for fiscal year 2011-2012 (old year) entered and approved by close of business on June 28, 2012. All access to define LD adjustments will be revoked during the 13-month period. No LD adjustments will be processed during the 13th month period. All access to the LD module will be restored after the 13th month is closed (July 11) and normal activity may resume.

Retro Leave (Annual/Sick) for Hourly Employees

If an employee has submitted leave and has been paid for the leave and the leave type needs to be changed, please contact Payroll at payroll@mail.wvu.edu and copy leave@mail.wvu.edu. Payroll needs to

ensure the employee does not receive duplicate pay. Please provide dates of leave taken and the hours that are being replaced.

System Access

Remember if you are hiring a faculty member, you may request system access prior to the hire date. List the date you want system access granted on the Hiring Wizard form, and this date will be entered by Employee Processing Services once the employee has completed their processing packet.

New Hire

Please welcome Rhonda Dodson, Administrative Associate, to Payroll and EPS. Rhonda's knowledge with payroll systems and work experience will be an asset to our units.

**Open positions
@
WVU**

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

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.