Business Administrators' Forum





Welcome

Presenter: Sharon Anderson, Financial Services

Unallowable Costs

Presenter: Nick Reed, Director, Financial Services

Payroll Updates

Presenter: Kim Crewey, Assistant Controller, Financial Operations

Reimbursement Inquiry

Presenter: Allison Belton, Director, Accounts Payable



NSF Desk Review Results

Favorable Assessment with best practices recommendation to identify and segregate unallowable cost

Unallowable Costs Administrative Procedure

 Improve identification of unallowable costs and appropriately exclude them from any application, proposal, billing or claim related to a federallysponsored agreement



- New account for unallowable costs
 - Effective 1/1/16 for the University
- Please note that the term unallowable is defined by the federal government and is for the purpose of complying with federal costing regulations only. Certain types of expenditures, though not reimbursable by the federal government, are necessary for conducting university business and will continue to be reimbursed





Examples

Advertising and Public Relations

	Allowable	Unallowable
Advertising and public relations costs incurred solely for project purposes	X	
Gifts, souvenirs and costs to promote WFU		X
Gifts based on custom or given as a thank you		X

References: 2 CFR 200.421

Alcoholic Beverages

	Allowable	Unallowable
Alcoholic Beverages		Х

References: 2 CFR 200.423



Examples - continued

Alumni Activities and Contributions

	Allowable	Unallowable
Alumni activities		х
Contributions / Donations		Х

References: 2 CFR 200.424 & 2 CFR 200.434

Entertainment

	Allowable	Unallowable
Including but not limited to amusement and social activities		X

References: 2 CFR 200.438



Payroll Updates

- NOVAtime
- December schedule
- Electronic W2 consent



NOVAtime Upgrade:

- Application environment has moved to the 5000 series which is the most current environment available
 - This is first major upgrade since 2012 implementation
- System is now configured for redundancy and load balancing
 - Multiple servers are in place to handle high use times
 - Information automatically sent to server with quickest response time
 - Monthly server maintenance can be performed with little to no down time
- Continue to work on performance improvement
 - Performance stability will give us flexibility to work on product enhancements



2015 Payroll Reminders:

- December Payroll Deadlines:
 - Pay Period Dates: Dec. 5th Dec. 18th
 - Deadline for Time Card Submittal and Approval
 - Submit Thursday, Dec. 17th at 8:00PM
 - Approval Friday, Dec. 18th at 10:00AM
- Final pay date will be December 23rd for all 2015 payrolls
- Last day to use PTO in 2015 is December 23rd

*** Due to shortened pay cycle and holiday closure NO payroll corrections, including hours not submitted and approved by the above deadlines, can be completed until the first payroll of January 2016.***

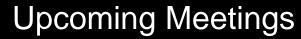


Electronic W-2

- All faculty, staff, and student employees who have given consent to receive their W-2 electronically will be entered into a drawing for a \$100 gift card to the Deacon Shop
- Link to consent is in WIN
 - Click on WF@Work → Electronic W-2 Consent (under Tax Forms)
- W-2 Availability
 - Electronic W-2's around January 15th
 - Paper W-2's will be mailed on January 29th



Reimbursement Inquiry in WIN





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Thurs., 1/21/16 9:00 – 10:30 AM 409 Benson
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Mon., 2/22/16 2:00 – 3:30 PM 401 A/D Benson

Mon., 3/21/16 11:00 - 12:00 PM 401 A/D Benson

Wed., 4/20/16 1:00 – 2:30 PM 409 Benson

Tues., 5/10/16 9:00 – 10:30 AM 404 ZSR Library-Auditorium

Your input is essential as we continue to collaborate and discuss items of interest so that we can improve how we do business at Wake. So, please continue to send along suggestions, questions, and topics you want to hear about, know about, or discuss with others.