



# FINANCE OFFICE NEWSLETTER

December 2011

## Letter from the Controller

The 2011 fall semester has almost come to a close. The finance office is busy on a number of new initiatives including on-line W-2's, improved tracking for casual worker payroll, and a new procurement card platform. Each of these projects aims to improve information or the manner in which we process, obtain or access it. I encourage you to read more within this newsletter and in future e-Digest notices.

As always we look forward to your opinions and comments and hope you have a great end of semester and beginning of 2012.

Laura Smiarowski  
Controller and Associate Treasurer

## Vendor Invoice Due Dates

Due to a change in the accounts payable processing schedule in January 2011, it now may take up to two weeks for an invoice to be paid once it reaches the Controller's Office. We ask that you please be mindful of your vendor invoice due dates. If you find an invoice has been held in your department and must be paid quickly, please **hand deliver** to an accounts payable staff member and verbally explain the request. Due to the high volume of payment requests, a simple Post-it note on the payment request may go unnoticed. We understand this change will take time for everyone to adjust to, especially during the high volume periods. Thank you for your understanding and patience.

## Payroll Processing Schedule

The final pay date of calendar 2011 is Friday, December 23. Normal payroll deadlines apply.

(continued on page 2)

### In this issue:

Vendor Invoice Due Dates 1

Payroll Processing Schedule 1

One Card and Accounts Rec. Charges Require Payroll Deduction Authorization 2

Procurement Card Update 2

Worker Classification Policy 3

Postage, Printing Copying Codes

3



The first payroll of 2012 is January 6. Since the college is closed on Monday, January 2, the following deadlines apply:

- Time sheets must be submitted by approvers by Tuesday, January 3 at 10:00 AM.
- Approved time sheets must be submitted by Tuesday, January 3 at 3:00 PM.
- If you are not returning to work on January 3, please make arrangements to have your time sheet submitted before leaving for break.
- Approvers should confirm proxy set up to ensure time sheets are approved and submitted. Remember, proxies do not receive email reminders.

## **OneCard and Accounts Receivable Charges Require Payroll Deduction Authorization**

**Effective August 1, 2011, charge capability was turned off for those employees who did not submit a *Payroll Deduction Authorization* form.**

Faculty and Staff who choose to use their *OneCard* to charge purchases/services at the Campus Center Café, Smith College Conference Center and Copy and/or Mail Services are now required to have payroll deduction to pay for these purchases or services. In addition to *OneCard* charges, the authorization covers all college charges billed to the employee's accounts receivable account including library fines, athletic towel services, catering etc.

The *Employee Payroll Deduction Authorization Form* can be obtained at the Payroll Office or at <http://www.smith.edu/controller/Forms.php>. Send the completed form to the Payroll Office, College Hall 204.

The Campus Cash feature of the *OneCard* is available for those who choose to **not** have charge capability. Campus Cash must be activated on your *OneCard* before utilizing this service. See the *OneCard* Office web site for more information, [http://www.smith.edu/its/onecard/campus\\_cash.html](http://www.smith.edu/its/onecard/campus_cash.html)

Debit cards are also accepted.

If you have any questions, please contact the payroll dept. at payroll@smith.edu, Donna Kortess at x2213 or Meliisa Oliveria at x2244.

## **Procurement and Travel Card Update**

The College has contracted with a new procurement card bank effective in January 2012. Please be sure to turn in all your monthly statements to the Controller's

Office as outlined in the submission guide, available online at:

[http://www.smith.edu/purchasing/Receipt\\_Submission\\_How\\_to\\_Guide.pdf](http://www.smith.edu/purchasing/Receipt_Submission_How_to_Guide.pdf)

Failure to turn in any prior month's statement may result in your card being inactivated, and an inability to obtain a new card under the new bank.

Additional enhancements to the procurement and travel card programs will be rolled out later in 2012 and 2013. Please see future newsletters and E-Digest for announcements.

## **Worker Classification Policy: Employee vs. Independent Contractor Status**

This policy assists the college in determining whether an individual who performs services for the college should be hired as an employee or independent contractor (self-employed individual). The IRS and other governmental agencies assess significant penalties for misclassification of employees as independent contractors. The Controller's Office implemented this policy effective June 1, 2011. To access the policy, click on the following link: <http://www.smith.edu/controller/Policy.php>. Questions or comments, please contact Trish Rockett, ext. 2227 or [prockett@smith.edu](mailto:prockett@smith.edu).

## **Update on use of Postage, Printing and Copying Account Codes**

At the beginning of this fiscal year, the college began using two new account codes when expenses were processed through the Copy and Mail Services department-70906 "Postage" (Internal) and 70908 "Copying/Printing" (Internal). This was done in order to better differentiate between internal postage/printing charges (i.e., charges processed via the college Copy and Mail Services department) and those postage/printing expenses paid directly to external vendors. Moving forward, whenever the Copy and Mail Services department facilitates a postage or printing transaction for another department, the charge will post to these specific account codes. Departments should continue to use the other account codes for payments made directly to external vendors. The Budget Office will be making adjustments to the current year budget and year-to-date activity to reflect this change.

The table below provides general guidance on the appropriate use of account codes in this area. A more detailed memo describing this change is available on the

Controller’s Announcements web page <http://www.smith.edu/controller>. If you have any questions or concerns regarding this change in procedure, please contact Bryce Wallace in the Budget Office at x2207; [budget@smith.edu](mailto:budget@smith.edu).

General guidance on postage, copying, and printing account codes	
<b>Postage</b>	
70906—Postage (Internal)	For charges processed through the Copy and Mail Services depart-
74851—College Mail Fee	Account code to be <b>deactivated</b> . All existing budget and year-to-date activity will be moved to the appropriate account code.
74853—Postage (External)	Postage charges paid directly to external vendors
74857—Mailing-Courier (FedEx, UPS, etc)	For charges paid directly to courier service providers (e.g., FedEx,
<b>Copying/Printing</b>	
70908—Copying/Printing (Internal)	For charges processed through the Copy and Mail Services depart-
70910—Exp TFS-Copy Services	Account code to be <b>deactivated</b> . All existing budget and year-to-date activity will be moved to the appropriate account code.
72001— Central Services Copying	Account code to be <b>deactivated</b> . All existing budget and year-to-date activity will <b>be</b> moved to the appropriate account code.
72010—Duplicating/Copying (External)	For duplication/copy charges paid directly to external vendors
72020—Printing ( External)	For Printing charges paid directly to external vendors
<b>Unutilized account codes to be deactivated</b>	
74852—Phone Mail	72030—Copies-Vendor Commis
74858—Mail House	72032—Rntl-Copy Crd Dispr
72002—Cntrl Serv-Envelopes	72033—Per Copy Charge – Staff
72011—Duplicating-Color Xeroxing	72040—Newsletter-Online
72015—Duplicating-Copy Card	

## Procurement Card Use at Campus Locations

Although credit cards are accepted at a number of on-campus locations (e.g. Campus Center Café, Art Museum Shop, Computer Store), college procurement cards should *not* be used at these merchants. Credit card companies charge a percentage-based fee to the vendor (in this case Smith College) for each purchase made by credit or P-card. If a Smith employee makes a purchase for a Smith department at an on-campus merchant, the college would incur the merchant service fee. Therefore, departmental purchases at on-campus locations must be made via departmental charge or personal payment (with college reimbursement).

## What's Happening

Look for future announcements on these exciting new projects.

- **2011 W-2 Form:** Employees will have the option of receiving their 2011 W-2 form online through the Banner Self Service and eliminating the paper copy sent by the Payroll Office. Communications on how to consent to electronic receipt will be forthcoming.
- **Casual Workers:** Over the next few months, Payroll and Human Resources will be implementing the process of moving all casual workers who currently report hours worked on the green "Special Payroll Voucher" to electronic time sheets on BannerWeb (WTE). All casual employees will be fully transitioned by summer 2012. Please contact Melissa Oliveria at 2244 with any inquiries, comments or concerns.

## Smith College Controllers Office

College Hall Room 204

Tel: 413 585 2200

Fax: 413 585 2206

E-mail:

Accounts Payable: [acctspay@smith.edu](mailto:acctspay@smith.edu)

Budget Office: [budget@smith.edu](mailto:budget@smith.edu)

Cashier: [cashier@smith.edu](mailto:cashier@smith.edu)

General Accounting: [ctacct@smith.edu](mailto:ctacct@smith.edu)

Grants: [grants@smith.edu](mailto:grants@smith.edu)

Payroll: [payroll@smith.edu](mailto:payroll@smith.edu)



---

### **We're on the Web!**

<http://www.smith.edu/controller>

**Find announcements, policies, forms, reimbursement rates, financial statements, and previous news letters.**

---