

Financial Managers Administrative Staff Forum

January 23, 2019



WINSTON-SALEM STATE UNIVERSITY

WSSU

Agenda

- Facilities Management
 - Updates – Tim McMullen
 - Design & Construction – Jimmy Norwood
 - Facility Operations & Maintenance – Christopher Bowman
 - Building & Environmental Services – George Morales
 - Customer Service & Business Operations – David Spencer
- Finance & Administration
 - Payroll Services – Debra Gunter
 - Budget Office – LaToya Wiley
 - Contracts & Grants – Barbara Waller
- General Q&A

Updates on Campus Issues & Concerns

- Lighting
 - A contractor is being hired to repair, replace and add lighting
 - Some existing exterior lighting will be upgraded to LED Lamps
- Emergency Power
 - Anderson Center and Thompson Center will receive new generators
 - This will allow Food Service operations to continue if power is lost
- After-hours Traffic Control
 - The Public Safety/Parking Office is adding a Guard Booth at MLK to Anderson Center
 - Traffic will not be able to enter at Rams Commons/Wilson Res. Halls from MLK, after 8:00PM.
- HVAC Upgrades
 - RJ Reynolds will be getting major HVAC Repairs and Controls Upgrades

Updates on Campus Issues & Concerns

- Steam Leaks at Cromartie St./MLK., Jr. Dr.
 - A contractor will be hired to repair, broken condensate return line
- Roadway Repaving & Repair Projects
 - Work will be started in the Spring to repair Cromartie Street
 - Various Drives & Parking Lots will receive pot hole and surface repairs
- 2018-19 Repair & Renovation Allocation
 - WSSU received \$2,000,752 from the UNC System
 - This will be applied towards renovations & up-fitting the Lowery St. Warehouse, Emergency Egress Lighting in various buildings, Pavement and Sidewalk repairs, Infrastructure repairs and Entrance Drainage Improvements at O'Kelly Library

Questions on Facilities Management?

Next Presenter – Jimmy Norwood

DESIGN & CONSTRUCTION

Design & Construction – Team Members

- Jimmy Norwood is the new Assistant Vice Chancellor of Facilities
- Joyce McMillan - Facilities Executive Assistant
- Ron Vanard- University Architect
- Dick Kabis- Director of Sustainability
- Staci Manter- Facility Planner
- Ted Fichialos has retired from WSSU

Design & Construction - Sustainability & Comfort

- Sustainability
 - The concept of meeting the needs of the present without compromising the ability of future generations to meet their needs. It is progress toward a sustainable economy, society, and environment.
 - The WSSU Sustainability Committee has been formed to promote and facilitate the cooperative efforts of students, faculty, and staff to educate, develop values, share knowledge, adopt policies and implement practices that are sustainable.
- Building Comfort Levels
 - Building comfort levels are determined from the NC Energy Conservation Code.
 - The interior design temperature used for heating and cooling load calculations shall be a maximum of 72 degrees F for heating and a minimum of 75 degrees F for cooling.

Design & Construction – Project Updates

- Old Nursing
 - Demo in progress, estimated completion Spring 2019
- 1602 Lowery Street
 - Designer Selection
- Guardhouse @ Anderson
 - Estimated Completion Summer 2019
- Anderson & Thompson Generators
 - Construction Contracts
- Sciences Building
 - Estimated Completion Winter 2019

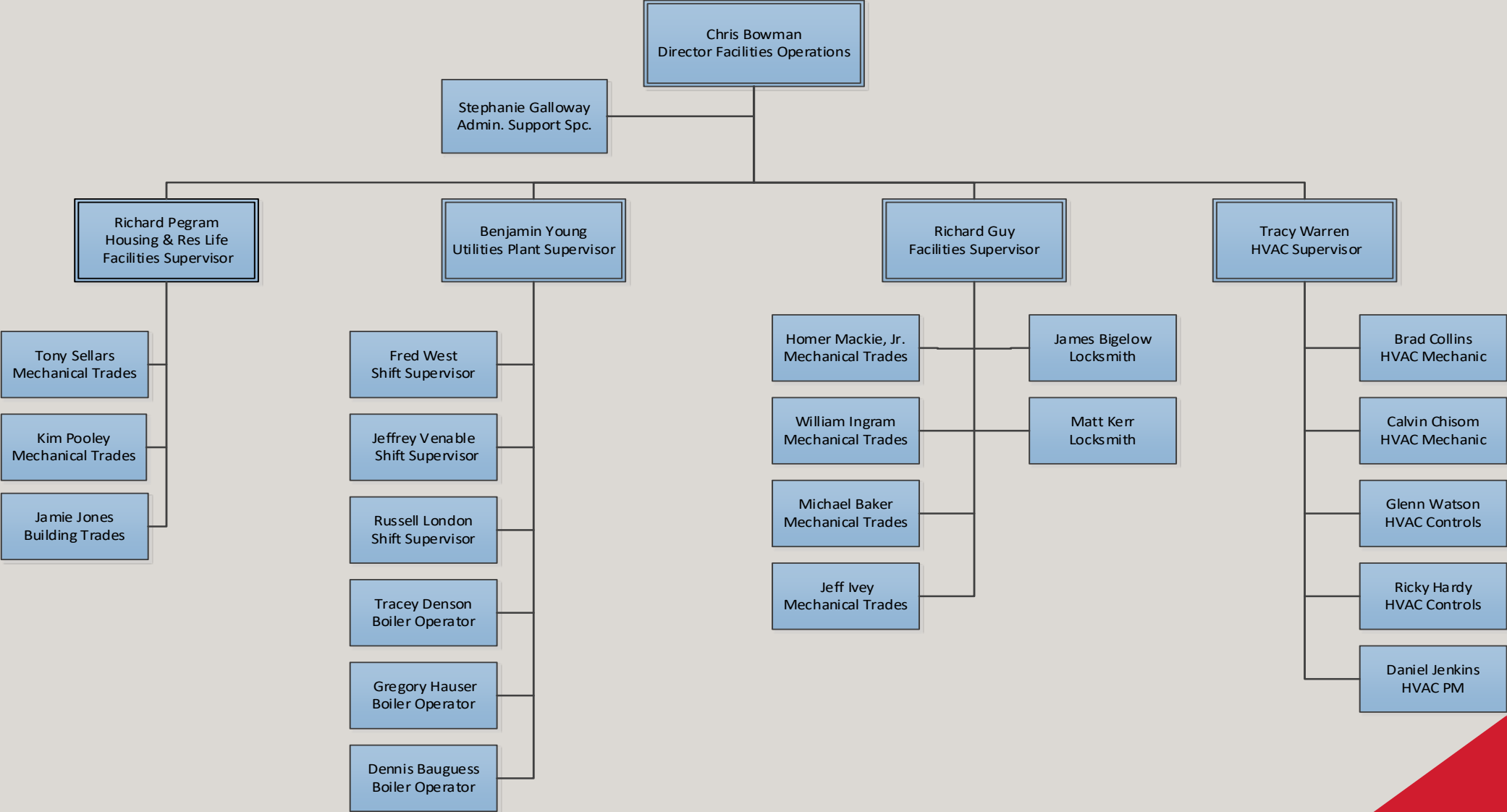


Questions on DESIGN & CONSTRUCTION?

Next Presenter – Christopher Bowman

Facilities Operations & Maintenance

Facilities Operations and Maintenance Organization Chart



Facilities Operations & Maintenance

- We strive to provide excellent customer service to our campus community as a whole.
- Our goals include constantly seeking ways to improve and maintain the effective use of our buildings.
- We serve the students, faculty and staff of Winston-Salem State University by providing mechanical, electrical, carpentry and Locksmithing services for all of the campus buildings.
- Our maintenance technicians utilize the Mainsaver work order system to complete their assigned duties.
- We depend on the Building Coordinators to enter work requests via Mainsaver to ensure that building deficiencies are corrected in a timely manner.

Call the Physical Plant at 750-8009 for assistance.

Questions on Facilities Operations & Maintenance?

Next Presenter – George Morales

Building & Environmental Services

Building & Environmental Services - Recycling

What's New?

- Schedule for each building. No longer a secret!
 - Now you know when they will be there.
 - Call 750-xxxx to schedule special pickups
- Mandatory Cross-training in all areas
 - This way if someone is out we can have back up so you don't get backed up.
- What does the Schedule look like?
Let's take a look!



Recycling Schedule

Monday				
	Building	DATE AND TIME	Building	DATE AND TIME
SUPERVISOR SIGNATURE:	Anderson/ Including Modular			
	FL Atkins and Modular		Lowery/1600	
EMPLOYEE NAME:			Lowery/1602-1604	
	Hall Patterson			
Week Ending:	Library/ Diggs		Thompson Center/DJR	
Tuesday				
	Blair		Police Station	
	Computer Science		WB Atkinsons	
	Eller		RJR	
	Hill Hall			
Wednesday				
	Anderson		Thompson Center/DJR	
	Carolina - Mr. Kennedy		AH Ray	
	Coltrane - Mr. Kennedy		Modular by Reynold Park Rd.	
	Eller			
	Library/ Diggs			
Thursday				
	Blair		WB Atkinson	
	Computer Science		RJR	
	Hill Hall		Police Station	
	Lowery			
Friday				
	Alumni		Library	
	Carolina - Mr. Kennedy		Thompson Center/DJR	
	Hall Patterson and Radio Station		Field House	
	Fine Arts		SA Atkins - (AKA Passport)	
	Anderson			

Questions on Building & Environmental Services?

Next Presenter – David Spencer

Customer Service & Business Operations

Customer Service & Business Operations

- Customer Service
 - We have visited 20 buildings between October, 2018 and January, 2019
 - Conducted Walk-throughs with Building Coordinators
 - Documented issues and concerns
 - Entered Work Requests into Mainsaver
- Mainsaver
 - Backlog report over past 90 days indicates significant improvements in completed work orders
 - Monitoring Cost Reports and capturing all charges for Non-General Fund expenditures that are reimbursable from Auxiliaries, Housing and Athletics
 - Completed updating and Training for MainSaver 9

Customer Service & Business Operations

- Business Operations
 - Keeping a tight reign on spending due to continuing budget restrictions
 - Made a strategic purchase of 50,000 gallons of Fuel for Steam Plant, at a \$16,000 savings
 - Replacing Uniforms for Facilities Operations, BES and Business Operations technical staff
- Inventory
 - Monitoring Supplies and Equipment to make sure we have enough to get through the fiscal year
 - Reposting a position for an Inventory Clerk, hoping to fill by March

Questions on Customer Service & Business Operations?

Next Presenter – Debra Gunter

Payroll Services

PAYROLL SERVICES



Exempt Tax Withholding Status

If you claimed “**exempt**” from withholding tax on your W-4 and/or NC-4 for 2018 and want to renew your exemption claim for calendar year 2019, you must update your *W-4 and/or NC-4 Tax Information*. **Filing exempt means no tax is withheld from your paycheck.**

- New withholding forms **must** be submitted by **January 31, 2019**.
- **This means that the bi-weekly February 15th and month end February 28th paycheck will be the first to be effected, if no change is made. Tax refunds will not be issued, if the January 31, deadline to update status is missed.**

To qualify for “exempt” status, you must:

- 1) Have had no tax liability for the previous year (2018), *and*
- 2) Expect to have no tax liability for the current year (2019)

If you miss the deadline, forms can still be submitted to be effective for future paychecks .

Earned Income Tax Credit Notice

- The federal EITC is a refundable federal income tax credit for low-income working individuals and families. For 2018, the EIC can be as much as \$3,461 if you have one qualifying child; \$5,716 if you have two qualifying children; \$6,431 if you have three or more qualifying children; and \$519 if you have no qualifying children.
- To figure out if you are eligible, see Pub. 596 or visit [IRS.gov/EITC](https://www.irs.gov/EITC). *Contact your tax preparer with any questions or concerns.*

W-2 Form Electronic Consent Notice

Benefits of the electronic Form W-2 Wage and Tax Statement

- Earlier access to the Form W-2 than paper copies.
- No possibility for a lost, stolen, delayed or misplaced Form W-2.
- The Form W-2 is accessed via Banner Rams Self-Service securely using the employee's WSSU credentials.
- Access from any internet connection.
- Employee has the option to print multiple copies at their convenience.
- Once consent is given, it remains in force. No annual renewal is required
- Prior year Form W2's will remain online for future use

To Consent, View and Print your W-2 form electronically:

- Log in to Banner Rams Online Self-Service.
- Enter Secure Area
- Enter user ID and Pin
- Select *Employee* from the Main Menu listing.
- Select *Tax Forms* from the Employee listing.
- To Consent to electronic W2, Select *W2 Consent*
- Make selection by checking choice and submit
- To View and Print
- Select *W2 Year-End Earnings Statement*
- Select *Tax Year-2018...Display*
- Select *Printable W2* at bottom of the page

RECAP: LATE TIMESHEETS...

WHAT IS THE CAUSE? WHAT CAN WE DO BETTER?

Payroll Key Performance Indicator (KPI) “RED” indicates overage/out of compliance.

					Fiscal Year 2019					
new	Metric (note: all fields are calculated)	Owner	Col. Fre	Rpt. Fre	JUL	AUG	SEPT	OCT	NOV	DEC
M01	% of Adjustments processed on an off-cycle run ¹	SSC	BW,MN	Monthly	0.08%	0.14%	0.12%	0.21%	0.59%	0.30%
M02	% Direct deposit - biweekly	SSC	BW	Monthly	99.33%	92.75%	89.09%	87.85%	94.44%	96.69%
M03-2	% Paper timesheets processed	Campus	BW	Monthly	3.15%	4.47%	5.01%	2.06%	4.16%	4.95%
M03-3	% Eligible timesheets started but not submitted	Campus	BW	Monthly	0.00%	0.00%	0.72%	0.12%	0.00%	0.11%

Questions on Payroll Services?

Next Presenter – LaToya Wiley

Budget Office

Budget Office

General Comments

Questions on Budget Office?

Next Presenter – Barbera Waller

Contracts & Grants

Contracts & Grants

Update on Federal Shutdown

Financial Managers Administrative Staff Forum

Q&A