

Classified Connection

Wednesday February 13, 2008

UC Summers Auditorium

8:30-10:00

Announcements: Welcome Lynda Mueller Physics and Kelli Danielski Chemistry. There will be a representative for Washington D.C. internships with a table in the UC today (Feb 13th).

February Spotlight – Laura Burno, Communication Sciences and Disorders and Peggy Lean, Children’s Center

Vonnie Buske, Controller, Financial Services

Financial Services webpage – UWW, Faculty and Staff, Budget and Finance
(<http://www.uww.edu/adminaff/finance.htm>)

Upgrade - FS is in the process of an upgrade that is expected to take 1-2 weeks. They are still processing documents however; no checks will be available until the system is again accessible. If there is an emergency please contact FS as they have a contingency account for true emergencies. Payroll is still being processed.

Imaging Project – All documents received by FS are being imaged. They are blacking out SSN and Credit Card numbers. Eventually, all of these documents will be accessible by departments thru WebNow.

TER – The Travel Expense report has been updated. Please use the online form at all times to ensure you are using the most up to date form. A second page that works as a checklist has been added.

(<http://www.uww.edu/adminaff/travel.htm>). When filling out the TER you only need to include your SSN the first time you use the form, for subsequent trips and reimbursements the field may remain blank. The TER should be the whole report of you trip or tell the whole story of the reimbursement. Please include items that were prepaid. Travel training is being held today (Feb 13) in Hyer hall. New Employees are encouraged to attend travel training. TER is also used for Moving Expenses; please also include the letter with the amount approved.

What Are We Looking For Handout

Quick Orders

Payment on Purchase Orders

Payment on Individuals

TER

Tuition Reimbursement (TER)

Top 10 problems that cause delays in processing documents

1. Copies of Invoices
2. Signature of authorized signor is missing
3. Coding is not valid, missing project code
4. Incomplete documentation
5. Sending more than one original of correction
6. Explanation for expense or revue corrections or transfers
7. Provide supporting information showing the amounts being corrected
8. Use complete names
9. Inaccurate Peachtree billings
10. Call us

The state requires that bills be paid within 30 days or interest must be paid. Please contact FS if you cannot or do not want the bill paid. FS has a vendor dispute letter.

Money collected must be deposited within 7 calendar days of receipt.

Vendor File Cleanup – Vendors need W-9s before FS can pay them. The W-9 form is available under forms on the FS webpage.

Peachtree training is available through the training signup page (<https://my.uww.edu/loginpage.aspx?ReturnUrl=%2fsignup%2findex.aspx>).

Manuals/training handouts are available under accounting systems on the FS webpage.

Retention – Billing, P-Card logs should be kept current year + 6 years. Credit Card slips should be shredded once payment is received.

CBR – Campus Business Representatives – there is a list of CBRs on the FS webpage

Carolyn Wilson, Webmaster, iCIT

Carolyn has been with UWW for 2 years.

Over the past year the new website has been developed with feedback from various members of the campus community.

Homepage – The homepage is intended to be a marketing tool for external audiences; community, prospective students, potential employees. It is a broad overview of what UW-W has to offer.

Audience Pages – There are three sets of Audience pages; Students, Faculty/Staff, Alumni. Each Audience page will continue to include relevant topics such as, News and Events, Announcements, Spotlight. Note for Classified Connection the Employee Quick Reference is still available as a Quick Link on the Faculty/Staff audience page.

The new website will be beta launched on Thursday or Friday of this week (Feb 14 or 15).

<http://beta.uww.edu/> . The beta launch will last 3-4 weeks. The formal launch will be the week of March 10th. There will be a form available for feedback.

The design also incorporates the University's Strategic Goals – Learning, Discovery, Integrity, Diversity, Outreach.

Email, WINs, D2L, Directory, Weather are still available on all pages located in the upper right hand corner of the page.

Four templates are available for departments to update their webpages to form a more cohesive site.