New Time-Keeping Excel Spreadsheet

Mark Angel, Associate Controller, Accounting Operations and Disbursements, advised that effective January 1, 2016, a new Excel workbook will take the place of the “Student and Wage Employee Timesheet” currently in use. The new Excel workbook is designed to calculate regular and overtime hours automatically, and contains worksheets for each month of the calendar year. More information will be sent out in late November or early December regarding this new timekeeping tool.

Contracts / Agreements / Service Acknowledgments

Representatives from Procurement discussed authorization to sign contracts on behalf of the University. JMU Policy 4100 establishes those who are authorized to sign contracts to enter the university into official commitments, financial or otherwise. (https://www.jmu.edu/JMUpolicy/policies/4100.shtml)

In some cases a “Services Acknowledgment” form will be acceptable. This applies only when (1) vendor is not submitting their own contract for JMU signature for services, (2) the dollar amount is less than $5,000, (3) all that is needed is a description of the details and cost of the service, and (4) the only signature obtained is that of the vendor. This, along with other forms, is available on the Procurement Services web page (http://www.jmu.edu/procurement/forms.shtml).

Any contracts/agreements with dollar amounts over $5,000, Skilled Services Contracts for any dollar amount and vendor’s contracts of any dollar amount must be reviewed and signed by Procurement Services before commencement of work.

Payments to Individuals for Services

To ensure timely payment to individuals for services performed and according to their contract/agreement, a completed Accounting Voucher and all pertinent documentation must be sent to Accounts Payable or Grants Accounting, if applicable. The documentation must be in Accounts Payable a minimum of 10 working days in advance of when the check is needed. (http://www.jmu.edu/financemanual/procedures/4205.shtml#.340ServicesProvidedbyIndividualsNotEmployedbyJamesMadisonUniversity)

Transferring Funds between JMU Departments

There are three different methods for transferring funds between JMU departments:

- State to State or Local to Local – Use an Agency Transaction Voucher (ATV)
- Local to State – Use Funds Transfer Request Forms
- State to Local – Use an Accounting Voucher and Deposit Transmittal Form for Electronic Payments.

Please review the PDF of the Finance Forum presentation (click link at the top right of this page) for more details on these transfer processes. This topic will also be covered in greater detail in the Finance Forms Training session on October 21. Additionally, feel free to contact the Office of Cash & Investments if you have a question about transferring funds.
Payments to Students – Through Higher One

All payments to students – refunds and reimbursements – are processed through Higher One. (Exception—typically, Continuing Education students are not entered into the Higher One system.) Each student initially receives a Higher One card at their home address. They are instructed to log into Higher One to set up their payment preference: (1) transfer to an outside bank account, (2) payment by paper check, or (3) opening a OneAccount. The student may also update his/her mailing address with Higher One. If a student receives a payment from JMU and has not selected a payment preference, then, after a 20-day delay during which Higher One attempts to contact them, their payment is sent by paper check to the last address Higher One has on file.

If you process an Accounting Voucher for a travel reimbursement or other type of payment to a student, please communicate with the student to be sure he/she knows that the payment will be sent to Higher One, and that the student should be sure to set up their payment preference if they have not already done so. If a student does not know how to access their Higher One account, they may send an email from their @dukes account to ubo@jmu.edu to obtain assistance, or they can go in person to the University Business Office.

Travel – Wells Fargo Prepaid Card Solutions Card

Wells Fargo Prepaid Cards for travel per diems must be picked up by the cardholder no later than 2:00 pm, one business day prior to travel. No Exceptions. Departments are responsible for following up on completed travel, and if a student who has picked up a card does not travel, the department must recover the funds from the traveler and deposit them into the departmental budget. The following sections of the Financial Procedures Manual address the per diem cards:

http://www.jmu.edu/financemanual/procedures/4215.shtml#PaymentbyWellsFargoPrepaidCardSolutionsCard

http://www.jmu.edu/financemanual/procedures/4215.shtml#WellsFargoPrepaidCardSolutionsCardFundingRequest

Participant Payments – IRB Approved Research:

M-Turk

Faculty/staff electing to conduct IRB Approved Research surveys utilizing Amazon’s Mechanical Turk product for payment to survey participants may request advance funding for their M-Turk account by submitting an Accounting Voucher to which they have attached the JMU Amazon Mechanical Turk Advance Funding Request. (See: http://www.jmu.edu/financemanual/procedures/4205.shtml#.394IRBApprovedResearchSubjects). The advance amount is limited to the value of one survey or $1,000 whichever is less. M-Turk Daily Requestor Activity Reports are due to the Office of Cash and Investments (MSC 5711) within 30 days of exhaustion of funding or closing of the survey, whichever occurs first.

Cash or Payment Card

Additionally, Section 4205.394 regarding payments to IRB Approved Research subjects has been updated directing that the Cash or Payment Card Sign-Out Sheet/Inventory Log for participant payments is to be submitted to the Office of Cash and Investments.
**Equipment Loan Agreement**

The Equipment Loan Agreement is used to document equipment and/or material lending by JMU Departments to students, employees, and members of the community for JMU mission-related purposes such as education and research support. There are three separate loan agreement forms: Community, Employee, and Student. The Community Equipment Loan Agreement is the only one of the three that requires a Social Security Number, which is sensitive data. The lending department maintains the original until the borrower has returned the items loaned in satisfactory condition and/or reimbursed the department for replacement costs if the property is lost, damaged, destroyed or stolen. These agreements are to be maintained in hardcopy format only, with access limited to need-to-know only, and destroyed once liability is satisfied. **No electronic storage.** Departments must continue to comply with all IT Policies and Sensitive Data requirements.

Employee Equipment Loan Agreement is not intended for “regular” equipment use such as laptop / iPad use.

**W-9 Reminders**

The only W-9 form that can be accepted is the Commonwealth of Virginia Substitute W-9 Form, which is available in the Forms Index in the Financial Procedures Manual. This is a Commonwealth of Virginia requirement.

The W-9 is to be filled out by the Vendor, and the contact information on the W-9 is for the Vendor, not the department or departmental contact. W-9s with a dark background are not acceptable – they will not scan legibly.