

WVU Division of Finance Newsflash

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Cris DeBord joins Administration and Finance

Dan Durbin, Senior Associate Vice President - Finance

The Division of Administration & Finance would like to welcome Cris DeBord, VP for Talent & Culture. Chris, joined the Administration and Finance team in January 2016.

Cris is responsible for managing the design, development and implementation of all human resources functions, including employment services, employee relations,

classification and compensation administration, benefits administration, training and development and human resources operations, among other areas.

In addition, Cris will also serve on the president's executive leadership team, leading the talent management function and overseeing the design, implementation and administration of policies and programs that support effective talent acquisition, talent assessment, career development, performance management, leadership development and succession planning across the University.

Procurement, Contracting and Payment Services (PCPS) - Announcements

Rachel VanScoy Hays, Associate Director of Payment Services

1. New State PCard Training Website

The State Auditor's Office recently changed its PCard training portal. In addition to the actual online location of the training, the State also updated its manual and training questions to incorporate information specific to its financial system, wvOasis. Because of these changes, cardholders and coordinators will now see questions on the quizzes that relate specifically to wvOasis procedures. Please make sure that your cardholders read the State's policies and

procedures manual (posted on the training site), so that they will be able to answer the quiz questions correctly. While the wvOasis material does not directly apply to your cardholders, they will need to be able to answer basic questions about it.

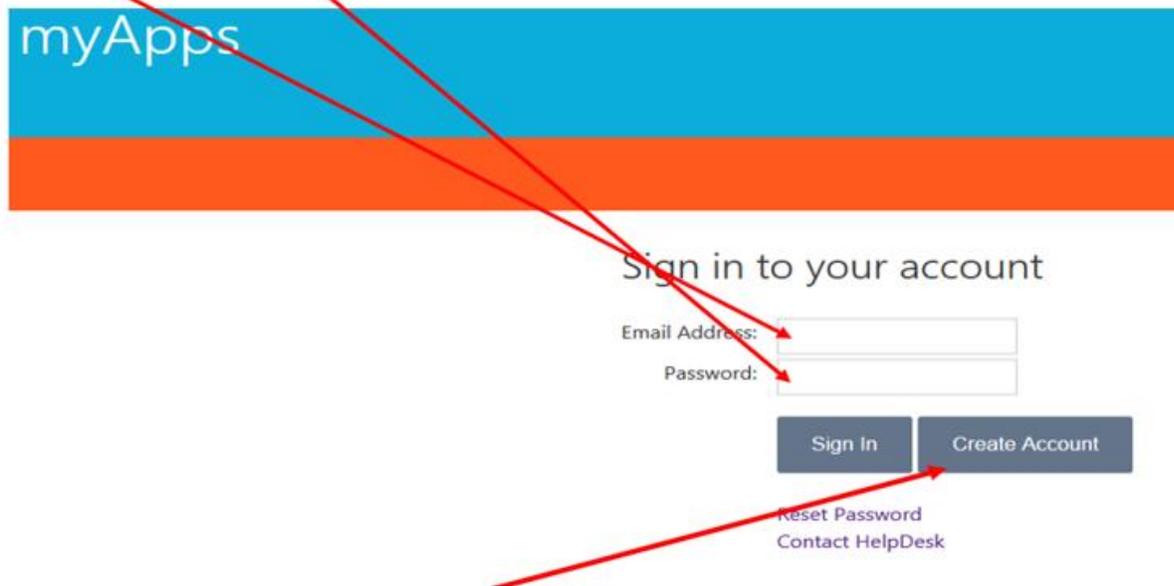
If you have any questions, please do not hesitate to contact us at pcardadministration@mail.wvu.edu.

Sign into WVOASIS MyApps at:

<https://myapps.wvsao.gov>

Sign into your account, and type:

Your Email Address and Password



The image shows a screenshot of the myApps login interface. At the top, there is a blue header with the text "myApps" in white. Below the header is an orange horizontal bar. Underneath the orange bar, the text "Sign in to your account" is displayed. Below this text are two input fields: "Email Address:" and "Password:". To the right of these fields are two buttons: "Sign In" and "Create Account". Below the buttons are two links: "Reset Password" and "Contact HelpDesk". Red arrows point from the text "Your Email Address and Password" to the "Email Address:" and "Password:" fields. Another red arrow points from the same text to the "Create Account" button.

If you do not have an account: [Click Create Account](#) and follow instructions

Click on Training Materials



myApps > P-CARD Training

myApps

- Training Home
- myAccount
- Training Materials
- Administration
- Training Reports

Purchasing Card Training Program

Welcome to the WV State Auditor's Purchasing Card Training Program. This program will provide you with all of the information necessary to begin using a P-Card for your agency.

Please choose from the list of choices at the left. To view a lecture, choose Training Materials.

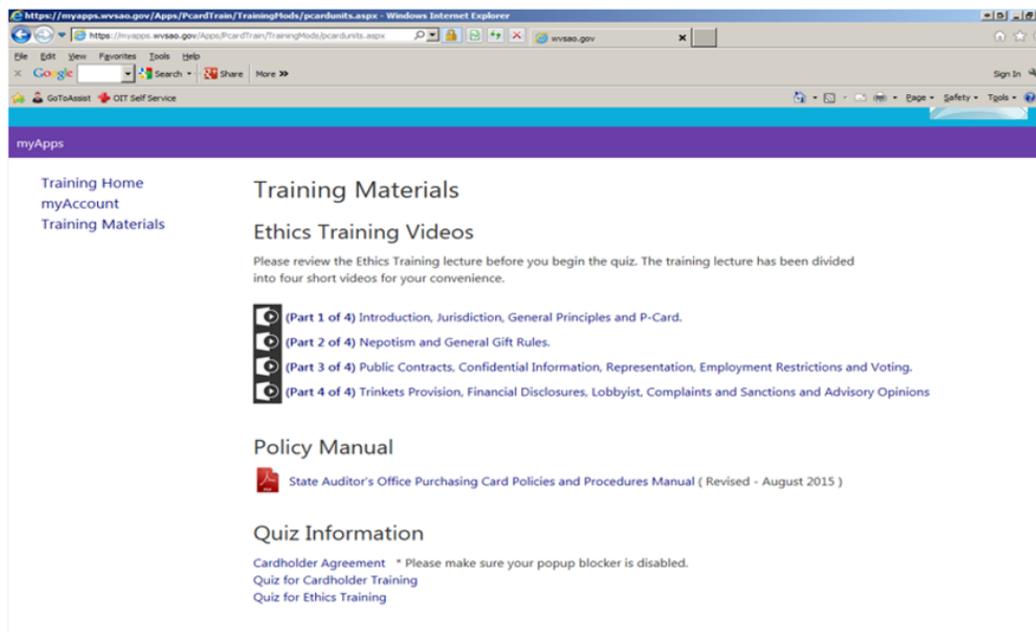
Note: You will need the latest version of Adobe Acrobat Reader to view or download documents in this section. If you do not have the most recent version of the Adobe Reader, click [Get Adobe Reader!](#) and follow the directions to download it FREE from [Adobe.com](#).

Contact Information

For assistance, please email: pcardtraining@wvsao.gov

All the necessary Training is listed

Ethics Training is, 4 videos, The Policy Manual, the Quiz (Ethics and Cardholder) and Cardholder Agreement are listed.



https://myapps.wvsao.gov/Apps/PcardTrain/TrainingTools/pcardunits.aspx - Windows Internet Explorer

myApps

- Training Home
- myAccount
- Training Materials

Training Materials

Ethics Training Videos

Please review the Ethics Training lecture before you begin the quiz. The training lecture has been divided into four short videos for your convenience.

- (Part 1 of 4) Introduction, Jurisdiction, General Principles and P-Card.
- (Part 2 of 4) Nepotism and General Gift Rules.
- (Part 3 of 4) Public Contracts, Confidential Information, Representation, Employment Restrictions and Voting.
- (Part 4 of 4) Trinkets Provision, Financial Disclosures, Lobbyist, Complaints and Sanctions and Advisory Opinions

Policy Manual

 State Auditor's Office Purchasing Card Policies and Procedures Manual (Revised - August 2015)

Quiz Information

Cardholder Agreement * Please make sure your popup blocker is disabled.
 Quiz for Cardholder Training
 Quiz for Ethics Training

Please read the Policy Manual. If there are questions concerning wvOASIS you the cardholder will not know the answers unless you read and review the manual carefully.

Complete Ethics Quiz, the Cardholder Quiz and Click on the Cardholder Agreement and accept it.

2. New WVURC Cardholder Training

PCPS is pleased to announce the launch of its new online, paperless WVURC cardholder training through eCampus! RC cardholders who are required to take the WVURC PCard training can now complete their training, quiz, and cardholder agreement online and no longer need to complete a paper quiz or cardholder agreement.

Remember: Cardholders who hold only a WVURC PCard (i.e. do not also have a State PCard) are required to take cardholder training prior to applying for the card, as well as every two years following their successful PCard application. If a cardholder has both a State and WVURC PCard, he/she is only required to take the State PCard training through the WV State Auditor's Office.

For information on how to access the new online WVURC PCard training, please visit: <http://procurement.wvu.edu/payment-services/pcards/how-to-complete-your-refresher-cardholder-training>

If you have any questions, please do not hesitate to contact us at pcardadministration@mail.wvu.edu

3. Change in PCard Maintenance Requests Process

PCPS has now moved to a paperless process for PCard maintenance requests. We now only require an email from the DCC or CBO to pcardadministration@mail.wvu.edu for all WVURC and WVU PCard maintenance requests.

In your email, please include any pertinent information (i.e. cardholder name, last 4 digits of the PCard, requested new limits, etc.).

If you have any questions, please contact us at pcardadministration@mail.wvu.edu.

4. Professional and Contractual Services

Just a friendly reminder: professional and contractual services are not considered "direct pays", and therefore must go through the requisition/PO process. If you are paying for services via PCard, you must first ensure a service agreement is not required, by contacting PCPS.

In addition, if you are paying an individual or company for a professional/contractual service and their invoice also includes travel, the entire invoice should be coded as professional/contractual services. The travel expenses should not be coded as travel.

Please note: the one exception to this procedure is for legal fees, which are coded as Attorney fees.

5. Meal Per Diem Rates Have Changed

Effective October 1, 2015, the GSA has updated its meal per diem rates. A new listing of the daily rate options can be found in our Meal Per Diem Calculation Guidelines, located here: <http://procurement.wvu.edu/payment-services/travel>

Please make sure to use these new rates for any travel that occurred on October 1, 2015 or later. For travel that occurred before October 1, 2015, the GSA website has a drop down box that allows you to choose the effective rates for FY2015: <http://www.gsa.gov/portal/content/104877>.

If you have any questions, please contact us at pcps@mail.wvu.edu.

6. New Mileage Rate for WVU/WVURC Travelers

Effective January 1, 2016, WVU/WVURC travelers will be reimbursed based on the GSA's current mileage rate of \$0.54 per mile. PCPS has added the updated version of the Travel Settlement Form, which includes this new calculation, to its website at: <http://procurement.wvu.edu/payment-services/travel>

Please make sure to use this new version of the form for any travel that occurs on January 1, 2016 or after.

Any travel that occurs prior to January 1, 2016 should be submitted using the July 1, 2015 version of the Travel Settlement Form.

Any settlements submitted using the incorrect form will result in delays in processing. If you have any questions, please contact us at pcps@mail.wvu.edu.

7. PCard Charges on Travel Settlements

We have seen an increase in travel settlements submitted where the employee is asking for reimbursement for a charge that was paid via PCard. Please make sure to verify that the charges listed on the settlement for reimbursement do not include any charges paid on the PCard or through direct bill to the University.

Also, please make sure to remind the travelers that they must note any meals provided during their trip so that the meal per diem can be appropriately reduced.

8. Emailing W9's, Bank Information, and Credit Card Numbers

WVU was recently granted the ability to accept W9's via fax or a secure electronic source. We are no longer required to obtain a hard copy original W9 from our vendors. We are also able to submit W9's to the State of WV through their secured online site. With this change, we must remember the importance of securely receiving and submitting that information electronically.

Please remember that it is against WVU's security policy to pass certain sensitive information via email. This includes the following data related to PCPS activity:

- W9's with Social Security Numbers
- ACH information
- Wire information
- Full credit card numbers

Please make sure not to ask an individual or employee for a W9, ACH form, or wire form via email. Also, do not email that information to anyone else, including the PCPS staff. How can you receive or submit this information securely? Here are your options:

- You can submit the forms securely via File Locker (<https://filelocker.wvu.edu/login>), which all WVU employees should have access to.
- If you have a vendor that would like to submit their W9 or bank account information electronically, PCPS can send the vendor a link so they can submit the information securely via File Locker.
- If you have an employee that would like to sign up for ACH payment through the WVURC, please make sure to submit the completed ACH forms either through File Locker, in person delivery, or via fax (instructions are included on the form).

Note: ITS has confirmed that we can receive W9's via email from corporations/partnerships that list a FEIN and not a social security number; however, you can certainly use File Locker for that to follow a consistent process.

For credit card information, please make sure that only the last 4 or 6 digits of a PCard number is sent via email, written on hard copies, or saved on your computer. The entire card number should never be shared or stored. When using a PCard to purchase/pay, the entire card number should only be used via secured internet sites, in person, phone or fax.

If you have any questions, please contact us at pcps@mail.wvu.edu.

Budget Office Change Will Help Financial Management

To help streamline various financial procedures, oversight of West Virginia University's budget office has been shifted from Planning and Treasury operations to Finance, and will report directly to Dan Durbin, senior associate vice president for finance.

"As our evolving budget forecasting and reporting needs become more complicated and critical, especially in light of the current five-year planning process, this is an opportunity to build more integration between our budget, financial support activities and the accounting function," said Narvel Weese, vice president for administration and finance. The Finance Division is the most logical reporting line for that fully integrated function."

Durbin said the shift will streamline budget, accounting and reporting processes across the university for greater consistency, transparency and flexibility.

"This will provide us with an opportunity to take fresh look at how we develop and manage the University's budget- the policies and practices of how we utilize our resources," Durbin said.

This change will also better support the work of various teams as they identify areas of opportunity for transformation during the ongoing strength, weakness, threats and opportunities review process.

Risk Management & Insurance Assistant Obtains Designation

Michael Gansor, University Risk Manager

Kelsey LeeAnn Richards, Risk Management Assistant at WVU, has been awarded the Associate in Risk Management (ARM™) designation and diploma by The Institutes for successfully completing courses and examinations on multiple specialty focuses in risk management.

Kelsey is the assistant to the University Risk Manager located at One Waterfront Place. She began her career with WVU in January of 2014. She is a Magna Cum Laude graduate of the WVU College of Business & Economics with a BS in Business Administration, Business Management.

Risk Manager, Receives Distinguished Award.

Anjali Halabe, AVP Finance

Michael Gansor was selected by the URMIA Honors Committee as a “Distinguished Risk Manager.” Nominations for this award consider the nominee’s service to professional organizations such as URMIA, RIMS, NACUBO, and the CPCU Society as a board member, officer, committee, chair, or other position of leadership. Service as a mentor to others in risk management, higher education, the insurance industry, the local community, and teaching to others risk management principles are considered by the committee. Also considered are contributions to the field of risk management such as working for the development of new techniques or new approaches to problem areas; authoring articles shedding new light on the practice of risk; and marshaling resources to address regular or unusual problems occurring within the field of risk management, particularly in higher education. The committee also values accomplishments such as earning the CPCU and ARM professional designations along with long term distinguished tenure as an institutional risk manager, when choosing a recipient for this prestigious award.

Alyssa Morgan

Tax Services

Melissa Hunt, Assistant Director

A special congratulations to Alyssa Morgan in the Tax Services unit for passing her CPA examination! Alyssa is a senior corporate tax accountant in the Tax Services Unit of the Division of Finance.

Staff News in Sponsored Research Accounting

*Sponsored Research Accounting
Vince Alvarez, Assistant Director*

Roxanne Wilson, previously a Business Manager within the Sponsored Research Accounting (SRA) unit, accepted the Senior Corporate Grants Accountant position. Roxanne has 26 years of experience at WVU including previous positions in Payroll and Budget & Cash. She will continue to work with the same colleges, divisions and departments as in her prior role which include the Davis College of Agriculture, Natural Resources & Design, Extension, and the Schools of Dentistry, Pharmacy, and Nursing.

Sher Yip has been hired to fill a new Business Manager position within the SRA unit. Sher will be partnering with Alvin Smith and will be working primarily with sponsored research activity in the Eberly College of Arts & Sciences, the Colleges of Business & Economics, Physical Activity and Sport Sciences, and Creative Arts along with Academic Affairs and the regional campuses.

Adam Folio has been hired to fill the Senior Grants Resources Specialist position within the SRA unit. Adam will be partnering with Roxanne Wilson and will be working primarily with sponsored research activity Davis College of Agriculture, Natural Resources and Design, Extension and Public Service, Health Science Center, Mary Babb Randolph Cancer Center, School of Dentistry, School of Nursing, School of Pharmacy and WVUCED.

Sponsored Research Accounting would also like to congratulate Srimadhavi (Madhu) Devulapalli and her husband for obtaining their U.S. Citizenship and participating in the Oath of Allegiance ceremony on November 6th in Wheeling, WV. Madhu is a Lead Corporate Accountant – Systems in SRA and has been with the unit for 5 years.

Division of Finance – New Website

Karen Brock, Project Coordinator Senior

The new Division of Finance website is now live! Our policies, procedures, forms, updates, and other general information can now be found at: <http://financediv.wvu.edu/> Please make sure to remove the previous website book marks from your saved searches, as they are no longer active.

If you have any questions, please contact me at karen.brock@mail.wvu.edu.

Division of Finance Mission Statement

The Division of Finance transforms lives through sound financial stewardship and innovative business practices.

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

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