

FUNDAMENTALS



Florida State University

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Payroll Updates

Payroll Items Affecting Ledger Reconciliations

Several payroll related issues can cause cash (112000) and payables (311010 – 311020) to be misstated.

- Budget corrections (retro corrections) that are generated in the HR system.
- Multi-funded individuals with deductions.
- Some reimbursement transactions.

If your department is affected by any of these issues, corrections should be sent to the Payroll Office timely, especially for Sponsored Research projects that are closing. All budgets involved must be corrected at the same time to insure cash remains in balance.

We are taking corrective action to fix these issues. However, in the meantime, Payroll Services will be scheduling sessions to show departments how to identify and correct these issues. Please contact Rick Beyer, wbeyer@admin.fsu.edu or call 443-7257 for further information.

Payroll Schedules And Cost Center Reports

An important step in preparing for the payroll calculation process is the department's review of their Cost Center reports. To ensure all employees are paid timely and accurately, errors noted should be reported by creating a Parature ticket before noon on Monday. Tickets submitted after this time cannot be processed until the next off cycle payroll, which occurs the Monday following payday. Remember that time & leave approvals must be completed by noon on Friday for information to appear on the Cost Center report.

The following steps will assist you:

- *Submit ePAF, pPAF, job offers and all required documents within established deadlines.*
- *Review actives reports to verify data. If problems are noted, create Parature tickets to correct compensation rate, FTE, or funding.*
- *Review Cost Center reports. If errors are noted, submit a Parature ticket before noon on Monday.*
- *Follow up on Parature tickets. If a ticket has not been acknowledged within 24 hours, call or email to check on the status. Do not submit another Parature ticket.*

Note! Payroll schedules and report availability are based on a 'regular' payroll schedule. Times and dates may vary for holiday or other non-normal payroll processing. Updated information is distributed via hrms@list.serve and is also available on http://hr.fsu.edu/index.cfm?page=Departreps_homepage - see Payroll Calendars and Payroll Pay Period Schedules.



Payroll Updates—continued

Electronic Fund Transfers (EFT)

Employees are required to use EFT as the distribution method of pay, unless exempted by the Payroll Office. Bank account information can be verified in OMNI Human Resources following this path:

Employee Self Service > Payroll & Compensation > Direct Deposit > Checking > Check Example

We recommend that employees confirm the accuracy of changes with their financial institution before submitting updates in OMNI or to Payroll Services. Please contact 644-3813, for further information.

Payroll Check Distribution

Payroll check distribution occurs on paydays between 8:00–10:00 a.m. The departmental representative picking up the checks must have proper authorization and present a picture ID. In order to prevent delays, please review personnel authorized to pick-up payroll checks for your department and submit needed changes to the Payroll Office prior to noon on Wednesday prior to payday.



Timely Appointment Of Employees

Only when appointment paperwork is complete and submitted to Human Resources should an employee be permitted to perform duties on the university's behalf. A delay in submitting an appointment in a timely manner may result in an employee not being paid promptly and a possible loss of benefits. Also, the University is placed at risk if the individual is injured while on university business and may incur potential lawsuits for noncompliance with Federal and State employment laws.

Tax Treaties And Non Resident Aliens (NRA)

NRA employees are not entitled to tax treaty benefits without a social security number. If you have an employee that was hired using a temporary number, please submit a copy of their social security card to Human Resources as soon as possible. Please remind your non-US citizens to update their information in Glacier. Glacier is the online tax treaty system utilized by FSU to help administer tax treaties. In order for a treaty exemption benefit to apply, the employee must update and submit the Glacier Tax Summary at the beginning of every calendar year or when their VISA information or type changes. Please contact Marcia Henderson, 644-7939, for additional information.

SunTrust Direct Deposit News

SunTrust Bank has announced direct deposit changes that affect both the bank's routing number and account numbers for their customers.

The new routing number is 061000104 and account numbers will change to 13 digits. Zeros (0) will be added to the beginning of the current account numbers to meet the new requirement. All changes will be made through the Automated Clearing House System (ACH) and will require no direct action by employees.

The Payroll Office will change affected records before confirmation of the next pay cycle, "S", pay date, 3/31/06. SunTrust customers should contact their bank if they have questions.

AVIS Rental Contract

AVIS is the University's contract provider for automobile rentals. Included in the AVIS daily rental rate is primary insurance coverage and collision damage insurance. The daily rate provided by other rental agencies may not include the cost of these insurance products and therefore may not, in fact, be cheaper than AVIS. Before renting from an agency other than AVIS, be sure to compare the cost of the car including the aforementioned insurance products. If you choose to rent from an agency other than AVIS and the proper insurance is not provided, you may be personally responsible for the loss if an accident should occur.

When renting from AVIS, please make your reservation in advance as soon as travel plans are known. Phone 1-800-338-8211 and use Avis Worldwide Discount (AWD) Number A113400. Reserve a compact class B car unless you are transporting several business passengers or a large quantity of materials and/or equipment. Visitors, non-employees, and anyone under 25 years of age cannot use the AVIS contract unless the charges are billed directly to the travel card. The AVIS contract is available at: <http://www.vpfa.fsu.edu/control/autocontract.html>.

AVIS Rent A Car, 1414 S. Monroe Street in Tallahassee, provides pick up within a five (5) mile radius which includes the FSU campus. To receive this service you must have an advance reservation. To request pick up, phone 850-222-9149 at least two (2) hours in advance. Another advantage in renting from the S. Monroe location—a 10% airport tax assessed for vehicles rented at the airport can be avoided. For further questions, please contact Jennifer Pittman, 644-9410.

Negative Approvals: Invoices = <\$500 Not Received In OMNI

Delays in processing vendor invoices and payments occur when goods and services are not receipted in a timely manner. Effective, April 3, 2006, central Accounts Payable will implement a new process to pay encumbered invoices =<\$500. Requesters and requisition approvers will receive e-mail notification when an invoice =<\$500 requiring payment has not been "received" in OMNI. This notification will place the item on worklists for the requester and requisition approver in OMNI. Departments will have five working days to either receive the item in OMNI or contact the central AP processor as to why the invoice should not be paid; otherwise, central AP will receive the item and process payment at the end of the five day window. Departments are expected to use the e-mail notification as a reminder to receive goods they have purchased in OMNI themselves; the process is not a release of department responsibility in acknowledging receipt (receiving) of goods or services.

Please contact Linda Henker, 644-9408, or Mary K. Parker, 645-6594, should you have any questions.

Fabrication Or Construction Of Capital Assets

The guidelines for capitalizing property items are located on the University website: <http://www.vpfa.fsu.edu/policies/controller/2e-1.html#1.05>. Property that is fabricated or constructed may meet the capitalization threshold. If the cost of the fabricated item is greater than \$1,000 and has a useful life of greater than 1 year, the item must be recorded in the university property records as a capital asset.

The department property custodian should maintain an accurate record of related expenditures including cost of labor and component parts. Once construction has been completed, the department property custodian should submit a memorandum to Property Accounting Services detailing the accumulated cost of the asset, the department, fund code and project ID (if applicable) where the item is to be assigned.

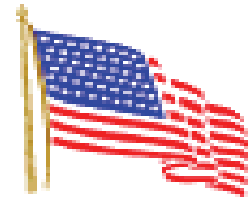
Please contact Julie Bickford in Property Accounting Services, 644-9757, if you have any questions.

Florida State University

A2200 University Center
ATTN: Pat Hunt
Phone: 644-5140



UNITED WE STAND FLY THE FLAG PROUDLY!



Jose Quero-Munoz, Coordinator in Student Financial Services continues to be deployed on his 2nd tour in Iraq. Please remember Jose in your thoughts and prayers.



Getting To Know Us

New Faces And New Places!

The Controller's Office is pleased to welcome *new employees to the University and announce **internal transfers.

General Accounting **Cheryl Cooper, *Theresa Hatcher Payables *Danette Tejada, **Larry Walker
Payroll *Katherine Bartlett, **Marsha Bowers, *Monica Kenon Property **Carl Jackson
Quality Assurance **Judd Enfinger Travel **Nicki Bedgood Treasury Management **Kathy Stephens
Student Financial Services *Adrienne Allen, *Robert Basan, *Gregory Williams

Some Controller Office Accomplishments!

- September—Southwood Heart Walk volunteers—Jessica Robinson, Annalisa Zimmerman, Joy Tilley, Nadia Kamal, Kimberly Strickland, Sharon Riffle
- November—Financial Manager/Business Officer seminar on "Creating an Ethical Environment" Ransom McClung was dual presenter/entertainer for an audience of 50!
- United Way Campaign—THANK YOU EVERYONE!!
- HOPE Community Big Bend Homeless Coalition—Christmas charity
- SACUBO Drive-In Workshop—Tallahassee—76 in attendance!
- Davis Productivity Award Certificate Winners!!!
Imaging Team—*Implemented Web-Based Document Storage, Routing and Retrieval System*
Bill Agner, Linda Henker, Theron Jones, Kimberly Kempley, Raynell King, Jennifer Pittman, Charles Stubbs, Michael Williams, Donnie Woodall
Federal Perkins Loan E-Sign Process Team—*Developed E-Sign Process for Loan Program*
Greg Atkins, Oliver Austin, Marcia Murphy
School As A Lender Team—*Developed School As A Lender Program*
Greg Atkins, Gary Crawford, Darryl Marshall, Marcia Murphy