

# Business Administrators' Forum

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WAKE FOREST  
UNIVERSITY

302 Wingate Hall | December 16, 2014

**Meet ...**

**Rachelle Grant, Office Manager in Financial Services**

**Welcomed into the Wake Forest Family on December 2**

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# New User Interface for Pcard

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## Complete Works UI transition January 2015

- **Simplified User Interface in Works**
    - More intuitive navigation
    - Additional and enhanced search and filter features.
    - Account information is easier to find, less drilling down in menu.
    - Less clicks
      - 1 screen for business purpose, GL and tax info.
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## What does this mean for users?

- You will log into Works with the same username and password you have been using with the old interface.
  - All historical data can be found in the new UI.
  - Data in the new UI is completely up to date right now.
  - The basic functions and elements of updating transactions and printing statements are the same.
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## Refresher Training

As part of our University PCard program, all cardholders must participate in an initial training and a *refresher training* when a new card is issued.

- To make that experience less burdensome while maintaining compliance, we are working on training automation.
  - PCard refresher training is now available online.
  - Renewal cards are now sent directly to cardholders.
  - Training must be completed before cards will be activated.
  - Positive feedback.
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# Deacon Depot Enhancements

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## 2nd Quarter Deacon Depot Updates

### **Apple Computer catalog**

- Order hardware and software
- Ensure that WFU receives credit for all purchases
- Ensure that purchases receive WFU contracted pricing

### **Internal Service Providers (ISP)**

- Parking and Transportation
- Benson Center Passenger Van Rentals
- Reynolda House Gift Shop

\*Review goods\services offered in Deacon Depot, place order(s),  
electronic journal entry created in WIN.

### **Airgas**

- New contract - 12% average savings in Deacon Depot catalog
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## 3<sup>rd</sup> Quarter Deacon Depot Updates

### **Airgas moving to punch-out**

- Allow for custom quotes

### **Beckman Coulter**

- Biomedical laboratory instruments and supplies.

### **Internal Service Providers (ISP)**

- Graylyn Gift Shop

### **Automation of Capital Request Form in Deacon Depot**

### **New Contract**

#### **Remi Group**

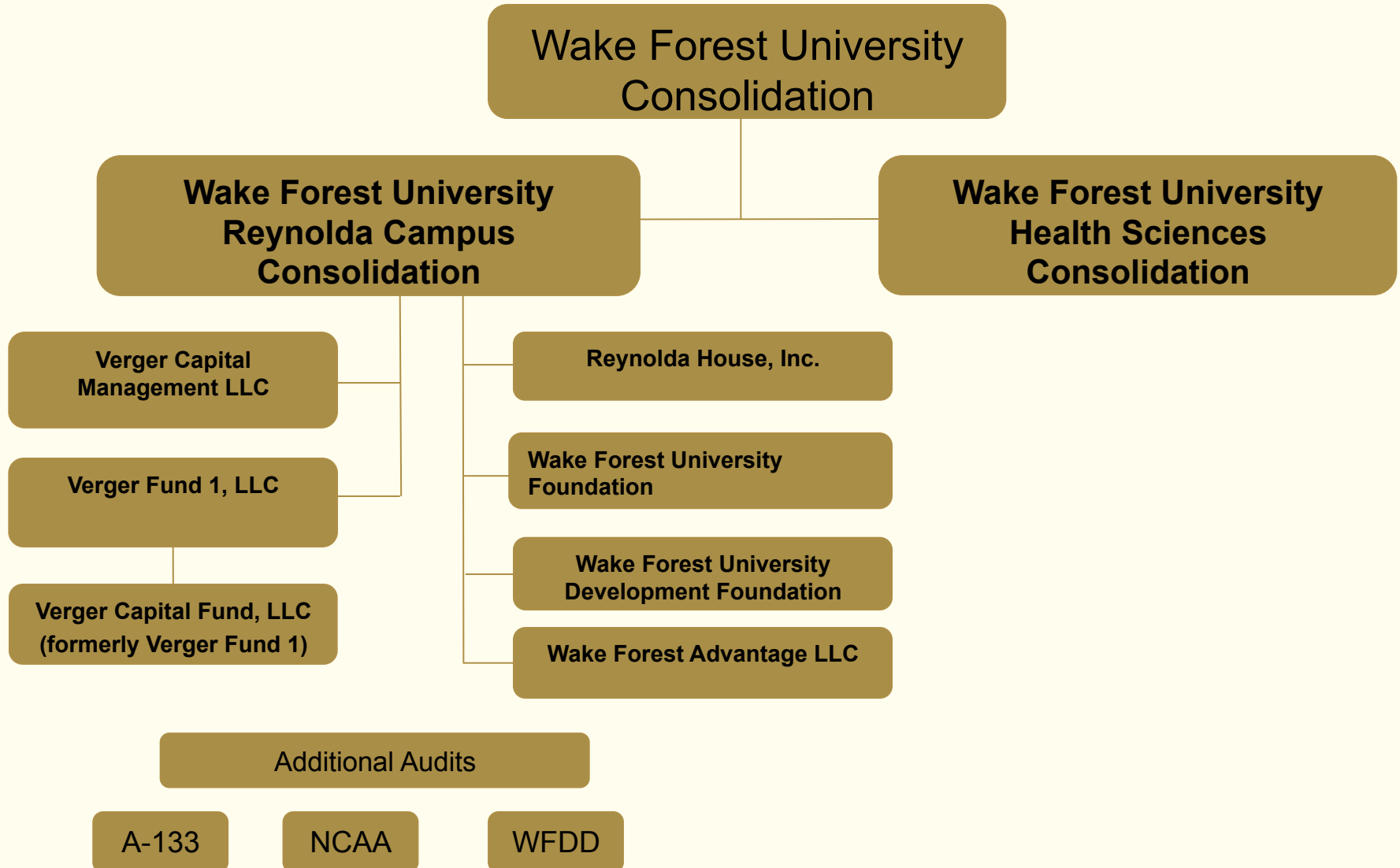
- State of NC contracted supplier
  - Average savings of 30% off OEM service agreements – scientific equipment, IT equipment, Facilities equipment
  - \$17,000 savings realized in 2<sup>nd</sup> qtr. FY15
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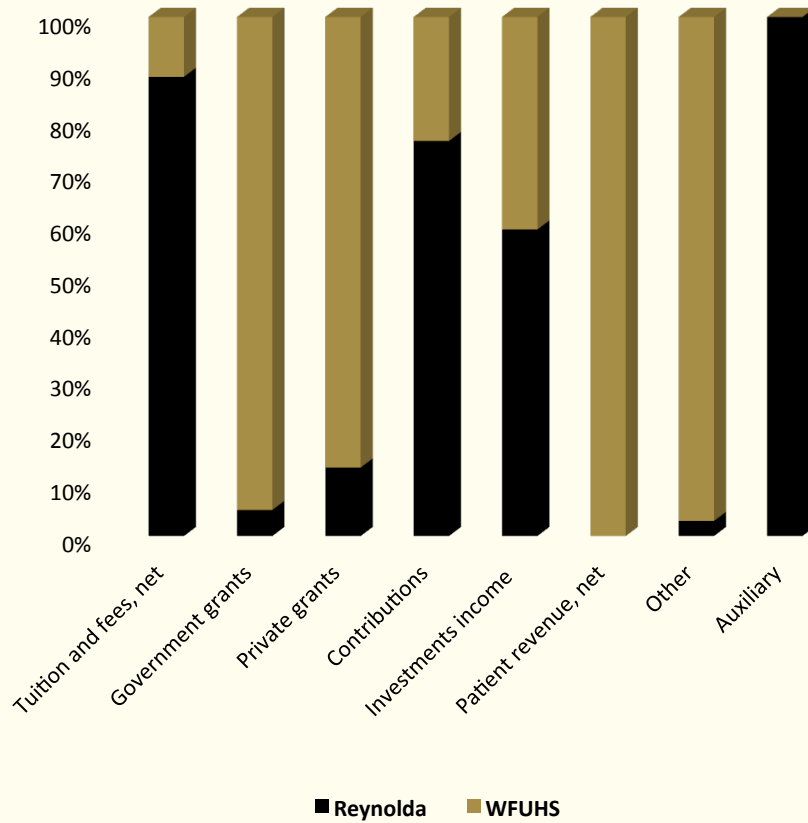
# Financial Highlights FY14

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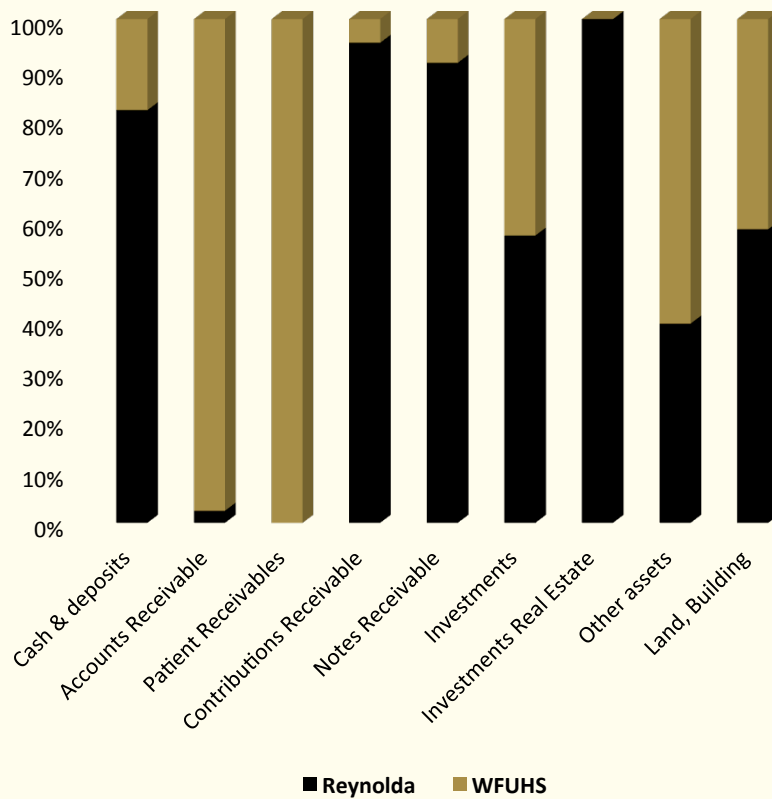
# WFU Consolidated Operating Revenue

**Consolidated Operating Revenue  
2014**



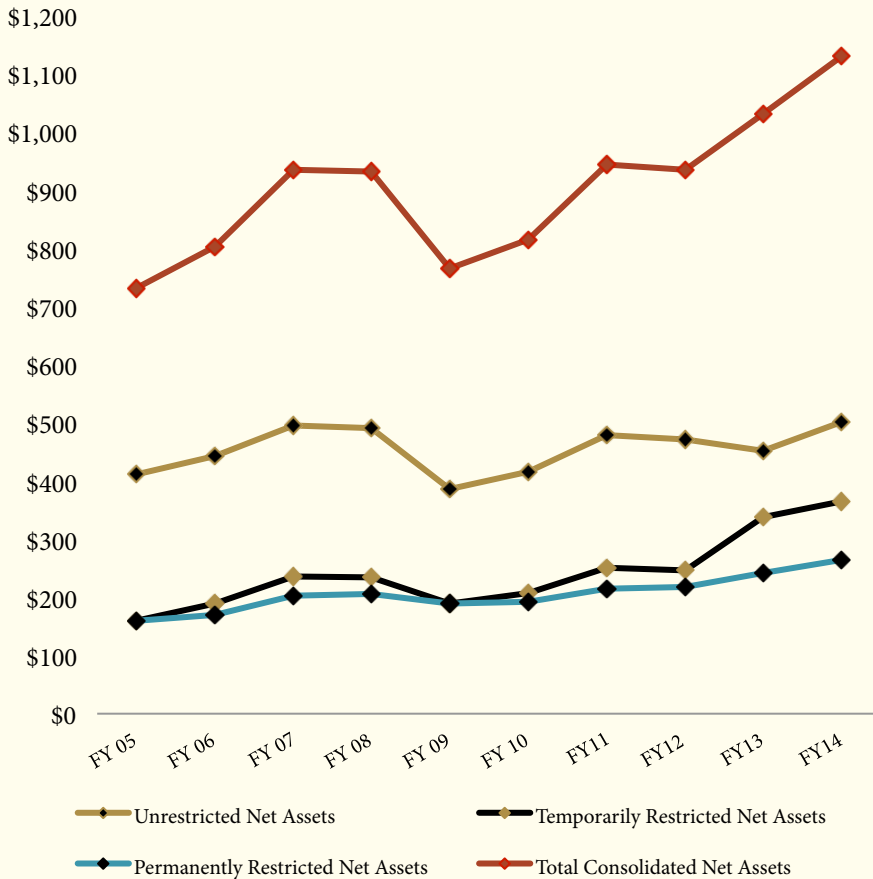
Statement of Activities	Reynolda	WFUHS
Tuition and fees, net	\$198,850	\$25,890
Government grants	9,038	171,037
Private grants	2,364	15,558
Contributions	30,859	9,683
Investments income	37,268	25,835
Patient revenue, net	0	367,451
Other	7,078	235,748
Auxiliary	80,284	0
<b>Total Operating Revenues</b>	<b>\$365,741</b>	<b>\$851,202</b>

**Consolidated Assets  
2014**



Assets	Reynolda	WFUHS
Cash & deposits	\$42,163	\$9,301
Accounts Receivable	8,677	352,095
Patient Receivables	-	49,294
Contributions Receivable	102,528	5,051
Notes Receivable	22,124	2,100
Investments	908,811	684,436
Investments Real Estate	23,731	-
Other assets	9,380	14,334
Land, Building	\$440,921	\$315,518
<b>Total Operating Revenues</b>	<b>\$1,558,335</b>	<b>\$1,432,129</b>

## Historical Presentation of Net Assets (in Millions)

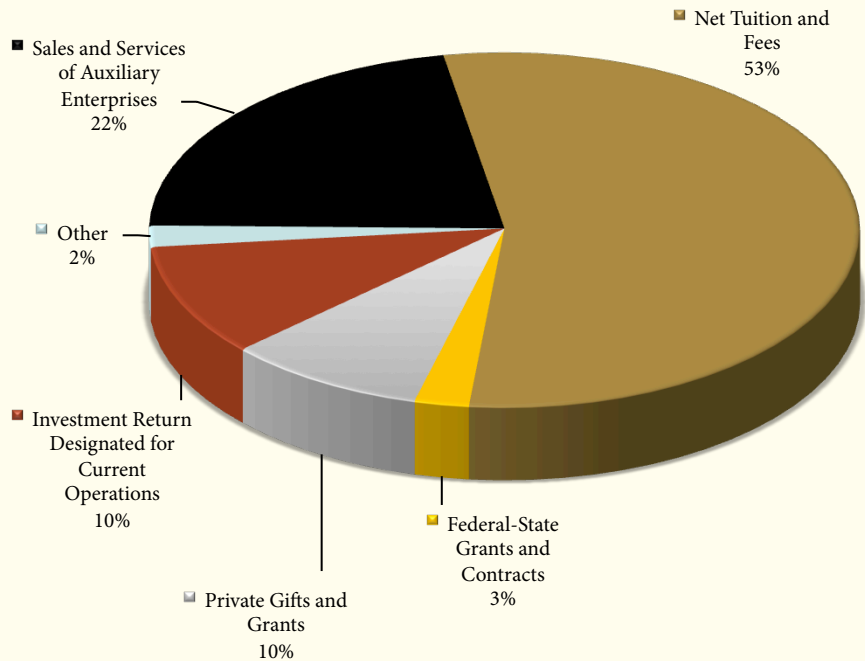


## Summary of Changes in Consolidated Net Assets (in Millions):

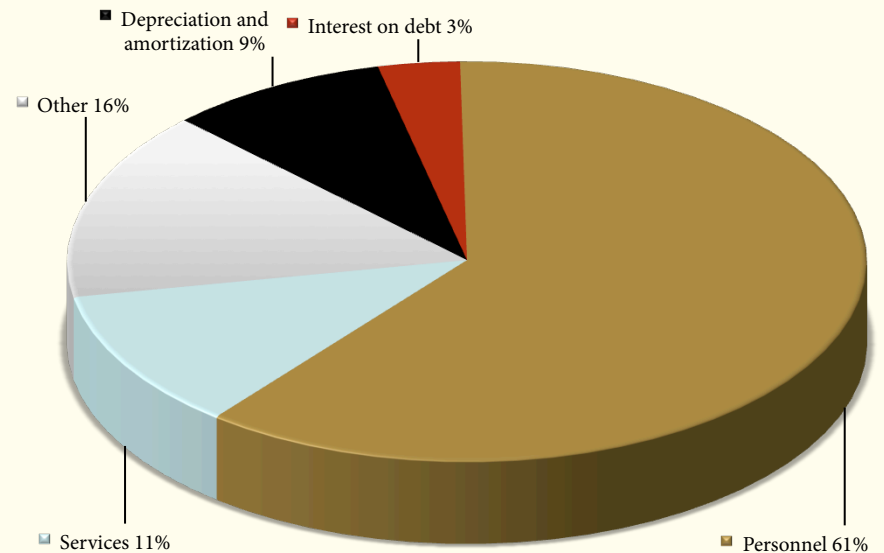
	FY 2014	FY 2013
Operating excess	\$ 7.1	\$ 23.3
Non operating activities:		
Restricted contributions	\$ 54.6	\$ 45.4
Investment gain (loss) return	\$ 43.6	\$ 16.0
Unrealized gain (loss) on interest rate swap agreements	\$ -	\$ 8.3
Other, net	\$ (7.5)	\$ 4.1
Increase(decrease) in net assets	\$ 97.8	\$ 97.1
<b>Total Consolidated Net Assets</b>	<b>\$ 1,128.9</b>	<b>\$ 1,031.1</b>



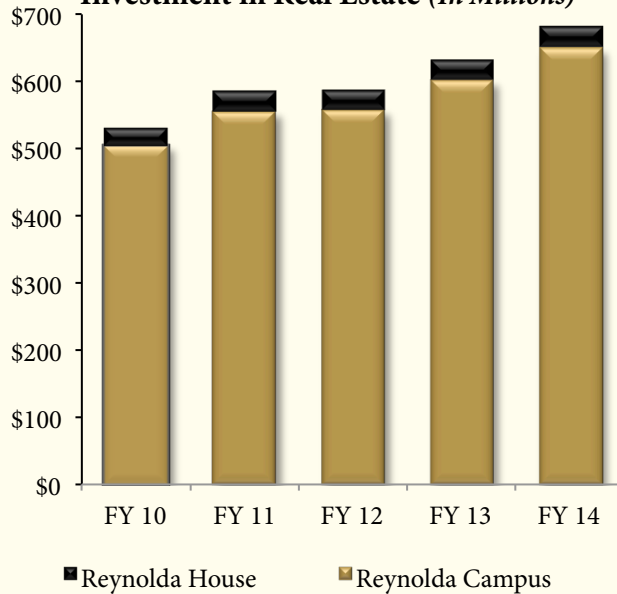
## Fiscal Year 2014 Operating Revenue by Source



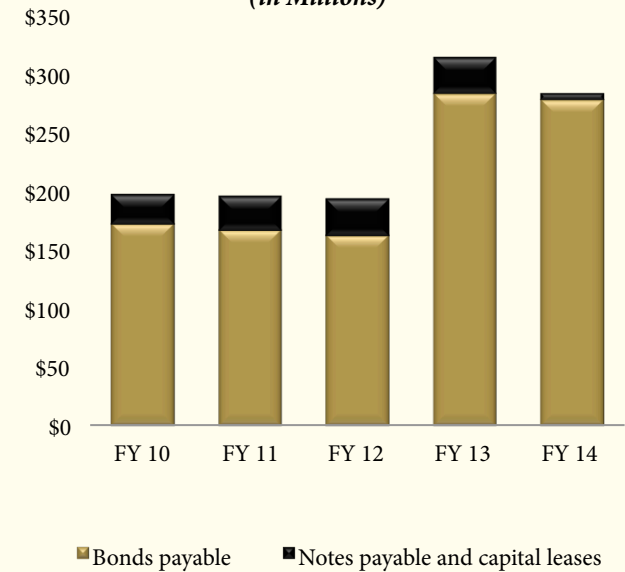
## Fiscal Year 2014 Operating Expenses by Category



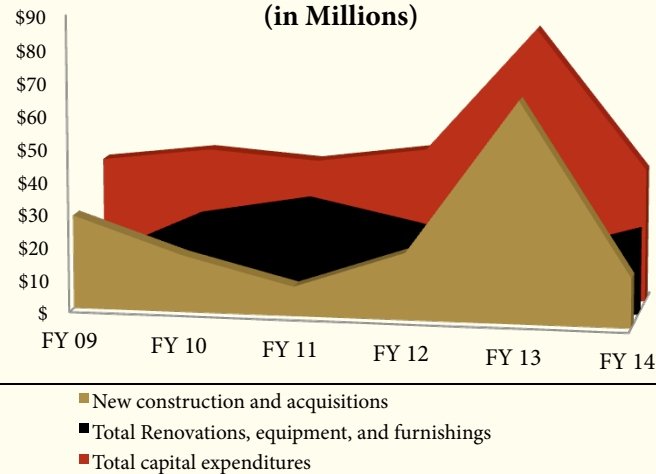
**Market Value of Endowment Pool**  
**Investment in Real Estate (In Millions)**



**Outstanding Debt**  
**(in Millions)**



**Capital Expenditures**  
**(in Millions)**





**Update / Discussion with Jennifer Rogers**

***~~ rescheduled for January 26, 2015 ~~***

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# Electronic W-2s

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## To consent to receive W-2's electronically

### **WF@Work**

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#### **Leave**

- [Time Off Current Balances and History](#)

#### **Benefits and Deductions**

- [Benefits Statement](#)
- [Taxes and Miscellaneous Deductions](#)
- [Tuition Concession](#)
- [Tuition Concession User Guide](#)

#### **Pay Information**

- [Deductions History](#)
- [Direct Deposit Authorization & Maintenance](#)
- [Direct Deposit Information](#)
- [Earnings History](#)
- [Pay Statement](#)
- [Pay Statement Admin](#)
- [Salary Detail](#)

#### **Tax Forms**

- [Electronic W-2 Consent](#)
- [Update W-4/NC-4 Federal and State Tax Exemptions/Allowances](#)
- [W2c Corrected Wage and Tax Statement](#)
- [W-2 Year End Earnings Statement](#)

## Wake Information Network

Search for:  in: Forms & Documents Library [Today](#) [Personal](#) [InfoCentral](#) [WF@Work](#) [VirtualCampus](#) [Directories](#) [WIN Tools](#)

### Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you; upon termination; or if this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Human Resources or Payroll office.

A paper copy of your W-2 may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

Once you consent and "Submit" click the "View and Print W2" link to access your W2 history.

#### Selection Criteria

☒ My Choice

Consent to receive W-2 electronically:

☒

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

[\[ View and Print W2 \]](#)

Click "My Choice" and then "Submit" you will be able to view your W-2's

## To view your W-2's

### **WF@Work**

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#### **Leave**

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  - [W-2 Year End Earnings Statement](#)
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## Select W-2

Please choose the Tax Year and Employer/Institution for the W-2 you wish to view and click Display.

**Tax Year:** Select ▼

**Employer or Institution:** Select ▼ Wake Forest University ▼

2013  
2012  
2011  
2010  
2009  
2008  
2007  
2006  
2005

Display

[ [W-4 Tax Exemptions/Allowances](#) | [W-2 Instruction](#) ]

## W-2 Year End Earnings Statement

▲ To view a printable version of your W-2 statement (for tax years 2005 forward) select the print button below. Once the window opens right click and choose print. You may need to print multiple copies for submission to federal, state and local entities.

Status: Original  
As of Date: Feb 28, 2014

### Form W-2 Wage and Tax Statement 2013

<b>a</b> Employee's social security number *****		OMB No. 1545-0008		This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.		
<b>b</b> Employer identification number (EIN) 56-0532138		<b>1</b> Wages, tips, other compensation		<b>2</b> Federal income tax withheld		
<b>c</b> Employer's name, address, and ZIP code Wake Forest University 1834 Wake Forest Road Winston-Salem NC 27105		<b>3</b> Social security wages		<b>4</b> Social security tax withheld		
		<b>5</b> Medicare wages and tips		<b>6</b> Medicare tax withheld		
		<b>7</b> Social security tips		<b>8</b> Allocated tips		
<b>d</b> Control number		<b>9</b>		<b>10</b> Dependent care benefits		
<b>e</b> Employee's first name and initial Last name Suff.		<b>11</b> Nonqualified plans 13 Statutory employee [ ] Retirement plan [ ] Third-party sick pay [ ]		<b>12</b> See Instructions for box 12		
<b>f</b> Employee's address and ZIP code		<b>14</b> Other				
<b>15</b> State NC	<b>Employer's state ID number</b> 34-96626	<b>16</b> State wages, tips, etc.	<b>17</b> State income tax	<b>18</b> Local wages, tips, etc.	<b>19</b> Local income tax	<b>20</b> Locality name

Printable W-2

[ [Select the tax year and employer/institution for W-2](#) | [W-2 Instruction](#) ]

Mon., 1/26/15	1:00 - 2:30 PM	410 Benson
Tues., 2/24/15	9:00 - 10:30 AM	401D Benson
Wed., 3/25/15	2:00 - 3:30 PM	410 Benson
Thurs., 4/23/15	10:30 - 12:00 PM	401D Benson
Wed., 5/20/15	1:30 - 3:00 PM	401D Benson

*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.*

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