Change in 2005 Mileage Reimbursement Rate

Effective as of October 1, the approved mileage reimbursement rate for use of personal vehicles on Smith-related business increased to 48.5¢ per mile. The expense reimbursement report form, located on the Controller's Office Web site at [http://www.smith.edu/controller/forms.html](http://www.smith.edu/controller/forms.html) was updated to reflect the mileage reimbursement rate change. The previous version of the form for business miles driven between the period of January 1 and September 30, 2005, will also be available for travelers. Please note that the IRS will most likely change the mileage rate as of January 1, 2006. Mileage reimbursement rates for service staff using personal vehicles on campus are covered by the respective union agreements. Contact the Controller's Office with questions.

Bi-Weekly Payroll (Implement July 2006)

The college will move to a bi-weekly (every other week) payroll system effective July 1, 2006, for faculty, administrative staff, and administrative/academic support staff. Union staff will not be transitioning at this time.

A committee representative of the Smith community has been charged with ensuring employees’ ideas and thoughts are incorporated in the planning and implementation, including information gathered from focus groups with faculty and staff held last spring. The Bi-Weekly Payroll Implementation Advisory Committee has the following membership: Judy Marksbury, Director of College Relations (chair); Debbie Cottrell, Associate Dean of the Faculty; Kevin Kerwood, Human Resources Manager, Karl Kowitz, Associate Director of Business Operations, Physical Plant; Trish Rockett, Payroll & Disbursements Manager; Linda Shaughnessy, Administrative Assistant, Music Dept.; Bill Sheehan, Chief Accountant; Frazer Ward, Assistant Professor of Art; and Kathy Zieja, Director of Dining Services.

The advisory committee will be communicating with employees about this change. The committee will be providing a list of Frequently Asked Questions, personal budgeting presentations, and opportunities for employees to ask additional questions and share their thoughts. Members of the committee look forward to working with Smith employees to make the transition to a bi-weekly payroll system as seamless as possible for all.

Web Time Entry (WTE) for Students

A web based electronic time entry system for student payroll was implemented at the start of the fall semester. BannerWeb WTE replaces the manual time sheet or "bubble sheet" process. In a recent student payroll dated November 8th, 1,486 time sheets via WTE were processed resulting in 1,341 students being paid. Thank you for your patience as we continue to improve this process. For more information please visit our web site [http://www.smith.edu/controller/payroll.php](http://www.smith.edu/controller/payroll.php)

Procurement Card

The Business Operations Office of the Physical Plant Department administers this program. That Office, with the assistance of the Controller’s Office, has been planning to implement Banner’s On-line Procurement Card reallocation system for some time now. Unfortunately, we have discovered some technical problems that will postpone implementation until those issues are resolved. Please stay tuned for further information.

Banner Finance Training Enhancements

The Controller's Office offers a one-hour Banner Finance training for Internet Native Banner, Banner Web, and e-Print and now includes information about tracking grants. If you have questions related to grants: How much money do I have left? What's my budget? This training will answer these questions for you. Please contact Sara Fisher, (x2212) or sfisher@smith.edu, to register or if you have any questions.

e-Print is the Only way - No More Paper Reports!

If you have budget/accounting responsibilities for a department, fund or grant you should be getting a monthly email notice that new reports are available on e-Print. If you are not receiving this email notice, please send an email to sfisher@smith.edu. If you can access e-Print, but not a particular department, fund or grant, please send us a completed Finance Fund/Org Security Authorization Form which is available on our website, [www.smith.edu/controller](http://www.smith.edu/controller).

Visit Our Website

Go to [http://www.smith.edu/controller/](http://www.smith.edu/controller/) to get forms (28 at last count), read policies, view the college’s financial statements, check the latest reimbursement rates, etc.

Any Ideas or Thoughts

Please send us any topics or areas you would like us to cover in future newsletters. We welcome your feedback.