Business Administrator Forum

May 7, 2020

9:00 – 10:30 a.m.

WAKE FOREST
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Zoom Meeting

Federal Work Study

Presenters: Financial Aid/HR/ Budget & Planning

Unexpensed Credit Card Transactions Report

Presenter: Mike Maedjaja, Finance Systems

Fiscal Year-end Reminders

Presenter: Marnie Matthews, AVP & Univ. Controller

Federal Work Study

Financial Aid

Human Resources

Budget & Planning

Federal Work Study

- **Federal Work Study - Lauren Trethaway**

- **Student Employment - Pearlie Patton**

- **Federal Work Study Review - Buffi Vestal**

During the month of April,
- Process updating Job Profile from FWS to NFWS was completed.
- Costing allocations were updated to 100% department funded.
- Effective date for this was 4/4/2020.

Changes to Federal Work Student Request Process
- ○ Now digital - google form / google sheet Buffi will cover
- ○ Asks about overall employment needs not just FWS students.
- ○ Avg hours per week
- ○ Less open ended
- ○ Distributed 5/11/20 Due 5/22/20 by 5pm

- **Last week in May Job Preference Form will be completed.**
  - Available to students June 1st.
- **Starting by the end of June/beginning of July* I will start assigning FWS students to departments**
  - This will go through July and into August.
  - My goal is to have everyone that has completed the request form assigned to a job by the end of July.

  * This is pending the University's Fall Semester decisions.

August

- Using the data provided on the google sheet we will do an EIB to flip the jobs back to FWS for the students that are eligible.
- As well as include the pay raises that were provided.
- Any new students or students in new jobs will need to be hired through workday*

*Pending the University's Decision for the Fall Semester.

At this time, student hiring must meet the following criteria and ***be approved by the University Budget Committee.***

1. The work must be vital to the academic mission or business operations.
2. It is not possible for a regular staff member to assume these tasks for the rest of the semester.
3. The work can be effectively done remotely.
4. The work can be effectively supervised by the student's manager.

Getting Started:

- Use Workday **Search:** Enter Student ID number, full name – OR First three characters of student's first <u>and</u> last names.
- Click on the Actions button on the Student/Wake Forest University record.
- Select Hire, then Hire or Add Job.

Things to remember:

- Always select a "JM" supervisory organization for Students.
- The "Hire Date" must allow for process/approval time to comply with federal I-9 regulations.

Keep in mind extra time needed for review by Budget Committee

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USCIS Response to the 2019 Coronavirus

All Form I-9 requirements remain in place but there are temporary changes to the procedure during remote working conditions.

- The employee must complete Section 1 of the I-9 form ON or BEFORE the **first day of work,**
- Section 2 of the I-9 form must be complete within **three days after the date of hire.**

Steps for timely completion:

1. When a new employee enters the "Complete I-9" step in onboarding in Workday, the hiring manager will call the student employee and review documentation via video conference or email (whichever method the employee choses).
2. Within 3 days of the employee's start date, the hiring manager must complete Section II of the Form I-9 and enter "COVID-19" as the reason for the physical inspection delay in the additional information field.
3. HR will then complete the onboarding process for the employee.
4. Once normal operations resume, all employees who were onboarded using remote verification must report to their employer within three business days for in-person verification of their identity and employment eligibility documentation.

Reminder: You must upload a document in the I-9 Form task in Workday.

- **Files to be distributed**
  - Monday May 11, 2020 - Notification will be sent through email once the manager is added to the file for review.

- **Due Back to Financial Aid Office**
  - May 22, 2020 by 5:00 PM

- **Position Title Review**
  - **Recommended titles**:
    - Student:(Sup Org) - (Additional Details)
    - Example: Student: Financial Aid Office - Front Desk

- **Returning** **(Will student return to this position next Fall)**
  - ○ **Not Returning** (Student will not return in the Fall)
  - ○ **Returning** (Student will return in the Fall to same position)
  - ○ **Terminate** - **No Longer Enrolled** (As of April 2020, the student was not enrolled in classes)
  - ○ **Terminate** - **Not paid within 6 months** (Based on the last paid date of the position, it has not been paid on within the last six months)
  - ○ **Terminate** - **Graduated May 2020** - (Student is expected to graduate in May, but job will not be termed until August 31, 2020)
  - ○ **Study Abroad** - Student may not have been paid in 6 months but it is due to being on Study Abroad, but will continue in the Fall in the same position)
  - ○ **Terminate** - Job no longer needed

REMINDER: Terminations - Confirm the student has no other hours to be processed in the system before a termination date is entered in Workday.

- **Pay Rate Change**
  - **Yes** (student will receive an increase in pay rate)
  - **No** (student will not receive an increase in pay rate)

- **New Pay Rate**
  - Enter new pay rate

These items will be loaded by EIB (no submission in Workday needed by manager)

- **Returning as Federal Work Study**
- **Returning as Non Federal Work Study**
- **Pay Rate Changes**
- **Title Updates**
- **Terminations (If not entered by supervisor)**

Items that will need to be entered in Workday by Manager

- **New Hires**
- **Additional Jobs**
- **Costing Allocation updates**
- **Terminations (Supervisors can go ahead and process these)**

Unexpensed Credit Card Transactions Report

Mike Maedjaja

Associate Director, Finance Systems

- The 'EU - Unexpensed Credit Card Transactions' report is a new report in the 'Financial Manager Reporting' Worklet

- The report displays all new (unprocessed) PCard transactions along with those added to a draft expense report (not yet submitted)

- The report is available to anyone with a cost center reporting security role

- Straightforward prompts

Cardholder		☰
Merchant Post Date greater than or equal *	01 / 01 / 2018 📅	
Merchant Post Date less than or equal *	05 / 01 / 2020 📅	
Credit Card Transaction Status		☰
Cardholder's Primary Cost Center		☰

- Since the transaction is not yet processed, there is only limited information available, almost all of which is included in the report

Credit Ca Transacti	Expense Report Status	Credit Card Transaction Status	Cardholder	Last 4 Digits of Credit Card Number	Purchase Date	Merchant Post Date	Workday Load Date	Merchant Name	Merchant City	Merchant State	Merchant Country
🔍	Draft	Pending		1479	11/08/2019	11/11/2019	11/12/2019	SOUTHWES	800-435-9792	Texas	United States of America
🔍	Draft	Pending		7890	11/11/2019	11/12/2019	11/14/2019	TEMI COTRANSCRIPTION	TEMI.COM	California	United States of America
🔍		New		9237	11/12/2019	11/13/2019	11/15/2019	HOTEL*R			
🔍		New		9237	11/12/2019	11/14/2019	11/15/2019	WWW.RES			
🔍	Draft	Pending		2142	11/13/2019	11/15/2019	11/19/2019	NASPA E			
🔍	Draft	Pending		1479	11/15/2019	11/18/2019	11/19/2019	PUBLIC H			
🔍	Draft	Pending		8906	11/17/2019	11/18/2019	11/19/2019	UPS			

Merchant Category Code	Transaction Amount	Cardholder's Primary Cost Center	Cardholder's Primary Cost Center Manager
3066 - SOUTHWEST AIRLINES	160.98		
7339 - STENOGRAPHIC AND SECRETARIAL SUPPORT SERVICES	6.90		
7011 - LODGING-HOTELS MOTELS RESORTS	1,509.87		
4722 - TRAVEL AGENCIES AND TOUR OPERATORS	19.99		
8398 - CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	475.00		
7011 - LODGING-HOTELS MOTELS RESORTS	400.77		
4215 - COURIER SVC-AIR + GROUND FREIGHT FORWARDERS	12.02		

- A job aid is available to help with definitions of some of the report columns

Since the current volume of transactions is low in most areas, now is a great time to get a jump start on fiscal Year-End!
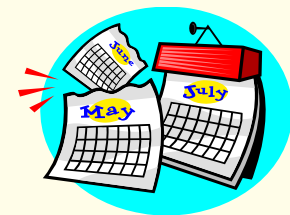
- Review and reconcile your monthly and YTD summary and detail reports as well as budget to actual spending.

- Process all accounting adjustments, journal entries, and internal billings for services rendered as soon as possible (including any needed corrections).

- Reconcile any outstanding Pcard Expenses and finalize any in process expense reports.

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- Submit any needed payroll distributions / reallocations.

- Request inactive worktags to be closed (email generalaccounting@gg.wfu.edu).

- Year-end deadlines will be communicated, and a training plan will be established within the next few weeks.

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May 31st   **Financial Services: Project Requests & Project modifications due by 5 PM**

June 8th   **Procurement Services: Final day to request new supplier setups for purchases on PO's**

June 12th   **Procurement Services: Final day to enter FY20 Purchase Requisitions by 5 PM**

June 12th   **Payroll: Reallocations & redistributions due by 5 PM**

June 18th   **Accounts Payable: Invoices and expense reports (includes PCard and reimbursement transactions) due by 5 PM to help ensure posting in the first close. Any questions may extend the posting of a transaction.**

July 2nd **FINAL day to complete the receiving process in Workday for FY20. Goods or services must be received or rendered by June 30th. Please update the receipt date in the system or your invoices may not get accrued to the proper period.**

July 2nd **Procurement Card transactions for June should be placed in workflow on an expense report for accrual purposes. Expense reports should reflect a June 30th date. PCard accruals will be posted in the first close.**

July 6th **Advancement: All FY20 gifts due by 3 PM**

July 8th **Accounts Receivable: All deposits due by 5 PM**
Financial Services: Journal entries due in WD by 5 PM

July 8th **Fixed assets: addition/disposal support due by 5 PM**

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July 10th   **Accounts Payable: Final Invoices in Workday by 5 PM (accrual will be posted in the 2nd close)**

July 16th   **Payroll: all entries including Final Bi-weekly, Student, Ad Comp Accruals recorded**

July 16th   **FIRST Departmental Close – Draft reports available after 5 PM**

July 20th   **Journal entries in Workday by 5 PM**

July 22nd   **SECOND Departmental Close – Draft reports available after 5:00 PM**

July 24th   **FINAL Journal entries in Workday by 12 PM**

July 27th   **FINAL Departmental Close – Final reports available after 5 PM**

If you have any questions, please contact General Accounting at generalaccounting@gg.wfu.edu.

First Departmental Close

	Dates Worked	Pay Date
MO06	6/01/20 - 6/30/20	6/30/20
BW13	5/30/20 - 6/12/20	6/19/20
ST13	5/30/20 - 6/12/20	6/19/20

Second Departmental Close

	Dates Worked	Pay Date
BW14 (100% Accrued)	6/13/20 - 6/26/20	7/02/20
ST14 (100% Accrued)	6/13/20 - 6/26/20	7/02/20
Accrual for fiscal 2020 Additional Compensation to be paid in July	Fiscal 2020	July
Redistributions/Reallocations **	Fiscal 2020	

** Wages that need to be moved from one worktag to another are due in Payroll no later than June 12th.

Stay Safe, Stay Well…

Looking forward to seeing you in the Fall!