

Business Administrator Forum

May 15, 2019
9:00 – 10:30 a.m.



WAKE FOREST
UNIVERSITY

401 A/B Benson



Welcome

General Accounting Updates

Presenter: Jolene Cox, Senior Manager, General Accounting & Reporting

Departmental Deposit Administrative Policy and Procedures

Presenter: Jamie Costello, Manager, SFS & Jolene Cox, Sr. Mgr. General Accounting & Reporting

Procurement & Payment Services Update

*Presenter: David Reese, Sr. Dir., Procurement & Payment Services
Allison Belton, Director, Accounts Payable*

NRAs and International Visitors

Presenter: Chris Jessie, Tax Accountant



General Accounting Updates

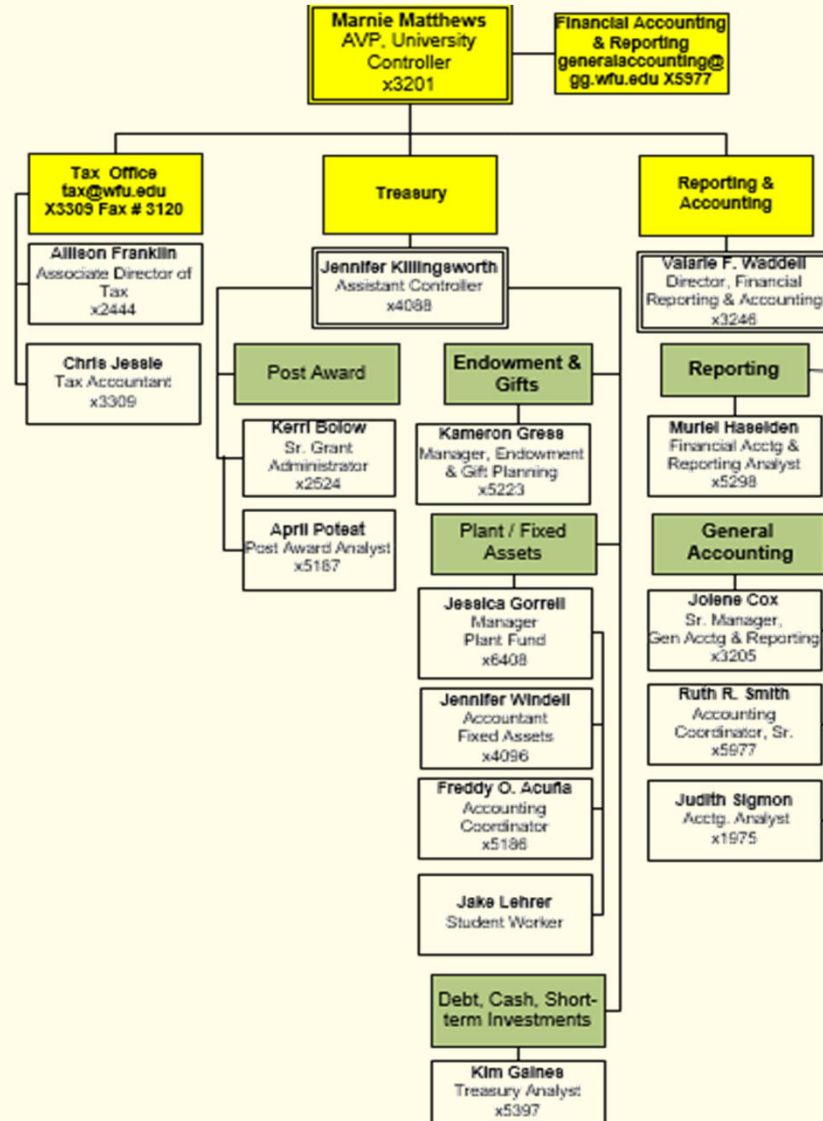
Jolene Cox, Senior Manager,
General Accounting & Reporting



- **Controller's Group
Reorganization**
- **Fiscal Year End Closing Process**
- **Payroll Closing Calendar**
- **Chart of Accounts**



Controller's Group Reorganization





Key Dates for Fiscal 2019 Close- First Departmental Close



- May 31st** **Financial Services: Project Requests & Project modifications due by 5 PM**
- June 7th** **Payroll: Payroll reallocations & redistribution due by 5PM**
- June 10th** **Procurement Services: Final day to request new supplier setups for purchases on POs**
- June 14th** **Final day to enter FY19 Purchase Requisitions by 5 PM**
- June 20th** **Accounts Payable: Invoices, employee travel, expense reports, and expenditure vouchers due by 5 PM**
- June 26th** **Last day to receive goods for FY19 that will be paid in June (payments are made according to payment terms)**



Key Dates for Fiscal 2019 Close- First Departmental Close

- June 27th** **Accounts Payable: FINAL check run in Workday for FY19**
- July 2nd** **FINAL day to receive goods for FY19**
Must be physically received (in-hand) on or before 06/30
Enter receipts with a June date
- July 2nd** **Procurement Card transactions for June must be reconciled**
and placed on an expense report (accrual will be
posted in first close)
- July 5th** **Advancement: All FY19 gifts due by 3 PM**
- July 9th** **Accounts Receivable: All deposits due by 5 PM**
Financial Services: Journal entries due in WD by 5 PM
Fixed assets: addition/disposal support due by 5 PM





Key Dates for Fiscal 2019 Close- Second Departmental Close

- July 11th** **Accounts Payable: Final Invoices in Workday by 5 PM**
(accrual will be posted in the 2nd close)
- July 17th** **Payroll: all entries including Final Bi-weekly, Student, Ad
Comp Accruals recorded**
- July 17th** **FIRST Departmental Close – Draft reports available
after 5 PM**
- July 19th** **Journal entries in Workday by 5 PM**





Key Dates for Fiscal 2019 Close- Final Departmental Close



July 23th

**SECOND Departmental Close – Draft reports available
after 5:00 PM**

July 25th

FINAL Journal entries in Workday by 12 PM

July 26th

**FINAL Departmental Close – Final reports available
after 5 PM**



First Departmental Close

	Dates Worked	Pay Date
MO06	6/01/19 - 6/30/19	6/28/19
BW13	6/01/19 - 6/14/19	6/21/19
ST13	6/01/19 - 6/14/19	6/21/19

Second Departmental Close

	Dates Worked	Pay Date
BW14 (100% Accrued)	6/15/19 - 6/28/19	7/05/19
ST14 (100% Accrued)	6/15/19 - 6/28/19	7/05/19
Accrual for fiscal 2019 Additional Compensation to be paid in July	Fiscal 2019	July
Redistributions/Reallocations **	Fiscal 2019	

*** Wages that need to be moved from one worktag to another are due in Payroll no later than **June 7th**.*



Departmental Deposits

*Jamie Costello, Manager, Student Financial Services
Jolene Cox, Senior Manager, General Accounting
& Reporting*



find cash sale



find cash sale

Search Results

Categories

Common

Assets

Realities

Search Results 2 items

Tasks and Reports

EU - Find Cash Sale Lines

EU - Find Cash Sale Lines

Actions

Company

× Wake Forest University



Organization *

× Cost Center: 110000 Institutional & General



Created On or After

04 / 01 / 2019



Created On or Before

04 / 30 / 2019



Customer



Revenue Category

× Clearing Account - DEAC payments



Total Payment Amount

2500

Line Amount

0



Deposits for FY18/19 are due
July 9, 2019 by 5:00pm



Procurement & Payment Services Update

David Reese, Senior Director,
Procurement and Payment Services

Allison Belton, Director, Accounts Payable



March –

- Spend Authority Administrative Procedure issued
- Contract Management Administrative Procedure issued
- Workday Single/Sole Source Request Form updated
- Wire Transfers procedures and training enhanced

April –

- Unreconciled PCard Transaction enforcement initiated
- Micro-Purchase Threshold updated
 - Required minor adjustment to Procurement Policy
- PCard Spend Limits reviewed
- PCard Manual updated



May –

- Review Spend Categories
- Finalize Workday delegation testing
- Review Workday roles & spend authority alignment

June –

- Begin full rewrite of University Procurement Policy
 - Will require significant campus conversation
- Support FY-end and new FY activities
- Assist Internal Audit w/ annual contract audit preparations
- Improve Requisition and Receiving training



In June we'll begin rewriting the University Procurement Policy. This will be a significant undertaking.

- Last major update was 2011
- Intent is to make the policy more readable, useable, and relevant for everyday campus scenario assistance

Where I need your help –

- Challenging status quo
- Identifying process pain points
- Calling out information gaps
- Asking for specific help



Important reminders for year-end processing

- Receive, Receive, Receive
- Update draft and unreconciled transactions in Workday
 - Invoices, Reimbursements and PCard transactions
- Will inform campus when FY20 requisitions are possible

Upcoming Changes to Accounts Payable

- Sue Massey is retiring June 30th
- Hired two temporary staff to help us with backlog



Thanks!

David Reese

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Allison Belton

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NRAs and International Visitors

Which Visa Statuses Allow for Employment?

Chris Jessie, Tax Accountant



As of August 2018, Wake Forest University 507 international students on campus and 40 international faculty members on campus, who hold active visas.

The students are generally F-1 or J-1 visa holders. There are other types of visas that allow for the holder to attend an institution of higher education, but generally those visa types are not allowed to be employed or self-employed.



The international faculty members generally hold an H-1B or J-1 visa. An H-1B visa is a temporary employment visa. A J-1 visa is an exchange visitor visa.

Generally, in order to employ an international person they must have an H1-B or J-1 visa that is sponsored by Wake Forest. The International Students and Scholars office is responsible for obtaining visas for the person that Wake Forest wishes to sponsor.

With a few exceptions, a person cannot be an employee if they are not on a J-1 or H-1B visa.



There are specific rules for obtaining an H-1B visa:

- **WFU would have to file a petition with the U.S. Citizenship and Immigration Services (USCIS)**
 - **Limited to specialized occupations-it requires a highly specialized knowledge and attainment of a bachelor's or higher degree in a specific specialty.**
 - **Strict wage requirements apply. Wake must pay the higher of the prevailing wage or the actual wage.**
 - **Limited to 6 years, but may extend beyond 6 if certain timely steps have been taken towards permanent resident status.**
-



- **Dependents (Spouse and Children): H-4 Nonimmigrant Status.**
 - **Employer pays filing fees and associated costs.**
 - **There is a cap on the number of H-1Bs issued each year, however institutions of higher education are exempt from this cap.**
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J-1 Exchange Visitors

- **Requires a J-1 sponsor recognized by the U.S. Department of State**
 - **Very specific categories, such as alien physician, au pair, intern, professor or research scholar.**
 - **Very limited and specific authorization to work.**
 - **May be subject to a two-year foreign residence requirement at conclusion of J-1 program.**
 - **Dependents (spouse and children): eligible for J-2 classification**
-



If the J-1 is employed by another US institution, they **must** obtain a permission letter from their institution's international office to travel to Wake Forest. Failure to obtain a permission letter **before** coming to Wake Forest could result in the visitor's visa being revoked and removal from the US.



F-1 visa holders who are currently enrolled in a course of study may work on campus. Any F-1s who wish to work on campus should contact the International Students and Scholars office.

F-1s can also be employed through Optional Practical Training (OPT). This must be approved/recommended by the International Students and Scholars office.



International visitors with a B-1/B-2 visa or using the Visa Waiver Program (VWP) cannot be employed in any capacity. These visitors should never be entered in Workday as an employee.

If we employ an international visitor in B-1, B-2, or VWP status, they could potentially be removed from the US or not allowed back in the US for a period of time as determined by the USCIS.

Wake Forest could suffer civil fines and/or criminal penalties. Repeated violations would result in criminal penalties.



International visitors in B-1/B-2 or in the Visa Waiver Program could **potentially** receive an honorarium and be reimbursed for travel if they follow the Honorarium Rule or as it more commonly referred to the “9/5/6 Rule.”

This means that as long as the activity does not last longer than 9 days at any one institution and the visitor has not received a payment of **any** kind from more than 5 institutions in the last 6 months, we may be able to pay them an honorarium and/or reimburse expenses.



If an international person is being invited to Wake Forest for a conference, to collaborate on research, to give a presentation of their work, etc. you should contact the International Students and Scholars office and the Tax Department **prior to the visit.**

If you have made the decision to hire an international person, you should contact the International Students and Scholars office to verify the procedure for obtaining a visa for the potential new employee.



If you have any questions about bringing an international person to campus, please contact one or more of the departments listed.

Tax Department tax@wfu.edu

International Students and Scholars iss@wfu.edu

Payroll payroll@wfu.edu

[Short-Term Visitors Guide](#)



Have a great
summer!

Fall 2019

(to be scheduled)

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 anderssc@wfu.edu). I would love to hear from you!