It’s 2012 & All’s Well

Business Office Spring Workshop
May 1, 2012
JUNE DEADLINES

June 1: Last day to submit technology requests to CaTS

June 8: Last day to request PO for 2012 budget

June 15: PO status due to Linda Granko

June 29: All outstanding 2011/2012 POs will be closed

*Requests received after June 8 will be reviewed on a case by case basis by Jeanne, Mary or Sue.*
JULY DEADLINES

July 13  Final invoices, expense reports to be included in 2011/2012 FY due to Accounts Payable

July 20  Final comments on review of financial transactions available online via GaelXpress for items belonging in 2011/2012 fiscal year due to Jeanne DeMatteo

July 20  Endorsed requests for carryover of any unused Budget Enhancement funds and unused budget allocations due to Jeanne DeMatteo

For further details regarding Fiscal Year End Close Process, please see Controller’s 2011/2012 Year End Memo on the Business Office website https://smcnet.stmarys-ca.edu/college_services/business_office/
TIMESHEETS

- Include all days in pay period, including weekends.
- Use key column to list type of hours off.
- Do not record your regular hours worked if you did not work them because you were off on leave.
  - For example: for Vacation, indicate hours off and “V” in the key column.
- Jury Duty: Remember to submit verification of service with timesheet, not the summons.
- A sample timesheet is posted on SMC Payroll website.
All payroll items (timesheets, contracts, stipends) submitted in time for the June 30th payroll will be posted FYE 2012.

All payroll items submitted after June 30th payroll has been processed will be posted July 15th to FYE 2013.

If items paid in July 15th payroll need to be charged to FYE 2012, you must indicate this on the pay item.
STUDENT EMPLOYMENT

Graduating Seniors
Ineligible to work as student employee after graduation.

All student employees without direct deposit should give Payroll a self addressed envelope to have final check mailed to home address.

Graduate Students
Salary scale begins at $10/hour (Max. $12/hour).
Salary increases are requested through HR office.
May be FWS eligible. Check with Financial Aid.
Please inform Payroll Office if hiring a graduate student.
FEDERAL WORK STUDY
(FWS)

Contracts expire June 30, new contracts must be signed for new fiscal year beginning July 1 for new and returning student employees.

Department is reimbursed 75% of wages paid. (Limited to each student’s awarded amount.)

Students are limited to ONE work study position only and may not work more than 15 hours per week for that FWS position.

To claim FWS for a student, departments need to:

1) Collect the FWS Employment Contract from the student;
2) Complete the Hiring Office section (at the bottom);
3) Submit contract to Payroll Office before student’s first timesheet.
Please Note: Since all student wage budgets are consolidated into regular student wage accounts (6244), transfers to FWS account (6246) will only be made upon submission of a Work Study Employment Contract to the Payroll Office. This will need to be done for each FWS student worker you employ for the 2012/2013 year.

Due to reductions in the College’s FWS allowance:
• Be sure to budget and monitor each FWS student’s award accordingly for the academic year.
• Award increases are not guaranteed.
• FWS earnings during July and August summer months do count towards their 2012/2013 award.
SUMMER HOUSING

- Inform Payroll if Department is paying the cost of housing. ($325 per month)
  - Must work minimum of 30 hours per week.
  - Students are taxed on housing cost paid by department.
  - Student Employee Exemption Form, if eligible, needs to be completed by Department and submitted to Payroll by May 20, 2012.
  - Must be an enrolled student at SMC.
The new fiscal year is now open in Colleague to enable authorization of requisitions for the new 2012/2013 FY.
Non salary expense accounts have been loaded in the new budget year, for most departments, using the value of the original budget from 2011/12. You can transfer funds from one account to another at any time by emailing Sue Hooks; transfers can be made permanently by indicating so on your email. Please be sure that transfers are in even dollars in $10 increments.

For departments that collect lab fees from students:
- please remember that amounts related to course fees collected should be paid out of account 6452;
- this budget is directly tied to those fees collected;
- this account is revised in early Spring to tie to those funds collected from students;
- please remind faculty to review the fees collected for their courses to ensure they are sufficient and not excessive for those expenses that need to be supplemented with student funds.

My Budget via GaelXpress has the capability to display all open years. You are able to view both 2011/12 and 2012/13 data from now through August 2012.
ACCOUNTS PAYABLE

- Mark items appropriately charged to 2013 clearly, notating 7/01/12 or 12/13 FY. Final determination rests with the Business Office.
- The fiscal year default is the year in which goods/services are received.
- Membership/Subscription Renewals
  - Paid once each Fiscal year.
- All Payable items for FY 11/12 expenses are due in the Business Office no later than July 15th.
- FY 11/12 PO’s are closed June 29th unless: Goods are received and an invoice is pending, the PO is part of a carryover request, or items will be received in July (becoming a 2013 expense).
- **PO status information is due to Linda Granko by June 15th.**
UPDATE TO PAYMENT FOR SERVICES POLICY

- Effective July 1st, gift cards or certificates are prohibited from being given as a token of appreciation to individuals providing an expertise to the College gratuitously. Tangible items such as SMC memorabilia or a gift basket, etc., may be given within budgetary restrictions but not to exceed a value of $100.

- The Gift Giving & Prizes Reporting Form is to be completed for these items and submitted with requests for reimbursement or with the P-card reconciliation statement.

- Contracts are to be prepared for any individual providing a service to the College, regardless if there is no expectation of payment.
Gift Giving & Prizes Reporting Form

Must be completed and attached to reimbursement requests or P Card statements for:

**SMC Employees**: Gifts, Prizes, and Cash Awards (regardless of amount) and Tangible Personal Property (ex: ipods, watches, books) in excess of $100. The Payroll Office will report this as a taxable fringe benefit on the recipient’s W-2 by the value reported.

**Student Prize Winners**: All gift cards/certificates (regardless of amount) and tangible goods with a value in excess of $100. **NOTE**: Cash awards must be submitted on a Check Request. Prizes are considered taxable, and may be reported on Form 1099.

**Non-SMC Employee Recipients**: Gifts or gift certificates may not exceed a $50 value. See SMCNet Business Office “Payment for Outside Services” for details.

Prize____  Gift____
Recipient’s SMC ID # ___________________ Non SMC Employee____
Recipient’s Name ____________________________
Cash Equivalent $ ____________ Tangible Property $ ____________

Prize____  Gift____
Recipient’s SMC ID # ___________________ Non SMC Employee____
Recipient’s Name ____________________________
Cash Equivalent $ ____________ Tangible Property $ ____________

Prize____  Gift____
Recipient’s SMC ID # ___________________ Non SMC Employee____
Recipient’s Name ____________________________
Cash Equivalent $ ____________ Tangible Property $ ____________

Prize____  Gift____
Recipient’s SMC ID # ___________________ Non SMC Employee____
Recipient’s Name ____________________________
Cash Equivalent $ ____________ Tangible Property $ ____________
In accordance with the updated Travel Policy, introduced at the Fall Workshop, a Mileage Reimbursement Form has been created and is posted to the Travel Policy site at: http://www.stmarys-ca.edu/node/9182

The form is in fill-in format with calculated fields, lending itself well when an employee uses their personal vehicle for multiples trips. It also allows for deduction of normal commute miles when appropriate.

The completed mileage form is to be attached to the back of the Expense Report Form.
### MILEAGE REIMBURSEMENT FORM
FOR TRAVEL BY PERSONAL AUTOMOBILE ON COLLEGE BUSINESS

~~Attach to back of Expense Report Form~~

Mandatory Fields: Date, Business Purpose, From, To, Return To, Total Mileage. Deduct commute when appropriate**

**If the "From" or "Return To" location is your home on a day you would normally commute to/from your College work location.**

- Example: Normal commute one way is 30 miles from home to the College
- You travel from home to San Francisco for a business meeting, then to the College
- Reflect the total number of miles incurred and enter 30 miles in the Deduct commute column

See the College Travel Policy: Use of Personal Automobile/Mileage for more details regarding eligibility for mileage reimbursement

<table>
<thead>
<tr>
<th>Date</th>
<th>Business Purpose</th>
<th>From</th>
<th>To</th>
<th>Return To</th>
<th>Total Mileage</th>
<th>Deduct Commute (See above)</th>
<th>Reimburse Business Miles</th>
<th>Bridge Toll</th>
<th>Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Feb-12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| Total Miles | $0.00 | $0.00 | $0.00 |

TOTAL: $0.00
PURCHASING

Office Depot

June 22  Last day to place desktop order for office supplies for 2011/12 FY. All orders placed after June 22 will be a 2012/13 expense.

Beginning July 1 Office Depot will implement a MOV (minimum order value) of $25.00 per order.
Purchasing

P Cards and Purchase Orders – June 8

Last day to order goods to be shipped. All transactions for shipped goods which post after June 8 will be coded to the new 12/13 FY; unless you state in the comments that the items have been received.

Please note the dates for any travel or conference related expenses.

P Card Reminders:

- Sign off on posted transactions deadline is second business day of month.
- Statements available third business day and due on fifth business day.
- Updated FAQ
- Information regarding how to request a P card as well as program details and information is available on SMCNet Purchasing website.
Business Office Workshop
Spring 2012

Jeanne DeMatteo, Controller x4123
Sue Hooks, Assistant Controller/Budget Officer x4618
Mary Stephens, Accounting Manager x4205
John Hills, Payroll Manager x4211
Linda Granko, Accounts Payable Supervisor x4125
Janie Klein, Purchasing Supervisor x4572