FINANCE FORUM NOTES
April 19 and April 20, 2016

STUDENT EMPLOYEES – ELECTRONIC I-9 PROCESS

Amber Weaver-Shifflett from the office of Student Employment discussed the required Electronic I-9 Form for student employees. An instructional video is available at the following link: https://www.powtoon.com/online-presentation/byJeGY0cpFL/electronic-i9/?mode=movie#. It is recommended that a staff member sit with the student while he or she is completing the I-9 to be sure it is completed correctly. Students who are already scheduled to begin employment in August should go ahead and complete the form now. Questions regarding the student employment process should be directed to the staff of the Student Employment office, listed at this link: http://www.jmu.edu/stuemploy/contacts.shtml.

IT TRAINING CLASSES

IT Training’s newest eLearning will take employees ~5 minutes to complete and will provide them with a printed list of which classes they should take based on the job they will be performing. The IT Training home page is located at https://www.jmu.edu/computing/ittraining/, on which there is a link to the “Which Classes Should I Take?” tool.

YEAR-END SCHEDULE

The Year-End Memo detailing dates and deadlines for fiscal year-end activities is available on the Finance Office web page under “News and Announcements” at this link: http://www.jmu.edu/financeoffice/memos/fy16_yearendmemo.pdf. The memo was also sent out via Finance Forum ListServ email. Please review this memo and ensure that your department meets its applicable deadlines.

DEPARTMENT INVOICING

Remember that approval must be received from John Knight, AVP for Finance, before funds may be collected. Departments utilizing invoices must use the JMU Invoice form available in the Forms Index of the Financial Procedures Manual. If your department is just beginning to use invoices, contact Sara Price in the University Business Office to be assigned an Invoice Number series. When the invoice is prepared, send the original to the entity being billed. Send a copy of the invoice along with the original and one copy of a Deposit Transmittal Form to the University Business Office. When payment is received, UBO will receipt the DTF, send the original to Financial Reporting to be posted, and send a copy to you for your records.

If a department has a business need to use an alternate invoicing system, an exception request must be submitted to Cash and Investments for approval by John Knight, Assistant Vice President for Finance. The alternate form may be used only after receiving approval from John Knight.
**ANNOUNCEMENTS AND REMINDERS**

- **New Account Code for Promotional Items**
  The account code for Promotional Supplies (limit of $6.00 per item on average) is 137810 and is available for use immediately. This account code will be required beginning July 1. (For additional information on promotional merchandise, please refer to Financial Procedures Manual Section 4205.321, Item 10. [http://www.jmu.edu/financemanual/procedures/4205.shtml#.321ExamplesofImproperPublicFundsExpenditures](http://www.jmu.edu/financemanual/procedures/4205.shtml#.321ExamplesofImproperPublicFundsExpenditures)).

- **ATV Reminders**
  When preparing an ATV that affects another department, you are required to send a copy of the ATV to that affected department. You can determine the Fiscal Contact for a department by accessing the Signature Authority by Department (a searchable document) and searching for the Dept. ID. [http://www.jmu.edu/financeoffice/signature.shtml](http://www.jmu.edu/financeoffice/signature.shtml).

- **Table Sponsorships/Sponsorships**
  These are not acceptable uses of state funds.

- **W-9 Reminders**
  Only the COVA W-9 (available in the Forms Index of the Financial Procedures Manual) is acceptable. 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. A sample form with helpful tips is available on the Accounting Technology “User Tips and Alerts” web page at [http://www.jmu.edu/financeoffice/accounting-operations-disbursements/accounting-technology/user-tips-alerts.shtml](http://www.jmu.edu/financeoffice/accounting-operations-disbursements/accounting-technology/user-tips-alerts.shtml).

- **Funds Transfer Request Forms**
  Forms must have the approving signature of someone other than the preparer of the form. (Both debits and credits) Also, please be sure to use the most current versions of the Funds Transfer Request Forms available in the Forms Index.

- **Toner Scams**
  The Procurement office has noted an increase in the number of toner scam attempts. Please alert your staff members to beware of any calls or emails related to copiers and toner.

**UBO DEPOSIT PICK-UP SERVICE**

- To schedule a pick-up, send an email to ubo-sign@jmu.edu. Be sure to cc others in your department on this email so they will be aware that the courier will be stopping by.

- Send the email by 8:00 am the morning the pick-up is needed.

- Pick-ups are generally made between 8:30 and 10:30. Someone needs to be in your office at this time to give the UBO courier your locked bag.

- Pick-ups cannot be scheduled for a specific time.
If no one is in your office when the courier arrives, someone from your office needs to make arrangements to bring that deposit to UBO before 5:00 pm that day. If the deposit contains cash of $1,000 or more, you must call for a Public Safety escort to accompany you to the University Business Office.

Do not leave deposits on a desk in an unlocked office for the UBO courier to pick up.

For more information on UBO deposit pick-up service and to obtain lockable deposit bags, contact Sara Price at 8.1606 or price2sm@jmu.edu.

**Tier 2.5 Authority for James Madison University**

James Madison University and George Mason University are the only two state universities that will be in the 5-year pilot program for Tier 2.5 Authority. This authority, delegated by the Commonwealth of Virginia, will allow JMU expanded financial autonomy, and will become effective July 1, 2016. Details will be forthcoming on how this will affect, for example, JMU’s travel policies and procedures.

**Finance Training / Finance Forum Late Arrival-Early Departure Policy**

Participants with conflicts for Finance Forum or training sessions should explore alternative options. Finance Forum sessions are offered twice each time and summary notes are posted on the Finance Forum webpage following the second session. Customized sessions are available upon request.

It is recommended if you will be more than 15 minutes late in arriving for a Finance training or you do not plan to stay for the duration of the training, you cancel and re-schedule for the next available session.

Attendance will be marked complete for workshops when no more than 15 minutes is missed.