

Business Administrator Forum

May 2, 2017
11:00 a.m. – 12:30 p.m.



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401 C/D Benson

Welcome

Facilities' New Work Order System

*Presenters: Scott Emerson, Dir., Financial Planning, FACS
Brett Hewitt, Asst Dir, Facilities Systems, and
Mike Ayuso Senior Project Manager, IS*

Workday: Change Management

Presenter: Melissa Clodfelter, Change Management Lead

Human Capital Management (HCM) and Payroll

Presenters: Beth Fay, HCM Lead & Cathy Piño, Payroll Lead

Payroll Updates

Presenter: Lucinda Westmoreland, Director, Payroll

Student Financial Services

Presenter: Karen Brown, Asst. Dir., SFS

2017 Fiscal Year-End Closing Calendar

Presenter: Jolene Cox, Manager, General Accounting, Financial Services

Petty Cash/Change Fund Policy and Procedures

Presenter: Jolene Cox, Manager, General Accounting, Financial Services

Foreign Visitors Over the Summer: What you need to know

Presenter: Sharon Anderson, Financial Services

Facilities' New Work Order System

Scott Emerson, Dir. Financial Planning, FACS,
Brett Hewitt, Asst Dir, Facilities Systems, and
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- Improve efficiencies and reduce costs with our current WFU Work Order System
- Provide the WFU User Community a state-of-the-art Work Order Entry System
- Moving to a cloud-based solution eliminates operational overhead to perform upgrades and backups

- Faculty, Students and Staff will use SchoolDude to submit requests to Facilities
- Technicians will use SchoolDude's Mobile Integrations to manage their Work Orders
- Main Stakeholder Areas that will be using SchoolDude:
 - Facilities Administration
 - Res Life
 - Real Estate
 - Athletics

- Go to facilities.wfu.edu and click on “New Work Order”
- Go directly to workorders.wfu.edu
- Go to the Google App Launcher and select “WorkOrders”



Work Orders



Training Video

- Currently being used internally within F&CS
- Campus Wide Launch will be Monday, May 22, 2017



Work Orders

- Tuesday, May 23
- Thursday, May 25
- Thursday, June 1
- Wednesday, June 7



Work Orders

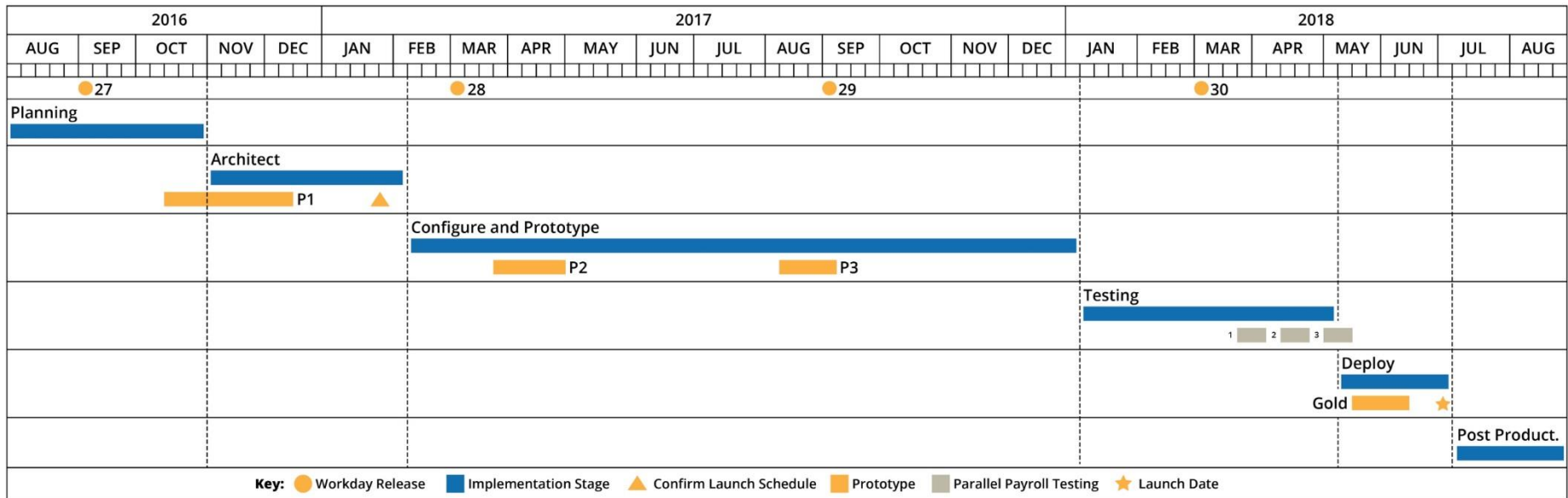
why?
how? who?
WHEN?
Where?

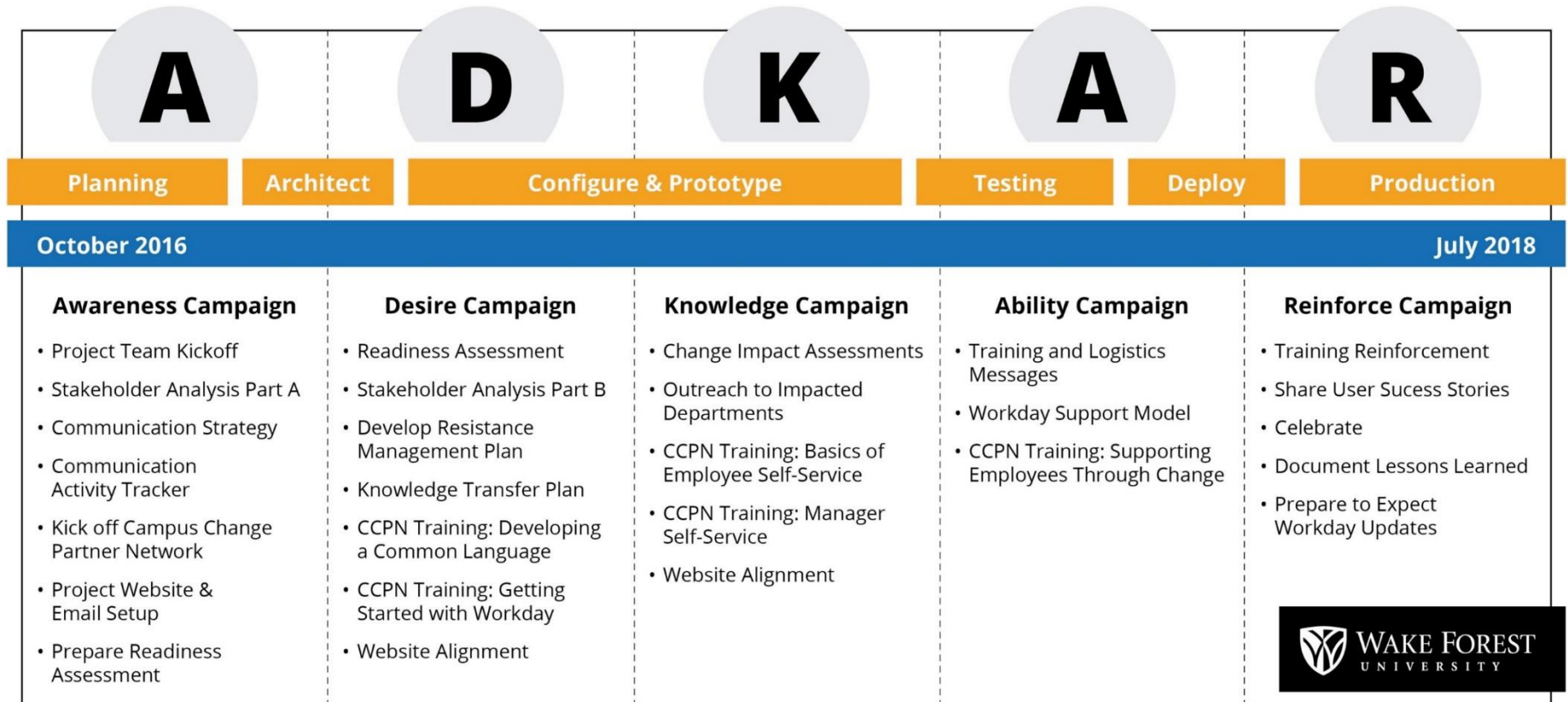


Workday@Wake Update Melissa Clodfelter, Change Management Lead

May 2, 2017

Wake Forest University Implementation Timeline





D

Desire Campaign Activities

Recently Completed Activities

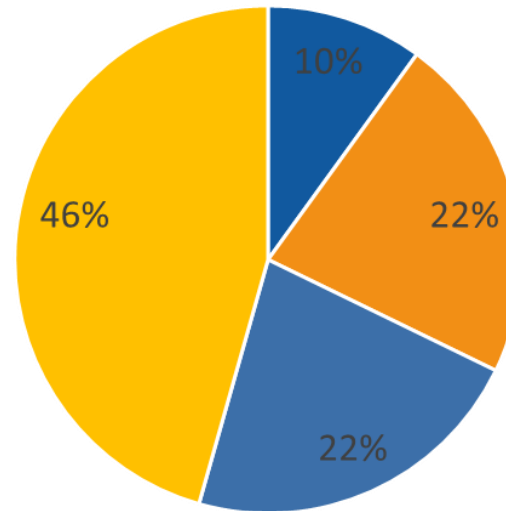
- 4/6 Senior Administrator Round Table
- 4/18 TechXploration
- 4/19 Institutional Effectiveness Committee
- 4/25 Cabinet
- 4/27 ITEC
- 4/27 Campus Change Partners

Upcoming Activities

- 5/9 ITPC
- 5/9 CIT
- 5/12 Chairs Workshop

Readiness Survey Overview

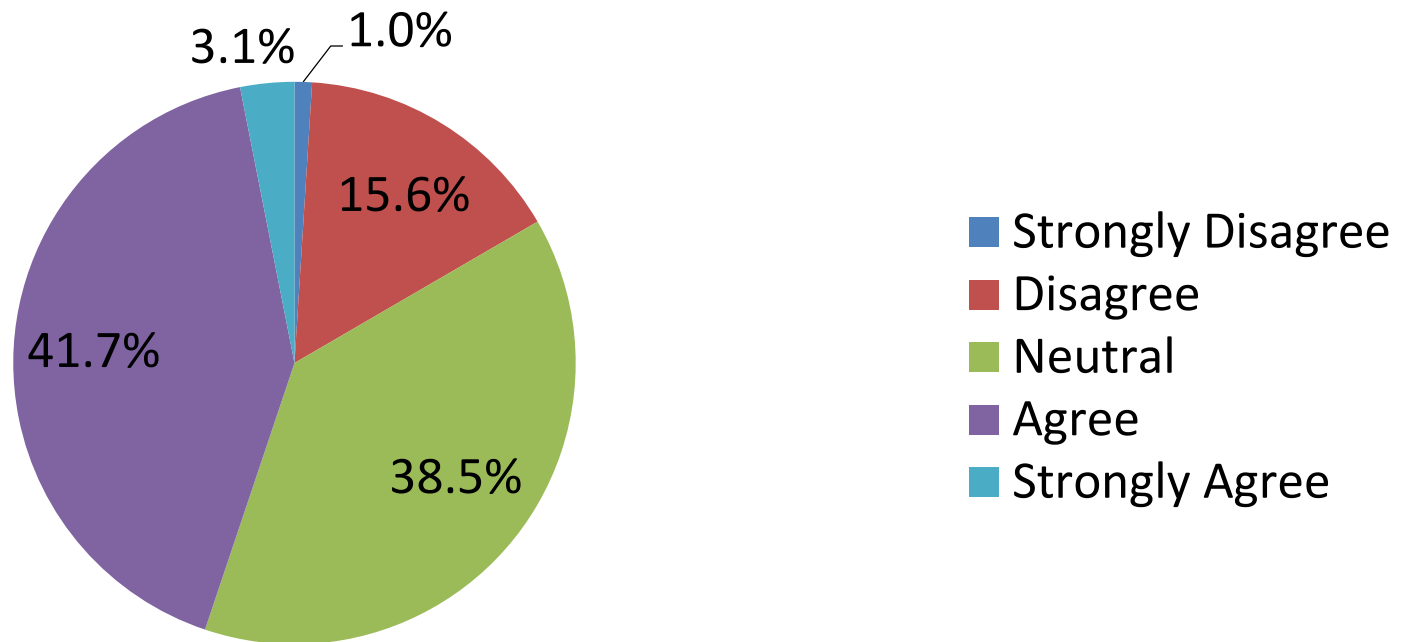
- 135 surveys administered
- 96 total responses
 - 39.33% Academic
 - 60.67% Non-Academic
- 71% response rate



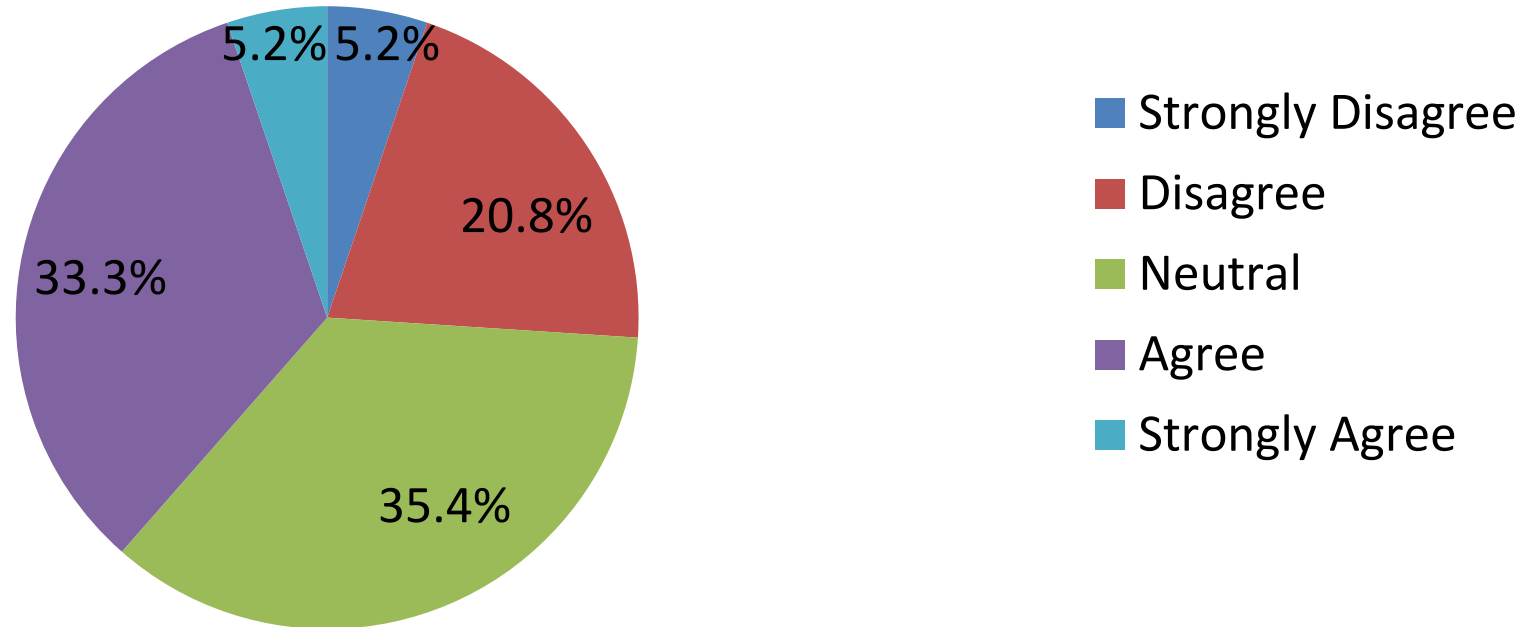
Respondents' Length of Service

- Less than 2 years
- 2-5 years
- 5-10 years
- More than 10 years

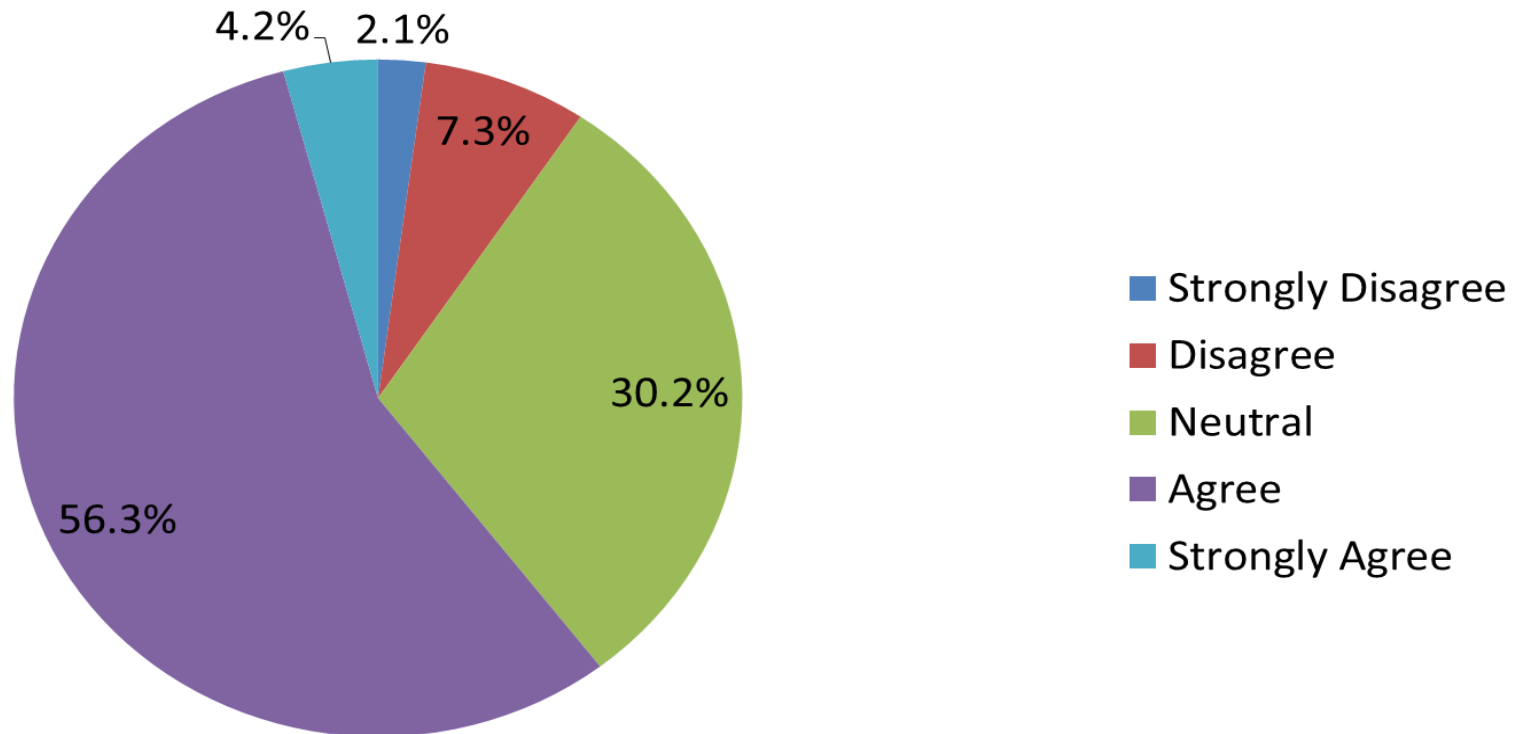
When change is proposed at Wake Forest, appropriate resources are allocated to ensure success.



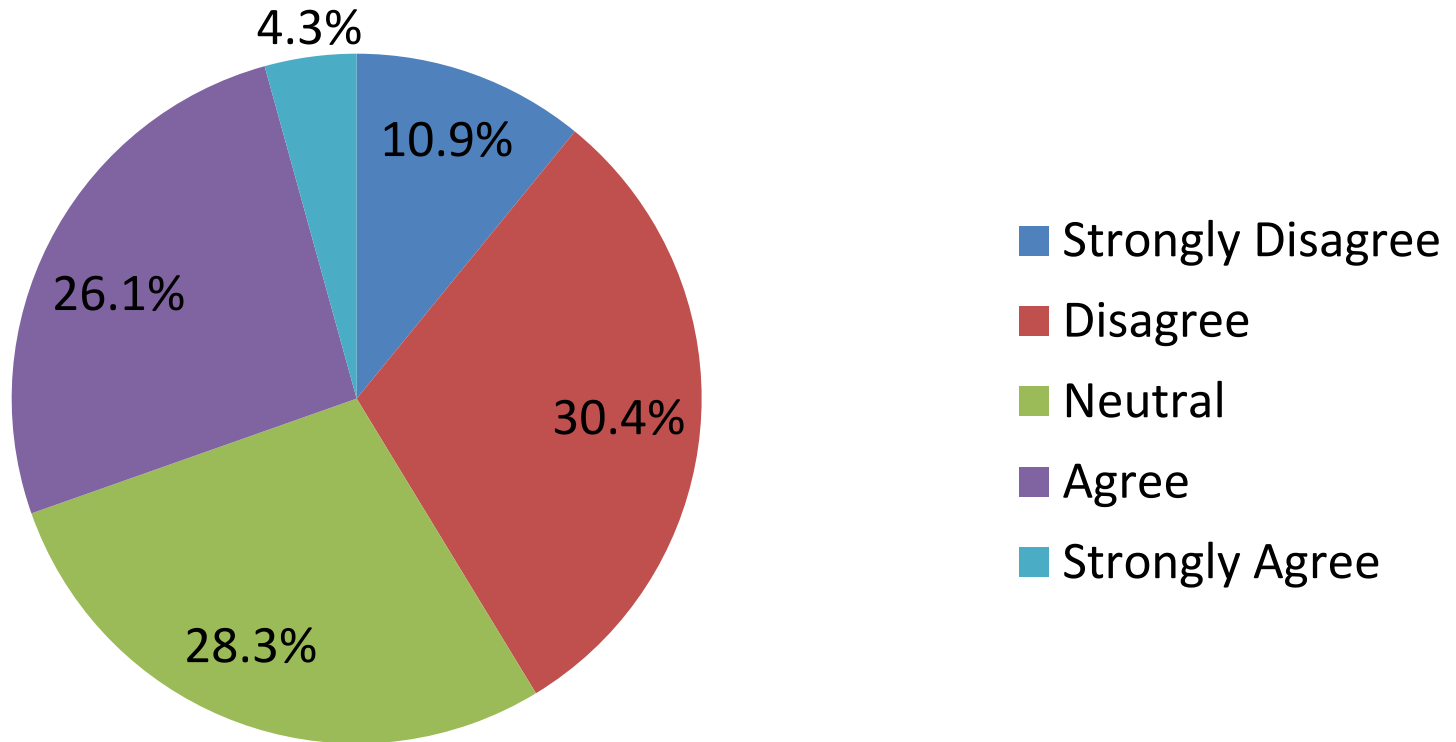
The University established a way for me to share feedback about changes being proposed and/or implemented.



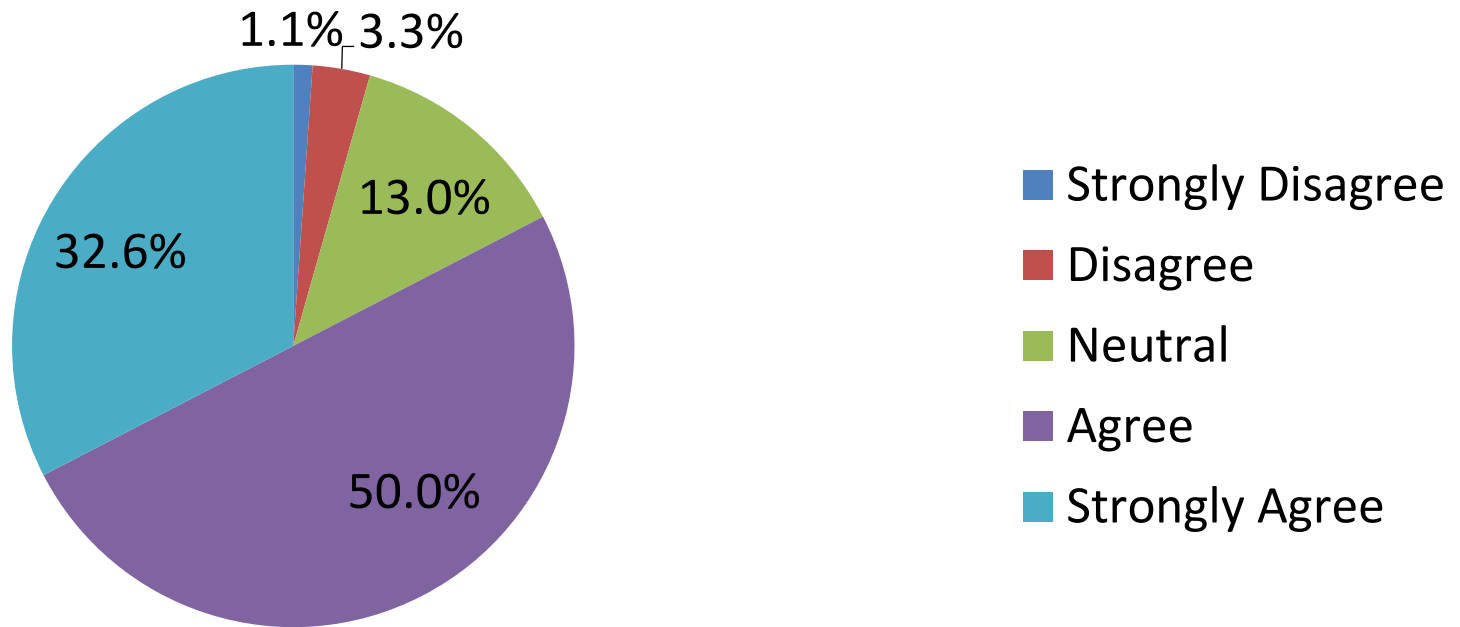
Wake Forest has been successful at making change in the past.



I understand how the Workday Project will support my work.



I have confidence that my chair/dean/manager will support me in making the change to Workday.



Workday Update: Human Change Management & Payroll

Beth Fay, Human Resources Lead

Cathy Piño, Payroll Lead



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[https://prezi.com/cpm4_hvm3jrs/
workday-
demo/?utm_campaign=share&u
tm_medium=copy](https://prezi.com/cpm4_hvm3jrs/workday-demo/?utm_campaign=share&utm_medium=copy)

AMU

[https://impl.workday.com/wfu_a
mu1/logout.html](https://impl.workday.com/wfu_amu1/logout.html)

Payroll Updates

Lucinda Westmoreland, Director, Payroll



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- **New Faces / New Roles:**

- Kim Chinnis (5184) - Payroll Manager
- Pam Davis – Internal Payroll trainer / Graduate Student Payroll / Workday Implementation
- Michelle Fender (2562)– Biweekly Staff Payroll / Novatime
- Emily Nergart (4741)- Monthly paid Staff and Faculty
- Celena Pittman (2970)- Student Payroll
- Lucinda Westmoreland (4867)– Payroll Director

- **Revamped our general email:**

- All payroll staff members are able to coordinate and review all incoming emails.
Payroll@wfu.edu

- **Academic Year 17/18**

- Students on payroll should fill out tax forms (W4 and NC4) on line through WIN
- Encourage Direct Deposit enrollment.
 - Saves time and assures payments are accessible on the pay date.
 - All students have access to enroll within WIN at the same time they fill out their tax.

Student Financial Services

Karen Brown, Assistant Director, SFS



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Jamie Costello
Manager, Student Financial Services
x7410

2017 Fiscal Year-End Closing Calendar

Jolene Cox, Manager
General Accounting, Financial Services



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Key Dates for Fiscal 2017 Close- First Departmental Close

June 9th **Project Summary Requests (PSR) due by 5 PM**

June 16th **Procurement Services: Final day to request a
new supplier setup**



June 23rd **Deacon Depot: Purchase Requisitions entered by 5 PM**

July 3rd **Procurement Card (Pcard) statement closing date.
Transactions must be posted by this date.**

July 7th **Advancement: All FY17 gifts due by 3 PM**
Accounts Receivable: All deposits due by 4:30 PM
**Accounts Payable: Invoices, employee travel,
expense reports, and expenditure vouchers due by
5 PM**

**Financial Reporting: Journal entries and Fixed
Asset addition/disposal support due by 5 PM**

Key Dates for Fiscal 2017 Close- First Departmental Close

July 11th

**Deacon Depot: Final day to receive goods for FY17
Must still be physically received (in-hand) on or before 06/30**

**Procurement Card (Pcard) documentation in Accounts Payable (AP) and entered into Works by 5 PM
(posted as an accrual in the 2nd close)**

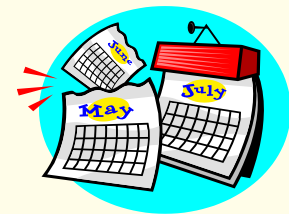
July 17th

**Final Invoices, employee travel, expense reports, and expenditure vouchers in AP by 5 PM
(posted in the 2nd close)**

July 18th

Payroll reallocations and redistribution in Payroll by 5 PM (posted in the 2nd close)

Known prepaids and accruals



Key Dates for Fiscal 2017 Close- Second Departmental Close

- July 18th** **FIRST Departmental Close – Draft reports available after 5 PM**
- July 19th** **July 1st Pcard statement accrual recorded**
- July 20th** **Journal entries in Financial Reporting by 5 PM**
- July 21st** **Final Bi-weekly, Student, Ad Comp Payroll Accruals and any redistributions/reallocations recorded**
APC entry for RCxxxx funds recorded
- July 24th** **SECOND Departmental Close – Draft reports available after 8:30 AM**



Key Dates for Fiscal 2017 Close- Final Departmental Close



- July 25th** * **Final Journal entries in Financial Reporting by 5 PM**
- July 26th** * **FINAL Departmental Close – Final reports available after 5 PM**

Fiscal Year-End Closing Training

Thursday, May 18th 10:00-11:30

Thursday, June 1st 2:00-3:30

Benson 401A for both sessions

**If you're new to the University or just need a refresher,
please sign up on the [PDC website](#)**

Forms can be located at:

<http://finance.wfu.edu/forms>

Petty Cash/Change Fund Policy & Procedures

Jolene Cox, Manager, General Accounting,
Financial Services



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Is your fund named properly?

Petty Cash vs Change Fund



Petty Cash Fund:



- small dollar recurring purchases (\$50 or less) *for which the Purchasing card can't be used*
- limited to reimbursements to staff, faculty, students
- University petty cash fund at Cashier's office (107 Reynolda Hall)

Change Fund:

- Provides change to customers who pay for goods or services with cash
- Cash drawers or “the till”
- Examples – Athletics Ticket Office, Graylyn, Library
- Not to be used for small dollar purchases, incidentals, emergency business expenditures



- **Count and balance change funds at beginning and end of each day**
- **Store funds in secure device (safe, vault, locked drawer, locked room)**
- **Never leave funds unattended or unsecured**
- **Be prepared for unannounced audits by Internal Audit or FS**



- **Once a year General Accounting is required to verify the balance of the petty cash fund, along with the fiduciary and the financial manager.**
- **The fiduciary will receive a petty cash verification form.**
 - Form signed by both fiduciary and financial manager
 - Confirm policies and procedures have been read
 - Confirm fund has been used in last 12 months
 - Confirm on-line training has been taken or reviewed in the last 12 months

- The petty cash annual verification form will be sent out this week.
- The dept. will be required to complete the request to change fiduciary form if the fiduciary of the petty cash fund has changed.

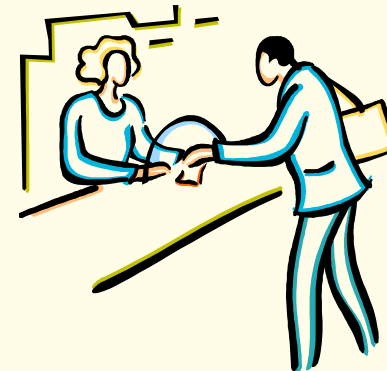


•Notify Financial Services via Cash Fund Action Form

CASH FUND ACTION FORM	
<u>TYPE OF CASH FUND</u> <input type="checkbox"/> Petty Cash <input type="checkbox"/> Change Fund	<u>ACTION REQUESTED</u> <input type="checkbox"/> Request for new fund <input type="checkbox"/> Decrease existing fund <input type="checkbox"/> Increase existing fund <input checked="" type="checkbox"/> Close existing fund
<u>PURPOSE OF FUND</u> (include example of use and anticipated frequency of use)	

•Prepare full reconciliation of fund

•Deposit all funds at the Cashier's window in 107 Reynolda Hall



To find more detailed training:

[http://finance.wfu.edu/training-resources/online learning](http://finance.wfu.edu/training-resources/online%20learning)

To find the forms in this presentation:

<http://finance.wfu.edu/forms>

To find the related procedures:

<http://finance.wfu.edu/policies-and-procedures>



Jolene Cox

Manager, General Accounting

coxjl@wfu.edu ext. 3205

Foreign Visitors Over the Summer: What You Need to Know

Sharon Anderson, Financial Services



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http://finance.wfu.edu/files/Quick-Guide_Short-Term-Visitors-final.pdf

Inviting a Foreign Short Term Visitor

Responsible Financial Unit: Tax Department For Additional Assistance: tax@wfu.edu

A Foreign Short Term Visitor is a foreign citizen who has been granted the appropriate authorization and Visa status to allow them to enter the USA. They may receive independent contractor payments for services performed as a speaker, lecturer, performer, collaborator or researcher and are not considered employees for tax purposes. This type of payment is often referred to as an "Honorarium." Payments to these visitors results in a 30% withholding tax, unless an Income Tax Treaty Benefit applies. In order for foreign visitors to receive independent contractor payments, honoraria, travel or other benefits, the following must be true:

1. The foreign visitor must not be an employee of the University or any other U.S. Company or Organization.*
2. The service or task being performed is of short duration (less than 9 days) and will not result in the foreign visitor entering a long-term working relationship worth the University.
3. The foreign visitor must not have used this special rule more than 4 times within the past 6 months in the USA. WFU can be the fifth. This is known as the "9/5/6" rule: maximum 9 days at each of 5 institutions in 6 months.

Actions Needed	Information Required
Contact the University Tax Department	<ul style="list-style-type: none">• Contact the Tax Office prior to issuing an invitation• Tax Dept. will assist in obtaining proper immigration information for your situation.



Financial Services finance.wfu.edu

What is it?

This is a quick guide to assist the University faculty, staff, and students with the requirements for inviting a Foreign Short Term Visitor to Wake Forest University.

Why it is Necessary

It is necessary in order to properly host a Foreign Short Term Visitor on campus. Correctly doing so avoids substantial penalties for the University and visitor



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. (My e-mail is andersec@wfu.edu). I'll love to hear from you!