RIT Finance Matters

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Oracle Applications

A Few Small Changes

As a result of the Oracle application upgrade on November 21st, you may have noticed a few minor changes when you log into Oracle.

1. All Oracle Responsibilities are now in one list (both your Self Serve responsibilities and your other Oracle applications responsibilities) on your home page, sorted in alphabetical order.
2. To change from one responsibility to another, you can now use the "Top Hat" icon on the tool bar or you may continue to use "File + Switch Responsibility".
3. Once you are in a responsibility, you can only change to another responsibility when you are on the Navigator screen.
4. All required fields will be highlighted in yellow.

Oracle Self-Service

All regular RIT employees (not including students or adjunct faculty) have access to the Self-Serve applications. Through Self-Serve you are able to:

- View Your Personal Information
- View Your Employment Information
- View Your Paystub
- View (and make changes to) Your Banking Information
- View (and make changes to) Your Payroll Tax Withholdings

If you haven't signed on to Self-Service yet, please try it. Click on the following URL to access the Oracle applications sign on screen: www.rit.edu/myinfo. Then all you need to do is enter your Oracle Username and Password. If you need assistance, please contact Janet Ortolani in our Customer Support Office at ext. 5-4905.

Fast Forward to April - Lose your W-2?

Should you find yourself needing another copy of your 2003 Form W-2, requesting a reprint is quick and easy. Click on the '*My W2 Information*' link in Employee Self Service. Click the Reprint button located in the lower left corner.

Payroll will be notified of your request and a reprinted Form W-2 will be mailed to you at the address indicated at the top of the form under 'Employee's Information'.

Frequently Asked Questions about Self Service

For a complete list of Self Service frequently asked questions and responses, please visit the Customer Support web page at:
http://finweb.rit.edu/customersupport/emp_self_serve_faq.html

It's tax time - how do I make changes to the amount of tax withheld from my pay?

To change your federal tax withholding click on the 'Tax Withholding Information' link in the in Employee Self Service. Your changes will become effective with the next payroll run.

Can I access the Self Service Applications with any browser?

Currently, the following browsers are certified for use with the Oracle Applications for Windows and Macintosh PCs:

- Internet Explorer: Versions 5.0x 5.5x, 6.0 and 6.0 SP1 are supported. Internet Explorer versions 5.5x and 6.0/6.0 SP1 are the preferred browsers.
- Netscape : Version 4.7x (where x = 3 or higher)

No other browsers are supported (i.e., Safari, Mozilla, and Conqueror). Individuals using unsupported browsers may be able to log on to Oracle. However their browsers may not interact properly with the applications.

Will other browsers eventually be supported?

Oracle engages in a testing process to identify and correct issues that may affect the ability of a new version of a browser to successfully work with the Oracle applications. In many cases, identified problems need to be resolved by Microsoft or Netscape rather than Oracle. Only after a version has been tested and all known issues corrected, does Oracle "certify" that version of the browser for use with the applications.

Using Oracle Reports

What's the Purpose of Reconciling Departmental Operating Accounts?

You have probably asked yourself this question more than once! Here are some of the more important reasons for you to reconcile your departmental operating accounts each month.

1. **Compare actual expenditures to budget** – By printing and reviewing your financial reports every month you will always have a clear picture of your expenditures in comparison to the funds budgeted to your department at the beginning of the fiscal year. It will also give you a clear picture of the department's available funds for the rest of the fiscal year.
2. **Make year-end projections –** Having a clear picture of how much money the department has available to spend will allow you to take the necessary steps to ensure that the department will meet it's financial goals for the year (e.g., three months before the end of the fiscal year, you might need to know whether there will be enough money to buy a new printer for the department).

3. **Verify transaction detail for accuracy –** By keeping copies of your monthly transactions (i.e., Invoice Payment Forms, journal entries, Petty Cash Forms, Deposit IDs, etc.) and comparing them to the charges on your standard reports (reports that provide detail information of your department accounts) such as Account Analysis and Account Analysis Subledger, you will be able to verify that all the charges reflected in the report are correct.
4. **Research discrepancies and make corrections –** If you should find errors in your financial reports, process the necessary journal entry corrections as soon as possible (or contact the billing department to make the correction). This will keep your records accurate and will prevent discrepancies going forward into the fiscal year.

If you have any questions about this information, or if you need assistance with reconciling your department's accounts, please attend the Accounting Policies, Procedures and Protocol Workshop on March 9th called ***Using Oracle FSG and Standard Reports: Reconciling Department Statements.*** You can register for the workshop on the CPD web page: http://finweb.rit.edu/cpd/reg/accounting.shtml. You may also contact David Castro in our Customer Support Office at ext. 5-2237.

Controller's Office Staff Changes

Promotions

There have been a number of recent staffing changes in the Controller's Office. We are pleased to let you know about the following promotions: 1) Christa Abugasea - Associate Director for Payroll, Accounts Payable and Customer Support; 2) Kitty Stappenbeck - Assistant Payroll Manager; 3) Lorraine McEvoy - Sr. Staff Accountant/Card Administrator; and 4) Sandra Marchand - International Programs Reporting & Taxation Specialist.

Other Changes

The Property Control Office now reports to Andrea Napoli, Manager of Accounting. A special thank you to Andrea is in order for the great job she has done supervising the Accounts Payable Office for the last six years. In order to allow Andrea to focus on her expanded responsibilities in accounting, financial reporting and property control, the Accounts Payable staff will now report to Christa Abugasea.

Please refer to the Directory on the Controller's Office web page for more information about the roles and responsibilities of the Controller's Office staff: http://finweb.rit.edu/controller/content/directory.html

Accounting for Gifts

Development's Role in Recording Gifts received by RIT

It is important for the Office of Development to deposit all gifts received by RIT. Here are a few of the reasons why:

- Development uses the "Advance" system to track all gifts, including cash, pledges, stocks, equipment, or consumable goods. This office is required by law to keep accurate records of all gifts received by RIT.

- Development maintains all required documentation about the purpose of the gift (i.e., how the donor intended the gift to be spent).
- Development acknowledges every gift and sends an official tax receipt to the donor.
- Development notifies the President's Office of all gifts received of $1,000 or more and an acknowledgement letter is sent to the donor.
- The Development Office staff are familiar with the tax and gift laws that RIT must abide by.
- Many companies match their employees' gifts, so in some cases, the Development Office may be able to double the value of the gift to RIT.
- The donor is added to the Development database and receives correspondence about RIT events and special opportunities available to them.
- To enhance the accuracy of RIT's internal and external financial reporting, Development deposits gifts to the correct gift object codes on the general ledger and their staff works with the Sponsored Program's Financial Services Office (SPFMS) to set up special gift accounts for temporarily restricted gifts.

We appreciate your assistance in helping RIT to follow this standard process for recording and acknowledging all gifts. If you have questions about depositing gifts received by your department, please contact Pricilla Schiffhauer, Campaign & Gift Reporting Specialist at ext. 5-7872. Please plan to attend the newest workshop in the Accounting series called "Accounting for Gifts, Endowment Earnings and Other Projects". For more information visit the CPD web page:
http://finweb.rit.edu/cpd/topics/accounting.html

RIT Procurement Card

When to Use the Card and When Not to Use the Card

You already know that the RIT Procurement card is one of the easier and more efficient ways for departments to make purchases from vendors outside of the Institute. Here's a reminder about when it is more appropriate for you to use your Procurement card.
If you have a procurement card, use it to pay for items such as:

- Office, lab and classroom supplies
- Subscriptions
- Membership dues
- Software and computer supplies
- Seminar/conference registrations
- All other goods under $1,500 (except those specifically excluded)

Do not use the card for:

- Lease payments
- Capital equipment (items $1,500 and over)
- Payments to individuals for services (e.g. those individuals who provide you with a social security number rather than a tax identification number)
- Gift certificates to individuals in lieu of payment for services
- Incentive awards for employees (i.e., gift certificates)

If you have questions about the RIT Procurement Card, please contact Lorraine McEvoy, Procurement Card Administrator at ext. 5-2375.

Kronos Time and Attendance

Where Are the Punches?

All hourly employees at RIT use the Kronos Time and Attendance System to record the hours worked. Supervisors are required to "sign-off" on their employees' timecard at the end of each bi-weekly payroll period. The information is then transferred to the Oracle Payroll application and is the basis for calculating the amount paid to each hourly employee. Occasionally, supervisors may notice that punches are missing on an employee's timecard. Sean Cartwright, our Kronos Administrator, has prepared some tips to help you locate and recover missing punches. As long as Kronos is running and the punch is entered properly at the clock, there are only two possible answers to the questions "where are the punches".

- ***An incorrect badge number has been entered*** – Since students are assigned a unique badge number for each campus job, they often accidentally key in the wrong badge number. It may have been a badge number that was for another job, or it may simply be a keying error. This incorrect badge number will either end up in an area of Kronos that holds punches with unknown associated badge numbers or, if it is a legitimate badge number of another employee, it will end up on that employee's timecard. Occasionally an employee may have been given an incorrect number to use as a badge number. To verify an employee's badge number, open the employee's timecard, select the "View" menu, then select the "Employee Details" option. The badge number will be listed within the screen that appears. You could also run the "Badge Number" or "Badge # By Emp Name" report for a complete list.

- ***Something has happened to the employee's timecard*** – On rare occasions, an employee's badge number may be accidentally erased from their record in Kronos. Although it is easily corrected, it may not be noticed until a call is received indicating trouble with the punches. Also, if an employee is a new hire, their information may not have been in Kronos at the time the first swipes were made at the clock.

If you need assistance locating a missing punch, contact Sean at ext. 5-2819 (stcfa@rit.edu). He may be able to recover the punches (or at least tell you what time they occurred). With a little detective work, the punch(es) you're looking for can usually be tracked down in a couple of minutes. More importantly, the cause of the missing punches can be resolved and that will result in timecard sign-offs being a bit less stressful! To obtain more information about Kronos Time & Attendance visit our web site at: http://finweb.rit.edu/kronos/.