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Business Services Newsletter, v1 n1

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BUSINESS SERVICES NEWSLETTER



Volume 1, Issue 1

May 31, 2006

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Treasury Services/Bank Change

KSU changed the University's bank accounts to Wachovia on May 22, 2006. This project should reach completion by August 1. You will see some changes during that time.

Starting on **June 1, 2006** all payroll and accounts payable checks will be issued through our Wachovia accounts. The first payroll issued through Wachovia will be the bi-weekly payroll on **June 9, 2006**. Employees who wish to cash their payroll checks should go to the Wachovia branch located at **850 Barrett Parkway** (at the corner of Barrett Lakes Blvd. and Barrett Parkway) in order to avoid any check-cashing charge. We do not anticipate any problems, but for those employees with direct deposit, please verify your deposit with your bank. Should there be any problems at all, contact Payroll so that they can be addressed immediately.

For those employees that have Bank of America payroll checks that they need to cash, continue to take those to Bank of America at the Busbee branch.

Monthly employees will receive their first payroll with Wachovia on **June 30, 2006**. We will send another reminder to check your direct deposit with your bank.

Wachovia is offering a host of benefits to our employees. Free checking, discounted loan rates, payroll cards for those who prefer not to have a checking account, multilingual service providers as well as other benefits are available. If you would like to take advantage of any of these services, please contact the branch directly and refer to our group number 025734.

Our PCard program will remain with Bank of America as mandated by the state contract. The campus will see no changes in that respect.

We look forward to implementing new products with Wachovia. As we activate additional services, campus will be notified. In summary, we anticipate a smooth transition and increased efficiencies with the change to Wachovia.



Vendors

As many in the campus community have already noticed, the process of adding vendors to the PeopleSoft/AGS database has significantly changed. "Why?" you may ask. Board of Regents, State and Federal regulations require we have a completed W-9 (IRS Request for Taxpayer Identification Number and Certification) on file, as well

as certain demographic information, for each active vendor. To satisfy these requirements, and as a basic "housekeeping" measure, we launched an aggressive campaign to update our entire vendor database. (A vendor is defined as anyone, individual or company, who receives payments from KSU other than Payroll checks.) Vendors who

had not received a payment in the past two fiscal years were inactivated. All active vendors, excluding students and KSU employees, were sent Vendor Information Forms. As these forms were returned, the vendor records were updated to include the demographic and business information provided by the vendors.



Vendors (Cont'd)

Going forward, we must have a completed Vendor Information Form before a new vendor will be added to the PeopleSoft/AGS database. Due to the information required, only the vendor is to complete the form. For individuals, a personal signature is required, and for companies or government agencies, an official representative must sign the form. For this reason, KSU employees cannot complete the form for vendors they wish to add. Once the vendor has completed the form, it can be faxed to 770-423-6585. We have also created a form for Refunds or Reimbursements. This form is to be used ONLY for these purposes. Minimal information is required for these transactions, but this information is not adequate for

payment for any goods or services. In addition, a form is available for updating names or addresses of existing vendors. You can find all these forms at <http://www.kennesaw.edu/busineservices/>. Click on "Forms" and then on "New Vendor Information Forms." At that point, you can select the appropriate form.

It is important that we know who has requested vendor additions. You will see a field on the form to indicate the **KSU Contact Name**. Please complete this information BEFORE faxing the form to the vendor. By providing this information, you will ensure we can contact you with any questions, and avoid unnecessary delays. In addition, we will notify you when the new ven-

dor is set up for use. It is our goal to always have vendors added or updated within 24 hours of receiving the completed Vendor Information Form, but will gladly expedite the process if there is an urgent need. In that case, please send an e-mail to tsootes@kennesaw.edu. Any questions or inquiries can also be sent to that address.



Expanded Direct Deposit Opportunities

On April 10th, Dr. Black announced to University Senate that KSU is in the process of changing the way we disburse payments to employees. By building on our partnership with Higher One (www.KSUOne.com, an internet financial services provider that issues the KSU Debit Card for student refunds), KSU will satisfy BOR mandates to

- Offer direct deposit to ALL employees
- Expand direct deposit to reimbursements
- Eliminate campus storage of employee banking information

Higher One will assist KSU by allowing any employee to log on to a secure website to setup/change distribution of

both payroll and reimbursement funds in one of three ways:

1. Direct deposit to a pre-approved FDIC insured checking account, provided by Higher One
2. Direct deposit to another personal bank account or
3. Receive a paper check via US Mail.

All employees will be able to select/change a personal username and password to the secure website and login anytime. After login to the website, all employees will be able to verify or change their distribution delivery choice and view a history of prior distributions.

Higher One provides a toll-free customer support service for KSU and a user friendly web-

site. KSU will furnish campus kiosks for employees who do not have internet access. In addition, Higher One and KSU will be available to help employees get started.

Higher One currently distributes student refunds for KSU. Student assistants have been selected as the first group to migrate to the payroll distribution process through Higher One, scheduled to begin this Summer 2006.

Payroll for **faculty and staff** will be distributed by Higher One in late Fall 2006. More information will be communicated with you later this summer including exact dates for any changes, instructions for getting started and training session dates.

HIGHER ONE



Web Payment Options



Background

The Web Payments Project was initiated to improve payment processing in the non-Bursar areas. Goals included a) reducing risk by improving regulatory compliance, b) reducing the staff resources required to process payments and c) improve customer service via web technologies and self-service applications.

The Results

Two venues have been developed to process payments for campus departments that 'sell' goods and services. The choice between the two payment venues is made based on your customer base:

1. The Banner Line Item Charge function is appropriate for payment of goods and services that are only available to students, faculty and staff. An example would be for the

replacement fee for a lost parking decal.

- Requires Bursar approval for function access.
 - Department uses a portal function that allows instant entry of a charge (line item) to the customer's Banner account.
 - Service is not dependant on pre-payment.
 - Payment for that charge would not be accepted at the servicing department, but could be done via Owl Express or at the Bursar's Office.
 - All students, faculty and staff have a Banner account.
 - Requires minimal daily settlement process with Bursar's Office.
2. The KSU Mall is a web-based shopping cart application that is appropriate for sales and payment of goods and services that may be purchased by anyone. An example would be attendance to an athletic sport camp or a CETL Workshop.
 - Requires Card Services approval to set up an online store.
 - Goods and services for sale are setup as items in a store.
 - Sales are customer initiated; store personnel fulfill the orders.
 - Stores may specify what data to store on customers (eg: mailing address).
 - Customers must pay online to complete an order.
 - Reporting options are available (eg: for class rosters)
 - Requires minimal daily settlement process with Bursar's Office
 - Departments will be charged 5% of gross sales to cover credit card fees and application maintenance which should be considered before setting item costs.

If you would like more information on either of these Web Payment Options, please call the Card Services Center at 770-499-3436 and ask to speak with Joe DiBattista, Bob Gilbert, or Martha Roth or email IDServices@kennesaw.edu.



Portal Budget & Expense/Revenue Reports

How much money do I have left in my budget? How much revenue has been received? You can find the answer to these questions by accessing your Portal Budget and Expense Reports. In order to access your reports, please follow these instructions:

Go to the URL <http://campus.kennesaw.edu> in a web browser. The campus supported standards are Internet Explorer and Mozilla Firefox. Click on the 'KSU Portal' link under Computing Resources.

Enter your Username and Password. If you use AGS or other KSU Portal applications, this will be the same you enter for those. If you currently do not use applications within the KSU Portal, you can activate your account and set an initial password by click the 'Activate/Reset your Account' link just above the 'Login' button. Click on the 'Reports' tab under the section 'PeopleSoft-related Reports' and you should see links entitled 'Budget & Expense Report', and if you have revenue responsibility

"Revenue Report." If you do not see the Reports tab or the report links, please send an e-mail to service@kennesaw.edu. If you do not see all your departments than please send an email to budgetoffice@kennesaw.edu. Please check your reports carefully. The report information is refreshed nightly but occasionally is interrupted due to unplanned system outages. When you feel information is not reflected accurately, submit a ticket to service@kennesaw.edu.

How Much Money Do I have Left?





Notes of Interest

PAYROLL ADVICE STATEMENTS:

Effective **July 1, 2006**, an online payroll advice will be available. The advice statement will be accessed online through a secure Portal website. On **September 1, 2006** employees will no longer receive a paper payroll advice.

Employees will be able to access 18 months of both payroll and travel reimbursement history through the secure Portal website.

This change is being implemented to reduce printing costs as well as provide more secure access to this information as it will only be available to the employee via a secure password.

COMING SOON — EMPLOYEE CHARGES IN BANNER:

We are currently working on a system that would post employee charges such as parking tickets to employee banner accounts. Once a charge is incurred, Staff/Faculty would receive an email notification that they have activity on their account. They would access their banner charges and make payment online. This will provide for more efficient notification and collection. We will provide future updates on this project.

CASH ADVANCE REQUESTS:

The Cash Advance Request Form is currently being modified to help streamline the collection process, improving timeliness and efficiency. Once finalized, the form and process

will be made available on-line to all departments.

NEW STAFF:

Assistant Director of Accounting & Analysis—

Michelle McGinty was Accounting Manager at Athletes Foot. She holds a BBA in Accounting and a BS in Information Systems from Kennesaw State University.

Payroll Manager—

Tonia Brown was the Director of Accounting Services at Shorter College. She holds a BBA from Valdosta State and a MBA from Shorter College.

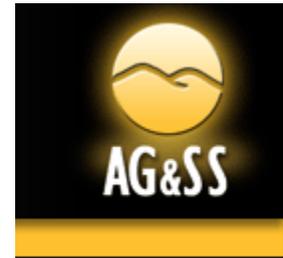
Accountant II—

Anna McCoy is responsible for Asset Management, Payroll bank reconciliation and backup PCard Administration. Anna holds a BS in Accounting from Auburn University and previously worked in Inventory Control at American Landmark Fence.

AGSS—UPCOMING PROCESS CHANGES:

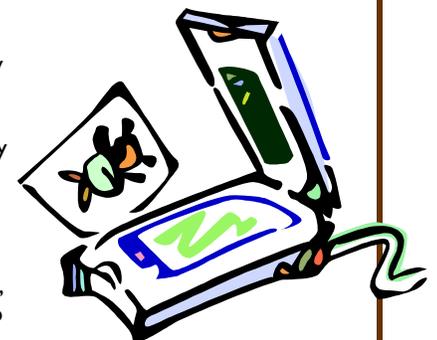
Business Services is constantly looking for ways to improve all of our activities from service to the campus community to compliance with government regulations. We meet these challenges by analyzing procedures, brainstorming what we do and why we do it, and developing better ways to conduct the business of the University.

Projects routinely emerge from these self-examinations. One



major project is currently in the development stage. AGSS has served us well, and we expect it to continue to be the primary link in paying vendors for goods and services. However AGSS can also benefit from advancing technology.

It is our hope that within the next few months requests will be submitted at the inception of an order or plan for services, the resulting invoices will travel electronically across campus, and Accounts Payable will be able to take advantage of technological tools to expedite the processing of payments. The benefits will be evident when the finished product is rolled out to the campus. We look forward to sharing our progress with you over the next few months.



FY06 Year-End Dates

DEADLINE	ACTIVITY
6/2/06	Fully Approved (no budget holds) AGS Requests for Purchase Orders estimated value \$5,000 to \$9,999 with complete specifications package for competitive solicitation. Rationale: Required competitive bid solicitation is 5 days; anticipated evaluation time needed is 2 days. Evaluation beyond 2 days may put bid completion / issuance of PO at risk.
6/7/06	All computer equipment orders not requiring GTA/DOAS approval.
6/16/06	AGS Requests for Payroll Payment
6/16/06	Fully Approved (no budget holds) AGS Requests for Purchase Orders estimated value not exceeding \$5,000.
6/23/06	Recommended date to cease P-card usage. Rationale: With the advent of Works, transactions need not appear on the June statement to be included in FY06 spending, CONTINGENT UPON the transaction appearing in Works AND ALLOCATION / SIGN-OFF APPLIED . P-card purchases will be monitored daily for availability of funds. Effective June 1 , P-card users in a department with a Business Manager MUST have written approval from the Business Manager PRIOR to using the P-card. TRANSACTIONS THAT APPEAR IN WORKS AFTER 6/28 WILL BE APPLIED TO FY07 FUNDS. DO NOT SUBMIT AGS ISSUE POs FOR OFFICE DEPOT.
6/30/06 5:00 pm	Fully approved (no budget holds) AGS Issue Payment Requests for FY06 expenditures.
7/3/06	Cash Receipts submitted to Bursar's Office



PCard Year-End Process

P-Card fiscal year-end requirements have changed! The recommended date to cease P-Card usage is **6/23/06**. Please refer to the [Fiscal Year-End Memorandum](#) from Procurement for more details. If you are a P-Card holder in a department with a Business Manager, your cut-off dates and requirements may **not** be the same. Please follow the guidelines from your department's Business Manager for proper cut-off dates and approvals.

What's New:

- The statement period for **June** has been **extended!** This is a **one** time change for this year. The new statement date for June is 05/16/06—06/28/06.
- Transactions should be **signed off by June 30, 2006.**
- Statements with receipts attached are due in Business Services by July 5th.

- Transactions with a post date between 05/16 and 06/28 will post to FY2006.
- The statement period for **July** is shorter. This is a **one** time change for this year. The new statement date for July is 06/29/06—07/14/06.
- Transactions should be signed off by July 31st.
- Statements with receipts attached are due in Business Services by July 31st.
- Transactions with a post date between 6/29 and 7/14 will be posted to FY2007.

Questions:

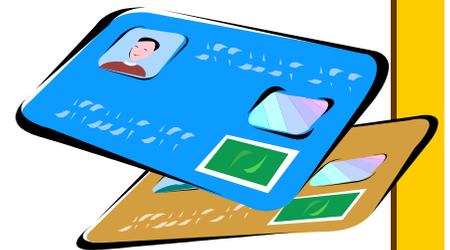
What if I am not able to sign off on my transactions in the allotted time frame or miss the deadline?

- Your transactions will be

allocated to your default budget in Works. Due to the short time frame imposed on our office, there will be no correcting journal entries submitted. **THERE ARE NO EXCEPTIONS!**

Can I spend 07 Funds Now?

- Transactions posted in Works on or before June 28th will be posted to the FY06 budget. Transactions posted after June 28th will be posted to the FY07 budget. **EXCEPTION:** Any dues, subscriptions, registration, or **non-employee** travel scheduled after July 1st can be coded in Works to a Pre-paid FY07 account (132100). Please contact Dawn Rivera (x3054) or Pam Smith (x3273) for details.



**KENNESAW STATE
UNIVERSITY**

**BUSINESS &
FINANCE**

Business Services
Campus Services Building
MB#3501

Phone: 770-423-6214
Fax: 770-423-6585

BUSINESS SERVICES

Kronos

Are you having Kronos issues? Have you been told to contact service@kennesaw.edu or call x6999 for assistance? Are you frustrated because you have submitted a ticket or two and continue to experience difficulty? Please stay tuned, this article is for you.

As we work to resolve Kronos tickets, we have noticed a pattern for several common issues. The following are some helpful hints for working around some of these issues without the wait:

Common Issues Among Employees

Do you have a login and password?

New employees are issued a login and password immediately upon successful completion of the Kronos training.

Your login and password will not work if you complete training prior to your information being uploaded into Kronos. Please ask your supervisor to verify your status in Kronos. If you are in Kronos, call x6895 to verify your login and password. If you are not in Kronos, call x6999 to have a ticket submitted for the purpose of checking your PeopleSoft setup.

Are you a rehired employee who is having a problem obtaining a login and password?

New employees are automatically uploaded into Kronos from PeopleSoft. However, rehires must be manually reinstated in Kronos. Please call x6999 to request your login

and password. For faster processing, it is important to tell the technician that you are a rehire.

Do you work for more than one department?

It is important that you enter the department and report to id for each supervisor in the transfer box. Details are available at <http://its.kennesaw.edu/kronos/tutorials/fillingtimesheet/multiassign/Multiassign1.htm>

Common Issues Among Supervisors

Are you having problems seeing employees who are multiassigned?

It is important that your multiassigned employee follows the steps mentioned above. You will not be able to see employees who have not chosen the correct department and supervisor. If the employee has verified the correct entry, and you still cannot see them, call x6999.

Are you having problems seeing other employees?

The report to supervisor in PeopleSoft is the same as the report to supervisor in Kronos. If the report to supervisor is incorrect, please submit a change request to Human Resources. Please note that the report to supervisor must have hire/fire authority over the employee. PeopleSoft hierarchy must reflect true reporting relationships.

Are you seeing terminated employees?

If you use a date range to reconcile your timecards, all employees that were em-



ployed within the date range will be displayed. Please display the previous pay period or future pay periods. If this problem persists, try clicking the refresh button. Still a problem? Call x6999 to report it.

We will continue working on the common issues mentioned and will investigate new ones as reported. Your Kronos issues are important to us and critical to the payroll process. A Kronos consultant will be here shortly to help us resolve some of these issues. Please be patient with us and continue to submit your concerns to service@kennesaw.edu or x6999.

