Business Administrator Forum

May 7, 2020
9:00 – 10:30 a.m.

Wake Forest University

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
Federal Work Study

- 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.
Remote Work Instructions for Hiring, Rehiring, or Adding a Job

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 and 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.
Remote Work Instructions for Form I-9 Eligibility Verification

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 chooses).
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

- 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:
Unexpensed Credit Card Transactions

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

<table>
<thead>
<tr>
<th>Credit Card Transaction Status</th>
<th>Expense Report Status</th>
<th>Cardholder ID</th>
<th>Last 4 Digits of Credit Card Number</th>
<th>Purchase Date</th>
<th>Merchant Post Date</th>
<th>Workday Load Date</th>
<th>Merchant Name</th>
<th>Merchant City</th>
<th>Merchant State</th>
<th>Merchant Country</th>
</tr>
</thead>
</table>

- A job aid is available to help with definitions of some of the report columns.
Fiscal Year-end Reminders

Marnie Matthews,
AVP & University Controller
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.
Fiscal 2020 Year-End Close

- 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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Financial Services: Project Requests &amp; Project modifications due by 5 PM</td>
</tr>
<tr>
<td>June 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Procurement Services: Final day to request new supplier setups for purchases on PO’s</td>
</tr>
<tr>
<td>June 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Procurement Services: Final day to enter FY20 Purchase Requisitions by 5 PM</td>
</tr>
<tr>
<td>June 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Payroll: Reallocations &amp; redistributions due by 5 PM</td>
</tr>
<tr>
<td>June 18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>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.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>July 2(^{nd})</td>
<td><strong>FINAL</strong> day to complete the receiving process in Workday for FY20. Goods or services must be received or rendered by June 30(^{th}). Please update the receipt date in the system or your invoices may not get accrued to the proper period.</td>
</tr>
<tr>
<td>July 2(^{nd})</td>
<td>Procurement Card transactions for June should be placed in workflow on an expense report for accrual purposes. Expense reports should reflect a June 30(^{th}) date. PCard accruals will be posted in the first close.</td>
</tr>
<tr>
<td>July 6(^{th})</td>
<td>Advancement: All FY20 gifts due by 3 PM</td>
</tr>
<tr>
<td>July 8(^{th})</td>
<td>Accounts Receivable: All deposits due by 5 PM</td>
</tr>
<tr>
<td></td>
<td>Financial Services: Journal entries due in WD by 5 PM</td>
</tr>
<tr>
<td>July 8(^{th})</td>
<td>Fixed assets: addition/disposal support due by 5 PM</td>
</tr>
</tbody>
</table>
Key Dates for Fiscal 2020 Close-
Second Departmental Close

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
### Key Dates for Fiscal 2020 Close - Final Departmental Close

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 22(^{nd})</td>
<td>SECOND Departmental Close – Draft reports available after 5:00 PM</td>
</tr>
<tr>
<td>July 24(^{th})</td>
<td>FINAL Journal entries in Workday by 12 PM</td>
</tr>
<tr>
<td>July 27(^{th})</td>
<td>FINAL Departmental Close – Final reports available after 5 PM</td>
</tr>
</tbody>
</table>

If you have any questions, please contact General Accounting at [generalaccounting@gg.wfu.edu](mailto:generalaccounting@gg.wfu.edu).
### First Departmental Close

<table>
<thead>
<tr>
<th>Worktag</th>
<th>Dates Worked</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO06</td>
<td>6/01/20 - 6/30/20</td>
<td>6/30/20</td>
</tr>
<tr>
<td>BW13</td>
<td>5/30/20 - 6/12/20</td>
<td>6/19/20</td>
</tr>
<tr>
<td>ST13</td>
<td>5/30/20 - 6/12/20</td>
<td>6/19/20</td>
</tr>
</tbody>
</table>

**Accrual for fiscal 2020 Additional Compensation to be paid in July**

### Second Departmental Close

<table>
<thead>
<tr>
<th>Worktag</th>
<th>Dates Worked</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BW14 (100% Accrued)</td>
<td>6/13/20 - 6/26/20</td>
<td>7/02/20</td>
</tr>
<tr>
<td>ST14 (100% Accrued)</td>
<td>6/13/20 - 6/26/20</td>
<td>7/02/20</td>
</tr>
</tbody>
</table>

**Redistributions/Reallocations**

Fiscal 2020

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

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Stay Safe, Stay Well…

Looking forward to seeing you in the Fall!