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Business Services Newsletter, v1 n2

Kennesaw State University

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KENNESAW
STATE
UNIVERSITY

BUSINESS &
FINANCE

BUSINESS SERVICES NEWSLETTER



Volume I, Issue 2

July 5, 2006

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Treasury Services/Bank Change is a Success

KSU changed the University's bank accounts to Wachovia on May 22, 2006.

The first payroll issued through Wachovia was the bi-weekly payroll on June 9, 2006.

Monthly employees received their first payroll with Wachovia on **June 30, 2006**.

To date the transition has been smooth with little if any noticeable differences.

Wachovia was on campus on June 23 to answer employee questions regarding their Wachovia at Work Program. 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 Barrett Parkway

branch directly at 770-590-3444 and refer to our group number 025734. Representatives from Wachovia will also be on campus for the Benefits Fair this fall.

We look forward to implementing new products with Wachovia. As we activate additional services, campus will be notified.



WACHOVIA

Vendor Database Project

Business Services has completed Phase I of its vendor database cleansing process. Of approximately 45,000 active vendors on January 1, 2006, only about 5,500 remain active. Vendor Registration Forms or Federal W-9 forms have been secured for about 4,000 active vendors and we have edited and standardized a good portion of the active database. Phase II began on June 18, and we are preparing a final mailing to all remaining active vendors requesting a completed Vendor Registration form.

Any PeopleSoft vendors that have not returned the form by August 1 will be inactivated.

There are now **five newly updated vendor forms** avail-

able on the KSU Intranet::

1. Companies
2. Individuals
3. Government
4. Refunds/Reimbursements
5. Information Updates

You can find the updated forms at the following address: <http://www.kennesaw.edu/businessservices/>. Then, click on "Forms" followed by "New Vendor Information Forms." Please discard all paper and electronic copies of these forms with version numbers prior to **V060601** (the version number is located in the lower right hand corner of the form). The new forms are designed to be easier to complete by the vendor and also include a section at the top for KSU contact information. **Always include your contact information on the**

form so we know who to get in touch with once the vendor is entered or updated.

Please remember that the vendor is required to complete and sign forms for companies, individuals, and governments to ensure accurate information. The Refunds/Reimbursements form and the Vendor Information Update form can be completed by KSU personnel.





On-line Pay Advice

Beginning in mid-July, you may view both your payroll and reimbursement advice through any computer with Internet access. The paper copy advice will be distributed until **September 1, 2006** to give employees time to become familiar with the new online function.

The Office of Business Services has requested that a strategically-located link be added to the KSU Home Page for quick access to the pay advice section. A complete access procedure will be sent to your campus e-mail address in the next

two weeks.

In addition, two PayOwls have been ordered for Plant Ops and the Library for those employees without desktop computers.

Access to this new feature requires a Net ID and password. Should you need to secure a Net ID, or need assistance in activating your current Net ID, please enter the following link into your browser:

<https://netid.kennesaw.edu/?page=help>



Line Item Charge Process Is Here!

To answer the Board of Regents directive that Banner be regarded as the university receivable system, Kennesaw State University is proud to announce the introduction of the Line Item Charge process. This easy-to-use portal function replaces the cumbersome daily trip to the Bursar's Office for fund deposit and receipt book review for departments that collect a service or miscellaneous fee from students, faculty, or staff.

Line Item Charge will allow you to post a charge directly to a student's or faculty/staff member's account in Banner. An email notification like the one below will be sent within twenty-four (24) hours and another email will be sent at the end of the month. And, just like that, your department is out of the receipt business and now has time to concentrate on what it does best—administer programs!

To apply, contact Card Services at (770) 499-3436.

Email Message:

This communication is being sent to notify you that there has been charge or payment activity posted to your KSU account. It is important that you review your account statement so you are aware of:

- Amounts due
- Due dates
- Other recent account activity

If the charge is related to registration, then please adhere to the published payment deadline found in the Schedule Book of Courses for the applicable semester. All other charges must be paid by the 5th of the following month. You may access your account information through Owl Express at www.kennesaw.edu.

Failure to make payment by the aforementioned payment guidelines may result in a hold on your student records, late fees and/or cancellation of your schedule; for employees, a payroll deduction action may be initiated.

This email address will not accommodate replies. Therefore, if you have questions regarding this email or your statement, please contact the Bursar's Office at:

Bursar's Office

Phone: (770) 423-6419

Fax: (770) 499-3573

Email: bursars@kennesaw.edu

Thank you for your attention to this matter.

IMPORTANT NOTE FOR FACULTY/STAFF:

You may access your Banner account via Owl Express from the KSU home page. Follow the login instructions to login using your Net ID or KSU#.

Employee vs. Independent Contractor

IRS regulations make it imperative that Kennesaw State University follows guidelines for determining whether certain work arrangements create an employer/employee or independent contractor relationship. This has significance in that the institution is responsible for the payment and/or withholding of federal and state unemployment taxes, FICA, and income taxes for those individuals where an employee/employer relationship exists. Independent contractors are responsible for their own liabilities.

The table below identifies several factors to help determine whether a person is considered an employee or independent contractor.¹

FACTOR	EMPLOYEE	INDEPENDENT CONTRACTOR
Instructions	Compliance with time, place and manner	Controls own time, place and manner
Training	Employer provides	Contractor provides
Service rendered personally	Personally performs the work	May delegate or subcontract the work out
Integration	Service as a part of business	Not a part of business
Hiring, supervising and paying assistants	Not involved in such decisions	Contractor provides
Continuing relationship	Ongoing	Sporadic, uncertain of future contact
Hours of work	Employer sets	Contractors sets/decides
Full-time attention required	Restricted to primary employer	Services offered to others
Premises/home office	Provided by employer	Provided by contractor
Order of sequence	Employer sets sequence of work	Contractor will control when work is performed
Oral/written reports	Employer requires on a periodic basis	Will submit reports as a condition of the contract
Payment for work by the hour, week, month or upon completion	Periodic payments	Payment upon commission basis
Business/travel expense	Paid by employer	Payment on job basis-may be included as part of contract
Furnishing tools/materials	Employer provides	Contractor provides own
Significant investment	Very little of personal capital	Provides own capital
Profit/<Loss>	None realized	Realizes own profit/loss
Working for more than one company at a time	Limited primarily to employer	Offers services to others
Offering services to general public	Limited primarily to employer	Offers service to general public
Right to discharge	May be terminated	Remedies under contract law
Right to terminate	Employer has very limited liability in termination	Remedies under contract law



What is the status..... Employee or Independent Contractor?





Employee vs. Independent Contractor (Cont'd)

If the determination is made that the conditions/factors of independent contractor status are met, a contract must be in force that covers, substantially, the following:²

1. A statement the independent contractor is responsible for payment of all federal and state unemployment taxes, FICA and income taxes.
2. The independent contractor is responsible for their own liability insurance and professional development.
3. A statement that the independent contractor does not consider themselves to be an employee of the institution, the University System, or the State of Georgia.
4. Starting and completion dates of the contracted work.
5. The individual will not require that office space/supplies be provided.
6. Generally, compensation is based upon completion of the contract and not on an hourly basis.
7. The individual will not be performing "extra work" for the institution.
8. The individual is subject to contract remedies under contract law.

If the individual providing services is already an employee of Kennesaw State University, or has been an employee within the last year, they cannot be treated as an independent contractor. Human Resources will determine who is an employee of the University,

Prior to signing a contract with a consultant, the employee/contractor determination must be received from HR. All requests to hire shall be through the HR hiring process and must be made prior to any work being performed.

¹Board of Regents of the University System of Georgia Business Procedures Manual, Section 5.5.1

²Board of Regents of the University System of Georgia Business Procedures Manual, Section 5.5.4

Notes of Interest



MarketPlace is Now Available: Kennesaw State University's Division of Business and Finance is pleased to announce the opening of the KSU Mall, an online store for departments that "sell" goods and services to the community at large. Powered by Touchnet's MarketPlace, the website address is www.kennesaw.edu/KSUMall.

Departmental merchants like the Athletic Sport Camps, CAPS Center, CETL, Alumni Affairs, and Institutional Research are early adaptors of the on-line shopping cart product that provides convenience to the customers and increased reporting capabilities to the department plus secure storage of customer information.

Customers can pay by electronic check (e-check) or credit card (Mastercard, VISA, American Express, and Discover). Departments pay a nominal fee of five (5) percent of sales per month for this service, but incur no additional credit card fees.

For more information, contact the Card

Services Office at (770) 499-3436.

PCard Audits: During audits of the Pcard Statements for March, April, and May, the following are some of the violations noted:

- **Sales tax**—please note KSU is exempt from sales tax in the state of Georgia.
- **Employee travel**—employee travel is not allowed on the PCard.
- **ITS equipment/software purchased w/ out ITS approval**—prior written approval is required.
- **Food purchase with state funds (fund 10)**—this is not an allowable purchase.

Please be sure to review the PCard policies and procedures on our website located at:

<http://www.kennesaw.edu/businessservices/>.

Notes of Interest (Cont'd)

Higher One Payroll Update: Campus was notified of the upcoming change in how we disburse payments to employees in the May edition of the Business Services Newsletter. Higher One will allow 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 preapproved 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.

Student assistants were selected as the first group to migrate to the payroll distribution process through Higher One. Initially scheduled for Summer 2006, this implementation is now planned for Fall 2006. More information will be communicated to campus later this summer including exact dates for any changes, instructions for getting started and training session dates.



Student Assistant Time Keeping

Beginning July 1, the method used by all KSU Student Assistant Employees to record their work hours in the Kronos system will change slightly. Rather than entering a time duration, such as 3 hours, you will be entering an “In” time and an “Out” time. The system will then calculate your work hours based on these times.

Note: You will log in to Kronos from the same website, using the same username and password as before.

Students who use swipe cards should continue to use the time clocks. The view is the same as the new view for the other student assistants.

Below is a screen shot of the new Kronos screen that you will see:

	Date	Pay Code	Amount	Comment	Approvals	Reports
	Sat 6/17					
	Sun 6/18					
	Mon 6/19					
	Tue 6/20					
	Wed 6/21					
	Thu 6/22					
	Fri 6/23					
	Sat 6/24					
	Sun 6/25					
	Mon 6/26					
	Tue 6/27					

For each day of the pay period, click in the **In** field and type the time that you started your shift (e.g., “1:45p” for 1:45 PM). **Leave the Pay Code field blank—if you add a pay code, the system will not allow you to enter your time.**

If you work two non-consecutive shifts in one day, use the next **In** and **Out** fields for that day to enter



KENNESAW STATE UNIVERSITY

BUSINESS & FINANCE

Business Services
Campus Services Building
MB#3501

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

the times for your second shift. If you should work a third shift in one day, click the Insert Row button on the row for which you need to enter more time, and enter the third set of "In" and "Out" times on this new row.

Those who work for more that one department will use the **Insert Row** button and the **Transfer** field just as you do now.

When you've finished, be sure to click **Save**.



Save	Actions	Punch	Amount	Comment	Approvals	Reports						
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
		Sat 6/17										
		Sun 6/18										
		Mon 6/19			8:00AM		10:00AM				2.0	
		Mon 6/19			12:00PM		2:00PM				2.0	
		Mon 6/19			5:00PM		7:00PM				2.0	6.0
		Tue 6/20										
		Wed 6/21										
		Thu 6/22										
		Fri 6/23										
		Sat 6/24										
		Sun 6/25										

Totals & Schedule	Accruals	Audits					
Account	Pay Code	Amount	Wages	Date	Start Time	End Time	Pay Code
...34/000/OPEN1/OPEN2/OPEN3/OPEN4	REGULAR	6.0		Sat 6/17			
				Sun 6/18			
				Mon 6/19			
				Tue 6/20			
				Wed 6/21			
				Thu 6/22			
				Fri 6/23			
				Sat 6/24			

The screen shot above shows how Kronos will display three non-consecutive shifts for a single day.

At the end of the pay period, you will still need to approve your timecard by clicking Approvals—Approve.

If you have questions or concerns regarding this new requirement, please contact the Payroll office at payroll@kennesaw.edu and/or call **x6019**.

