CAMPUS BUSINESS OFFICERS
July 12, 2012
President's Conference Room
Sikes Hall

The Campus Business Officers Group met on Thursday, July 12, 2012, at 8:30 a.m. in the President's Conference Room, second floor, Sikes Hall. Present: Mike Nebesky, presiding; Michelle Bright, Advancement; Amanda Powell, CCIT; Tony Dickerson, Student Affairs; Christina Bedenbaugh, Engineering & Science; Cindy Jefferson for Jimmy Barnes, Business & Behavioral Science; Stanley Richardson & Kathy Gibson, Research; Jane Gilbert & Chris Wood, Academic Affairs; Cathy Tillett, Director Internal Audit; Cynthia Barnes for Leigh Dodson, Agriculture, Forestry & Life Sciences; Jacqui Stephens, Architecture, Arts & Humanities; Todd Barnette, Facilities; Regina Carroll, Health, Education & Human Development; Sharon Littlejohn, Athletics; Melissa Kelley, Public Service Activities; and Tammy Crane, Cooper Library.

Others present: Charles Tegen, Comptroller; Steve Crump, Associate Comptroller; Virginia Baumann, Budget Director; Roberta Elrod, Director, Grants & Contracts Administration; Beverly Leeper, Comptroller's Office; Phyllis Dunne & Stephanie Wald, Cash & Treasury; Sam Voisin (Co-Op) and Emily Lyerly (Intern), Office of the VP for Finance & Operations; Ami Hood, Payroll Director; and Leon Wiles, Chief Diversity Officer.

I. Welcome & Introductions (Mike Nebesky)
Mike Nebesky called the meeting to order and welcomed business officers. Attention was then directed to the next agenda item.

II. Procurement Update (Mike Nebesky)
Mike Nebesky presented updates on the following topics: 1) Management Print Services, 2) Staples (preferred office supply vendor), Toner/Ink, Paper, 3) Dell Invoices and Tax, 4) New Mileage Reimbursement Rate, 5) Unauthorized Procurements, and 4) Department Approval Delegation changes in buyWays. See Attachment 1 for details.

III. Budget Update (Virginia Baumann)
State Budget: The FY12-13 State Budget is not finalized. The House and Senate will be meeting July 17 to go over the Governor's vetoes. The Governor's vetoes were mostly on one-time funding for Clemson PSA and a one-time allocation of $2M for the Greenwood Genetics Center. Other one-time funding for Clemson E&G was not vetoed, including $3M for the Grid Simulator Project and $1.6M for deferred maintenance. The budget still includes a 3% COLA and no budget cuts for E&G and PSA. When approved the 3% COLA will probably be effective retroactive to July 1. State Retirement deductions for employees will increase to 7%.
Clemson's Budget: The FY 2012-2013 Budget will be presented at the Board meeting next week for approval.
Year End Process: The Budget office will complete final FY 2011-12 revenue allocations soon for summer school. Virginia needs the Fund 18 distributions from each college today so final FY 2011-12 distributions can be completed. The deadline to have final FY 2011-12 budget

amendments keyed in CUBS was July 16; however, the Budget office will extend that deadline one week to enable business officers to complete closing out the year.

IV. Fiscal Year End Close Out Status (Steve Crump)
Steve Crump reported there at still budget check errors for June that need to be cleared. All "old year" lag portions of payroll will be processed on Friday. Tomorrow is the last day to enter account numbers and approvals for VISA purchases, approve vouchers for goods and services, enter journal entries, and final approval of corrections for transactions in Fiscal Year 2011-2012. Everything should be in the system by the end of the day Friday. All activity should be posted and all matters addressed and cleared by Monday at noon. As in the past business officers will be locked out of the system except for view of journal entries. The central accounting staff will be completing all campus level entries. Staff will continue to monitor fiscal year end activities related to the old fiscal year entries until August 15th.

Steve requested that business officers be as diligent as possible to get everything entered on time. If anything shows up that is significant related to the FY 12 fiscal year, please let Steve know.

V. Employee Self Service (Ami Hood)
Effective August 1, 2012, employees will be responsible for entering their bank information into the HR database thru Employee Self Service. This must be done within 10 days of their start date. New and current employees will be able to split their net pay in up to 5 checking and/or savings accounts. The W-4 Tax Withholding Certificate will also be available on line thru the Employee Self Service. Employees can currently view their W-2 forms on line instead of receiving a hard copy. See Attachment 2 for more details.

VI. Other Matters
Audit of Grant Expenditures (Cathy Tillett): External auditors as part of the Federal Single Audit are auditing grant expenditures. They will be sending out emails to grants coordinators requesting supporting documentation for expenditures in the audit sample. Regina Carroll requested that business officers as well as grants coordinators receive the email requesting this information.
Kronos (Ami Hood): Kronos is a time and labor management program. Kronos reps will be on campus July 25 and 26 to meet with payroll staff, HR managers, and others to gather information on time and labor processes at Clemson. In the meantime, supervisors will be receiving an email asking for the amount of time they spend on timesheets.
Signature Delegation (Charles Tegen): Recently there have been several inquiries about the signature policy and contract delegation. Below is a link to the signature policy and the contract delegation list: http://www.clemson.edu/cfo/business-manual/as11proc.html

There being no further business, the meeting was declared adjourned at 9:35 AM.

Approved: Mike Nebesky, Procurement Director

Procurement Services Information
CBOG July 12, 2012

This update is posted at: www.clemson.edu/cfo/procurement *under the* Announcements *section on left hand side of screen.*

Old Information:

1. **Managed Print Services (MPS):** MPS continues through the assess and design stages with Ricoh and we expect to start piloting their solution in several select areas soon. In the meantime, the interim process for ordering any printer or copier is to email Ricoh at clemsonmps@lists.clemson.edu. They are prepared to work with you to provide you what you need on this interim basis and will direct you on how to order equipment. For consumables, please continue to order these as you have been until directed otherwise. Some FAQs regarding MPS can be found at http://www.clemson.edu/ccit/help_support/printing_plotting/faq/managed_print_services.html.

New Information:

1. **Staples Preferred Office Supply Vendor highlights/reminders:**
   a. **Staples is only available through buyWays.** There is no separate site/login available to buy at the Clemson discount.
   b. **Staples has the contract for OFFICE SUPPLIES.** This does NOT include items such as furniture, toner, IT equipment, janitorial supplies, breakroom supplies, etc… Staples does have some of these items available on the punchout, but the discount for these is not as favorable as true office supplies. That said, you are NOT required to use Staples for these other items. They are only offered for convenience and to give you another option. Staples is working on updating the site to better reflect true contract items, highly discounted item, and other items.
   c. **Toner/Ink.** Staples does NOT have the contract for toner/ink. They have some ink/toner available on their site, but you do NOT have to buy from them. With MPS forthcoming, the University currently does not have a preferred vendor for HP toner. Users should buy from wherever they need to in this interim period and are reminded to only buy what they need.
   d. **Paper.** The State contract for office paper will be awarded at the end of July. Currently OfficeMax still has the paper contract, so if you need to order printer paper this month, search "copy paper" in buyWays and you will see the contract paper from OfficeMax. We will update campus after the State makes the new award on how to buy paper after July.
   e. **Feedback.** Please provide us feedback on the Staples contract, whether it is questions about the pricing, selection, etc… complaints, or even compliments! There are always kinks to work out at the start of a new contract like this and we can only fix things that we get feedback on.
   f. **Delivery Address.** Staples is required to deliver to your desktop if your building permits. To help this process be sure that shoppers and requisitioners are inputting the Room/Floor/Suite in the Ship To information on your requisitions. This will help ensure you get what you ordered on time and delivered to the right place.

   Also note that Staples is only going to be available through buyWays for ordering. There will not be a separate site as we had with OfficeMax for ordering with your p-card. If you need help getting set up or trained in buyWays, please contact procurement at cubuyWays@clemson.edu. If you have any questions about the Staples contract, the selection process, or any feedback on Staples as you start to use them, please contact Mike Nebesky at Nebesky@clemson.edu.

2. **Dell Invoices and Tax:** Recently Procurement noted that Dell was not charging tax, even on POs that were sent to them as taxable. It turns out that they changed a setting in their system and made Clemson as a whole tax exempt. Since this is not the case, we had them correct their system, but not before about 350 POs/invoices were processed without tax. As such, we have processed journal corrections for these POs to reflect a total of about $57K in Use Tax. There is no action required on the part of departments, but be aware of the journal corrections that should have been processed on 7/11.

3. **Mileage Reimbursement Changes:** Effective as of July 1, 2012, the law was changed to reflect that employee mileage reimbursement will simply be the current rate established by the IRS (currently $.555 per mile). Previous law said it was the IRS rate or a State established rate (currently $.505/mile) whichever is less. The travel policies and forms have been updated accordingly and such rates are retroactive to travel occurring on July 1st or later.

4. **Unauthorized Procurements:** based on a State audit finding, Procurement has updated our policy on Unauthorized Procurements to reflect actions to be taken against individuals making these unauthorized purchases. Please review and be aware of the updated policy - http://www.clemson.edu/cfo/procurement/policies/psv_policies/psv57proc.html

5. **Department Approval Delegation Changes:** With the new fiscal year and school year, there are often changes in departmental approvers. Please remember that the Department Approval Delegation form to make changes in approval workflows in buyWays is available on the Procurement Forms webpage http://www.clemson.edu/cfo/procurement/buy/forms.html. This signed form can be submitted electronically to cubuyWays@clemson.edu.

Policies and Procedures Manual

Departmental Responsibility: Accounting Services
Topic: Direct Deposit
Policy: Direct Deposit
Effective: August 1, 2012

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Direct Deposit Policy

All employees are required to have 100% of their net pay directly deposited into a bank account. The employee is responsible for entering their correct bank information into the Human Resources (HR) database via Employee Self Service. Direct deposit for newly hired employees should be established within 10 days of their start date. Individuals can split their net pay in up to five (5) distributions. The distributions can be a mix of multiple financial institutions, as well as multiple checking and/or savings accounts. Employee reimbursements issued via Accounts Payable will be direct deposited to the balance account identified by the employee via Employee Self Service.

In the event the payroll system generates a live check, the employee will be contacted to pick-up the check from Central Payroll. It will be necessary to provide a photo ID upon picking up a live check. Check pick-up will be available on the payday, between 9am – 3pm. Checks not picked-up by 3pm will be mailed on Friday afternoon to the employee home address listed in Employee Self Service.

Additional Resources:

Link to Instructions

Link to Direct Deposit Information

The language used in this document does not create an employment contract between the employee and the agency. The document does not create any contractual rights or entitlements. The agency reserves the right to revise the content of this document, in whole or in part. No promises or assurances, whether written or oral, which are contrary or inconsistent with the terms of this paragraph create any contract of employment.

Payroll Enhances Employee Self Service Functionality

The Payroll Department is pleased to announce an enhancement to direct deposit access and functionality. Many employees have requested the ability to distribute pay to more than one direct deposit account, as well as having the ability to make changes to their account(s) themselves. A new additional feature of Employee Self Service will provide employees the ability to change their own accounts, making up to five (5) distributions of net pay. This functionality will be available to all employees as of 8/1/12. Effective with this change, all direct deposit entries and updates should be made via the ESS feature. Direct deposit maintenance will no longer be processed using paper forms.

More information can be found at LINK.

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IMPORTANT PAYROLL INFORMATION

CLEMSON UNIVERSITY

Welcome to Clemson University!

Clemson University uses several functions with-in Employee Self Service (ESS) to input, maintain and access payrol information. Please use the information below to learn how to access ESS, set-up and maintain your Direct Deposit accounts, make changes to your W-4 Tax Withholding Certificate, as well as how to view your on-line paystub and sign-up for an on-line W2.

Accessing Employee Self Service

As a Clemson University employee, you will receive an employee User ID. If you are a student employee, this User ID is in addition to and is different from your student User ID. Your employee User ID will be used to log-in to computers, check e-mail, submit leave if applicable, and utilize ESS in the Human Resources (HR) database. With-in 24 hours of being input into the system as a hire, if your department does not provide you with your User ID, you can obtain your User ID by using the On-line Phonebook to look yourself up. Once you have obtained your User ID, you can then utilize ESS in the HR database. Your initial password is the last five digits of your SSN.

Setting Up Direct Deposit (Required)

All employees are required to have 100% of their net pay directly deposited into a bank account. As a new employee, you are responsible entering your correct bank account information into the HR database via ESS. You can split your net pay in up to five (5) distributions. The distributions can be a mix of multiple financial institutions, as well as multiple checking and/or savings accounts. If you choose to use multiple bank accounts for direct deposit, the sum of the percentages of all accounts must equal 100%. If a mix of percentages and amounts is used with multiple bank accounts, the account with the lowest priority (highest Deposit Order) must have a deposit Type of "Balance". The policy regarding direct deposit can be found at INSERT LINK TO POLICY.

For step-by-step instructions on how to access ESS to input direct deposit information, go to: INSERT LINK TO INSTRUCTIONS. For additional information about direct deposit, go to: INSERT LINK TO INFORMATION

Changing Your Default W-4 Tax Withholding Certificate

Upon being hired, the system defaults your W-4 Tax Withholding Certificate to a marital status of **Single** with **0** exemptions. If you need to change the default, click here to access the W-4 panel in ESS, logging in with your Employee User ID and password.

If your tax situation requires a paper W-4 form, please click on this IRS W-4 link to complete the fillable PDF form, print, sign and return to Payroll in the Administrative Services Building. The state of South Carolina does not have a separate form. If you need to make a change applicable only to withholding for the state of South Carolina, please submit the IRS W-4 form indicating "South Carolina Only" in the margin.

On-line Paystub

Clemson University utilizes an on-line paystub as the method to report your earnings each payday. In the event you are no longer active, the system will generate a paper paystub, which will be sent to your home address listed in the HR database (not the address in SIS for students). Click here to access your on-line paystub, logging in with your **Employee User ID and password.**

On-line W-2

Active employees have the option to review their W-2's online, rather than having a hard copy W-2 printed and mailed. To sign-up for an electronic W-2, click here for W-2/W-2c Consent, logging in with your **Employee User ID and password.** In January, you will receive a communication when the on-line W-2 (for prior year) is available. To view your W-2 on-line, click here. For additional W-2 information, click here.

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Direct Deposit Fact Sheet

CLEMSON UNIVERSITY

Information Regarding Deposit of Net Pay and/or Expense Reimbursement

- Each employee is responsible for adding their initial direct deposit account(s). Each employee is also expected to maintain their accounts (edits, changes, deletes) in a timely fashion to avoid bank returns due to closed accounts. The information will be entered into the Human Resources database via Employee Self Service (ESS).

- Changes in ESS should be entered two weeks prior to the payday in order to be effective for the next payday. Clemson University will pre-note the entry, allowing the bank to check the routing and account number prior to a live transmission. If the data is invalid, the payroll office may make a change based upon the notification from the bank or payroll may notify the employee for assistance in validating the numbers. In some cases, employees may continue to receive a payroll check and/or expense reimbursement check until the bank authorization can be verified and processed.

- A new form must be completed for a change in financial institution or account number. The update should be entered in ESS two weeks prior to the payday the authorization is to take effect.

- One account must be designated as Deposit Type = Balance. A nightly job will monitor daily entries to ensure the account with the highest deposit order value is Deposit Type = Balance. Otherwise, the job will change the account automatically.

- The Human Resources database goes off-line daily, around midnight. There is approximately a two hour window daily when individuals will not be able to use ESS. Unscheduled system down time will communicated via Inside Clemson.

- "Your Bank Information" as used in ESS means a bank, savings & loan, credit union, or similar establishment.

- Expense reimbursements issued via Accounts Payable will be 100% direct deposited into the account designated with the Deposit Type = Balance.

- Payroll and/or expense reimbursements will be deposited as authorized by the completion of ESS and will be accomplished by electronic funds transfer, covered by a number of regulations designed to safeguard the integrity of the employee's account. The funds deposited will be available to the employee for withdrawal by all usual means on the morning of the scheduled University payday for net pay and within 48 hours of disbursement processing for expense reimbursement.

- Clemson University assumes no responsibility for any relationship between the employee and his/her financial institution, except to accurately provide the employee's account numbers as given in ESS.

- Clemson University assumes no responsibility to issue a check to any employee whose direct deposit could not be processed due to the account being closed, or for any other reason, until the receiving financial institution has returned such deposit.

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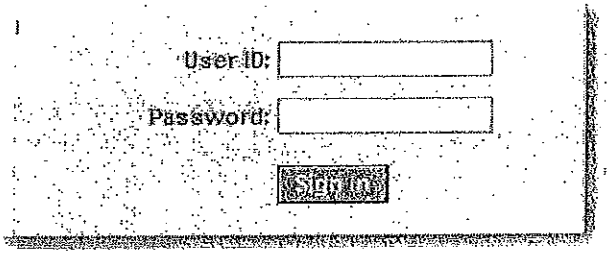
PeopleSoft Direct Deposit Through Employee Self Service - Employee

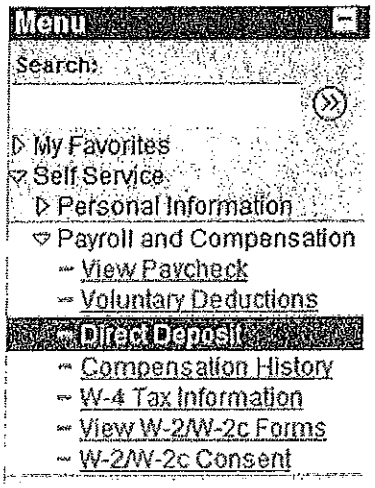
Log into PeopleSoft Human Resources

- Open browser
- Go to : https://cubshr9.clemson.edu/psp/hpprd/?cmd=login
- Enter your Novell ID and Password
- Click Sign In

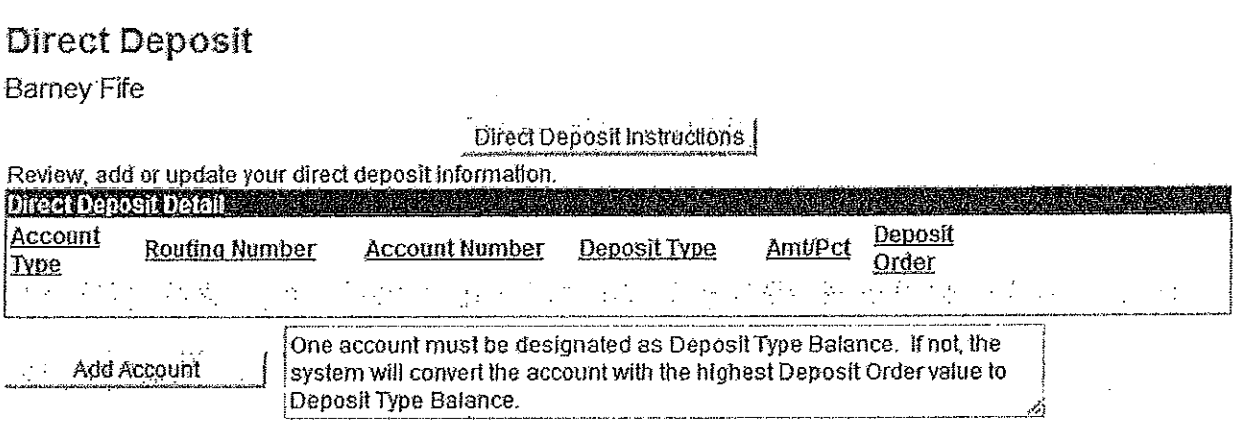


Navigation into Direct Deposit

- Self Service
- Payroll and Compensation
- Direct Deposit



To add a new account click on the Add Account button



Enter account information

You can enter up to 5 distributions. This can be made up of a mix of multiple financial institutions, as well as checking and/or savings accounts.

Direct Deposit

Add Direct Deposit

Barney Fife

Your Bank Information

Routing Number: View sample of a blank check

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount or Percent:

*Deposit Order: (example: 1 = first account processed)

Save

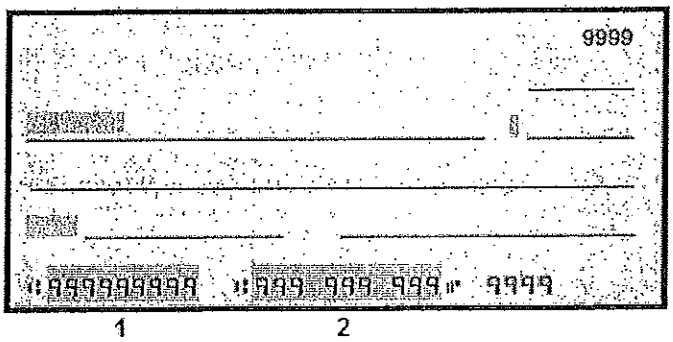
Return to Direct Deposit

* Required Field

Routing Number – This can be obtained from looking at the bottom of a blank check (not a deposit slip). See "View sample of a blank check". You can also obtain this number from your financial institution.
Account Number – Also available on the bottom of a blank check or directly from your financial institution.
Account Type – Choose either Checking or Savings
Deposit Type – You can specify either a set AMOUNT, a PERCENT or the BALANCE of your net pay.
Amount or Percent – If you choose Deposit Type = Amount, enter the amount. If you chose Deposit Type = Percent, enter the percent. If you choose Deposit Type = Balance, leave blank.
Deposit order – Your net pay will be deposited in the order listed in this field. Deposit Order # 1 is where the Amount or Percent will go 1st. The net pay will be deposited in the order of 1 to 5.

Click on the View sample of a blank check link to view a check example

Check Example



1 - Routing Number
2 - Account Number

OK | Cancel

Click OK or Cancel to return to the Direct Deposit page

After you have input the new direct deposit information, **Click Save.** You will then receive confirmation of a successful change.

Direct Deposit

Save Confirmation

The Save was successful.
However, due to timing, your change may not be reflected on the next paycheck.

OK

Click OK

Direct Deposit

Barney Fife

Direct Deposit Instructions

Review, add or update your direct deposit information.

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Checking	253978730	12345	Amount	$100	1	Edit	Delete

Add Account

One account must be designated as Deposit Type Balance. If not, the system will convert the account with the highest Deposit Order value to Deposit Type Balance.

If you would like to add an additional account for Direct Deposit, click the "Add Account" Button. Follow the same steps above to complete the Direct Deposit page.

If you want to EDIT an existing account, click Edit on the Direct Deposit page.

Direct Deposit

Barney Fife

Direct Deposit Instructions

Review, add or update your direct deposit information.

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Checking	253978730	12345	Amount	$100	1	Edit	Delete

Add Account

One account must be designated as Deposit Type Balance. If not, the system will convert the account with the highest Deposit Order value to Deposit Type Balance.

Make changes to the desired fields.

Direct Deposit

Change Direct Deposit

Barney Fife

Your Bank Information

Routing Number: 253978730 View sample of a blank check

Distribution Instructions

Account Number: 54321

*Account Type: Savings

*Deposit Type: Amount

Amount or Percent: 100

*Deposit Order: 2 (example: 1 = first account processed)

Save

Return to Direct Deposit

* Required Field

After you have input the changes, **Click Save.**