

Oracle News

Employee Self Serve

In the previous issue of Finance Matters, we let you know about some of the advantages of "Employee Self Serve". If you haven't signed on yet, please give it a try. All you need is your Oracle User Name and Password and access to www.rit.edu/myinfo. If you are not able to sign on (maybe your password has expired), contact the ITS Help Desk at ext. 5-Help and ask them to reset your Oracle password. If you call the Help Desk, you will be asked to provide your Employee ID number (to protect your personal information). It's on your paystub. If you'd prefer, you can stop by the ITS Help Desk and ask them to reset your Oracle password (to protect your personal information, they'll ask to see your RIT ID card).

More and more people are taking advantage of the features available in Employee Self-Serve including the ability to 1) view your pay slip; 2) change your home address; 3) change your tax withholding information (W-4); 4) complete or change your direct deposit information on line; 5) view your current fringe benefits selections.

Elimination of Direct Deposit Payslips - In the coming months we are going to stop sending direct deposit payslips to employees' homes. We have already discontinued mailing direct deposit payslips to over 300 employees and we plan to switch all regular employees over to the new online payslip by the end of this year. If you have questions about the elimination of direct deposit payslips, please call our Payroll Office at ext. 5-2418, or Customer Support at ext. 5-4905.

Quick Tip: Visit the Customer Support web page to obtain more information about Employee Self Serve: http://finweb.rit.edu/CustomerSupport/employee_self_serve.html.

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Oracle Training

The last two Oracle Financial Applications training classes for the 2002/03 academic year are on May 12 and 13.

- Purchasing/Requisitions – Monday May 12, 2003; 10:30 am – 1pm
- General Ledger/Journal Entries – Tuesday May 13, 2003; 10:30 am – 1 pm
- General Ledger/Reports – Tuesday May 13, 2003 – 2 pm – 4:30 pm

To register for these training classes go to <http://finweb.rit.edu/CPD/reg/02-03OracleTraining.shtml> or contact Debbie Lazio (ext. 5-6200) in the Center for Professional Development (CPD). Oracle Training will resume in September.

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Controller's Office News

Staff Updates

The Controller's Office is pleased to let you know that Gwendolyn Gause has joined our staff in the position of Senior Staff Assistant. In addition to supporting the Associate Vice President of Finance & Administration, the Controller and the Assistant Controller, Gwen will perform a number of administrative functions for the Controller's Office. Please stop by to see Gwen and welcome her to RIT. She is located in the reception area of the 6th floor (GEM). When you call our office, Gwen will be able to direct you to the appropriate person on our staff to answer your questions and she will be able to answer basic questions about payroll and accounting/accounts payable processes.

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RIT 2003 Fiscal Year End

RIT's fiscal year end is just two months away. As June 30th approaches, here are a few things that you can do to make the closing a smooth one.

- Send the back up for your interdepartmental journal entries to Accounting (see Interdepartmental Journal Entry Back-Up Requirements below).
- Research discrepancies on your department/project statements and other Oracle reports and make journal entry corrections now.
- Keep an eye on the encumbrance balances and notify Accounting of any encumbrance balances that don't agree with the balances on the Encumbrance Detail Report.

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Accounting Year-End Workshop

Accounting will offer a workshop on Wednesday June 11, 2003 to help you prepare for the upcoming fiscal year-end. Accounting staff will review the year-end process, including prepayments, accruals, and significant year-end dates. They will also answer any questions that you may have about the fiscal year-end process. The workshop will be held in the Carlson Building (76), room 1125, from 10:00 am to 11:50 am. Registration is not required.

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NTID Budget Workshop

The Budget Process at NTID, the last workshop for the year for the Accounting Practices, Procedures and Protocol series will be held on May 6th.

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Interdepartmental Journal Entry Back Up Requirements

Back up for Journal Entries is complete when it includes the following information: 1) Batch name (remember to use the correct naming convention – refer to Journal Entry course materials,

page 7 found on the Controller's Office web page for more information: <http://finweb.rit.edu/controller/forms/JournalEntryCourse.doc>); 2) the General ledger account number of the other department affected by the journal entry; 3) the dollar amount of the journal; and 4) approval of the budget authority to process a journal entry that impacts their department's budget. You may send your back up documentation to Accounting via email (acctg@rit.edu), fax (ext, 5-5583), or paper copy (mail to Accounting, GEM 6th floor).

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Chargeback Journal Entries

What would you answer if someone asks you "what is a chargeback"? A quick answer is: chargebacks are internal billings between RIT departments. When one RIT department charges another RIT department for goods or services, it's called a "chargeback". A quick way to identify a chargeback account number is by looking at the object code segment of the general ledger account number. All chargeback object codes start with 9. Examples of chargebacks include ITS and Telecommunications charges, FMS work orders, Food Service Hospitality and Catering Sales, and charges processed by the HUB, and ETC. To learn more about chargebacks, visit the Controller's Office web site at: <http://finweb.rit.edu/controller/accounting.html>

Quick Tip: Remember that telephone reimbursements deposited to your department accounts should be deposited to chargeback object code 90022 (external recovery), not object code 90370.

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Payables Direct Deposit

Did you know that your reimbursement checks can be deposited directly into your checking or savings account? It's easy to sign up. Just complete the Direct Deposit Authorization form that's available on the Controller's Office web site: http://finweb.rit.edu/controller/forms/direct_deposit_authorization_ap.pdf. Return it with a voided check to Accounts Payable (GEM 6th floor). Reimbursements include amounts due to you for mileage, hospitality, travel, and miscellaneous out-of-pocket business expenses. You will receive an e-mail notification when an electronic payment has been sent to your bank account. Call Accounts Payable at ext. 5-7221 if you have questions about setting up direct deposit for business reimbursements.

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For questions or comments regarding the RIT Finance Matters newsletter please contact Leslie Fitzpatrick at ext. 5-6980 or e-mail ljfcto@rit.edu.