

Finance & Administration Forum/Discussion

November 14, 2018

10:00am

Finance & Administration Forum/Discussion

AGENDA

- **Budget Update**
- **Payroll Services Reminders**
- **Financial Services**
- **Facilities Update**

Finance & Administration Forum/Discussion

Budget Office Staff

Donna Morris – Budget Analyst
Amber Thompkins – Budget Analyst
LaToya Wiley - Director

**Jacqueline Jenkins – Systems Accountant – Finance & Administration Business
Process Liaison (located in the Budget Office)**

Finance & Administration Forum/Discussion



WSSU

Finance and Administration • 103 Blair Hall • Winston-Salem, North Carolina • 27110

The Board of Governors of the UNC System approved the final budget adjustments related to enrollment allocations during their meeting this week. As a result, we will begin allocating departmental operating budgets for the remainder of the fiscal year. Our goal is to have the allocations completed no later than February 1, 2019.

As always, please contact the Budget Office for immediate programming/funding requirements. We appreciate your patience as we work to support the needs of our students, faculty and staff.

We remain committed to providing exemplary customer service, so please don't hesitate to email us at budget@wssu.edu.

Respectfully,

LaToya Wiley
Director, Budget & Analysis

FY 2019-20 TUITION & FEE PROPOSALS - RECAP

	2018-19	Proposed	%	Revenue	2019-20
Tuition Category	Tuition	Increase	Change	Generated	Rate
Undergraduate Resident	\$3,401	\$0.00	0.0%	\$0	\$3,401
Undergraduate Nonresident	13,648	\$0.00	0.0%	\$0	13,648
Graduate Resident	3,872	\$0.00	0.0%	\$0	3,872
Graduate Nonresident	13,987	\$0.00	0.0%	\$0	13,987
General Fees and Debt Service	2018-19 Fees	Proposed Increase	% Change	2019-20 Fees	
Athletics	\$745.00	\$35.00	4.7%	\$780.00	
Health Services	267.00	0.00	0.0%	267.00	
Student Activities	530.70	15.00	2.8%	545.70	
Educational & Technology	416.46	0.00	0.0%	416.46	
Campus Security	30.00	0.00	0.0%	30.00	
Subtotal - General Fees	1,989.16	50.00	2.5%	2,039.16	
Debt Service *	423.00	0.00	0.0%	423.00	
ASG Fee	1.00	0.00	0.0%	1.00	
Total Proposed UG Fees	\$2,413.16	\$50.00	2.1%	\$2,463.16	
Proposed UG Resident Tuition & Fees					\$5,864.16

Master of Healthcare Administration FY 2019-2020	
Category	Annual Increase
Graduate Resident	\$1,000
Graduate Non-Resident	\$2,000

- Meal Plans – 3% Increase request
- No Increase on Tuition, Housing rates or other fees

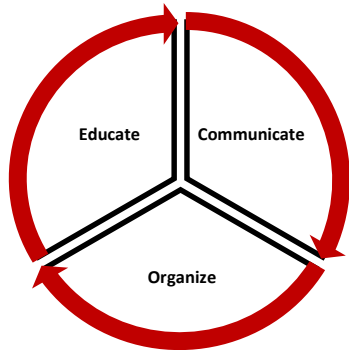
Finance & Administration Forum/Discussion

Budget Office Initiative

ECOsystem – A system designed to explain how the budget office supports faculty, staff, and students in making informed decisions on the utilization of financial resources.

The **ECO**system is a customer service system focused on providing support to the WSSU community by improving responsiveness through education, communication and organization.

Goals:



Education – Educate stakeholders on budget policies, improve access to budget resources, provide regularly scheduled training courses

Communication – Establish a communication policy for the office that provides customer feedback within 48 hours. Communicate updates to campus community via Budget Office webpage.

Organization – Organize processes and procedures to make them more efficient and effective. Implement automated processes to decrease processing times.

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Payroll Services

Reminders

November 14, 2018

Go paperless: Sign up to get your W-2 tax form electronically

Tax time is soon approaching. If you have not signed up for an electronic copy of your W-2 form, please do so at this time. Employees are encouraged to go paperless by providing consent to receive their 2018 IRS W-2 form electronically through Banner Rams Self Service.

WSSU is required by IRS regulations to mail employees a paper W-2 form, unless they consent to receive their W-2 form in an electronic-only format.

Check your address! Make updates in Human Resources.

Receiving an electronic W-2 form is:

- **Safer.** Reduces the risk of identity theft associated with mailed W-2 forms, which includes the employee's name, address and social security number.
- **Faster. Electronic W-2 forms will be available before mailed forms.** Employees will be notified by email announcement when their W-2 is available to view and print. Those that do not make the election will have W-2 forms mailed on January 31, 2019.
- **Greener.** If electronic consent is provided, a paper 2018 W-2 form *will not* be mailed.

How to sign up to receive your W-2 form electronically

To provide consent to receive an electronic-only W-2 form and to stop receiving a paper W-2 form in the mail, please check the "consent" to electronic W-2 box.

1. Log in to Banner Rams Self-Service.
2. Select Employee from the Main Menu listing.
3. Select Tax Forms from the Employee listing.
4. Select Electronic W-2 Consent, the Electronic Regulatory Consent webpage displays.
5. Select the check box beside "Consent to receive W-2 electronically."
6. Select Submit button.

TIMESHEET TRAINING IS AVAILABLE

Bi-weekly Supervisors.... continue to monitor employee timesheet submission to reduce the amount of late timesheets.

Contact: Sharon Cherry for individual or departmental training.

cherrys@wssu.edu , 750-2722

Purchasing Services

November 14, 2018

JAGGER (formally SciQuest)

- **Total Contract Manager (TCM)**

Benefits:

- Single point
- Get real-time updates
- Single central repository

- **Accounts Payable Director (AP Director)**

Benefits:

- Improve customer service
- No more paper
- Improve relationships with vendors
- Take advantage of supplier discounts
- Improve payment cycles

Do Not Use P-Card for Personal Service Contracts

- All transactions requiring a signed agreement/contract by the Vendor and University cannot be paid using the P-Card even if the transaction is under the \$2,500 single transaction limit. (Examples: contractual services, speaker/artist engagements, DJ/host, etc.)
- The agreement/contract **must** be approved and signed off by the appropriate personnel prior to the service being rendered and payment made.



WINSTON-SALEM
STATE UNIVERSITY



Save-the-Date
Thursday, March 07, 2019

Purpose:

- WSSU has not had a Purchasing vendor fair in over 10 years.
- WSSU rich heritage and legacy: Community, Education and Resources
- Campus: Collaboration, Support, Participation and Networking
 - **Theme: Creating Connections Through Relationships**

Benefits:

- Meet vendors currently doing business with WSSU
- Assess the marketplace
- Strengthen supplier relationships
- Free to WSSU's employees
- Registration Fee: Only \$25 for vendors

Registration Link:

eventbrite.com/e/wssu-2019-minority-vendor-expo-registration-51297526282

WINSTON-SALEM STATE UNIVERSITY

November 14, 2018

TRAVEL

Travel Card (T-Card)

- Permanent Employees
- Business Travel Expenses – Airfare, Hotel, Registration, Rental Car, Student Meals
- Preapproval required prior to charging expenses
- Managers/Supervisors providing names of employees – wssuttravel@wssu.edu
- Training by Department
- Campus Announcements

Cytric (Travel Agency)

- Online booking tool
- Air, Hotel and Rental Car
- Service Fee - \$9
- T-Card (Pre Approval Required)
- Link provided on website

Chrome River

- Electronic Travel & Expense Application
- Access via computer, tablet and mobile device
- Electronic Approvals
- Paperless
- Tracking
- Budget Checking
- Reconcile T-Card Transactions

Facilities Management

Update
for

Financial Managers
Administrative Staff Forum

November 14, 2018



WINSTON-SALEM STATE UNIVERSITY

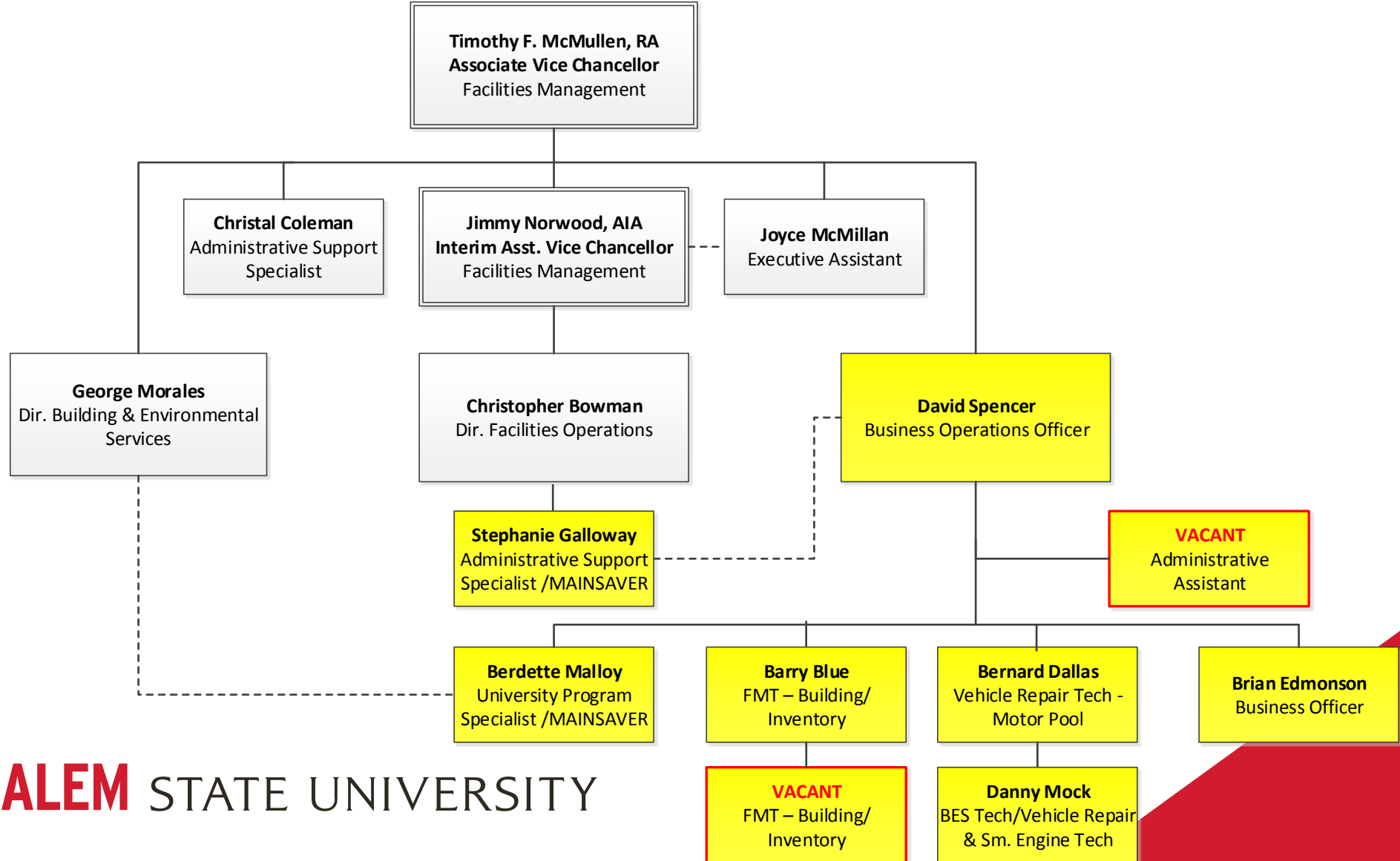
WSSU

Reorganization & Expansion

Winston Salem State University Facilities Management

Organization Chart w/ Customer Service Operations

September 10, 2018



Customer Service Group

- The customer service group was created to increase response by Facilities Management to Work Requests and Work Orders.
- Services include managing the Mainsaver Data Base
- Tracking Work Order flow from creation to close out with regular reporting
- Providing improved contact with our customers.
- Working with Building Coordinators to improve communication
- Meet regularly with the coordinators to discuss processes, encourage use of the system and in.

Work Order System

- All requests should flow via the Work Request/Order system
- This is the quickest way to get issues resolved
- You can go on the WSSU Web Site and access the system by typing Work Request into the Search menu.
- If you have problems contact Davis Spencer at: spencerda@wssu.edu
- Or (336) 750-2857

QUESTIONS

