RIT Finance Matters
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Issued periodically by the Controller's Office

Happy New Year!
What's New in Fiscal Year 2005?
The fiscal year 2005 month end closing schedule is available on the Controller's Office web page: http://finweb.rit.edu/controller/fy05monthendclosing.html

Benefit Rates
Pending final approval, the following benefit rates will be in effect from 7/1/04 – 6/30/05:

Salary Pool	FY 2005 Fringe Rate
RIT Full-time & Part-time Regular	29.5 %
RIT Part-time Other	8.05 %
NTID Full-time & Part-time Regular	31.9 %
NTID Part-time Other	8.6 %
Government Full-time Regular	25.8 %
Government Part-time Other	8.2 %

ITS Chargeback Rates
- July 2004 through September 2004 - $73.45 per FTE
- October 2004 through June 2005 – $73.95 per FTE

New Gift Deposit Procedure
Effective 7/1/04, all gift deposits (object code 54XXX) made at the Bursar's Office will be credited to a suspense account until documentation is received by Controller's Office Campaign & Financial Reporting Specialist. Refer to the Controller's Office web page for more information about this new process: http://finweb.rit.edu/controller/forms/giftdeposits.pdf

What is New in Oracle?
Changes in Approving Requisitions from E-Mail Notifications
The Oracle applications were upgraded the weekend of June 18th. As part of the change resulting from the upgrade, the online requisition approval process underwent several modifications.

- When the approver clicks on the email notification that he/she gets from Oracle, he/she will now have to click on a link that will prompt him/her to log into Oracle.. In the past (before the upgrade), the approver was able to approve the requisition right from the email notification received from Oracle. This change is an added security measure.

The following example will provide step-by step instructions for approving purchasing requisitions in Oracle:
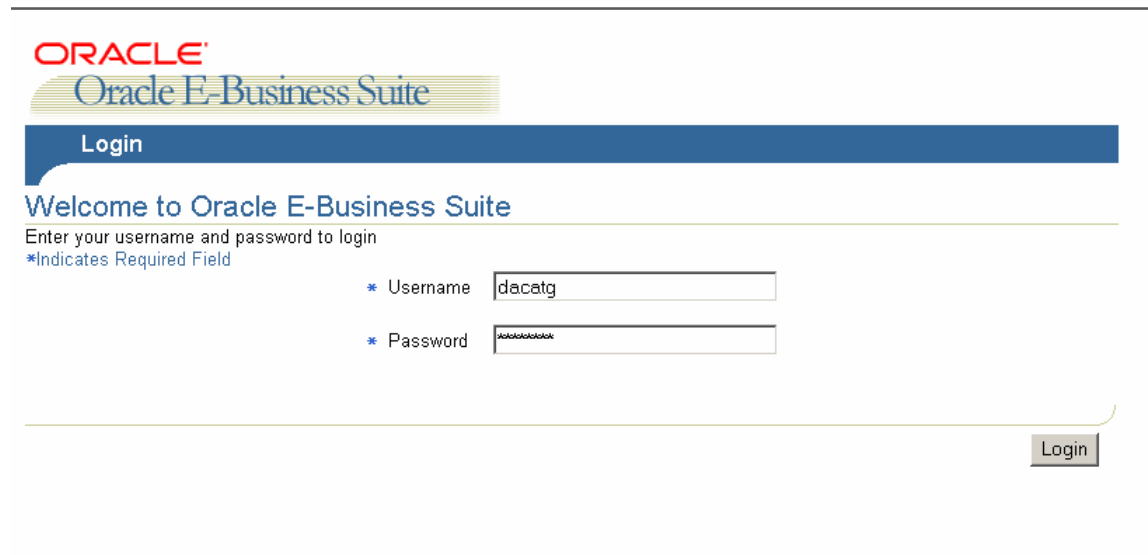
You, as an approver, will receive an automatic email notification. Open the email.
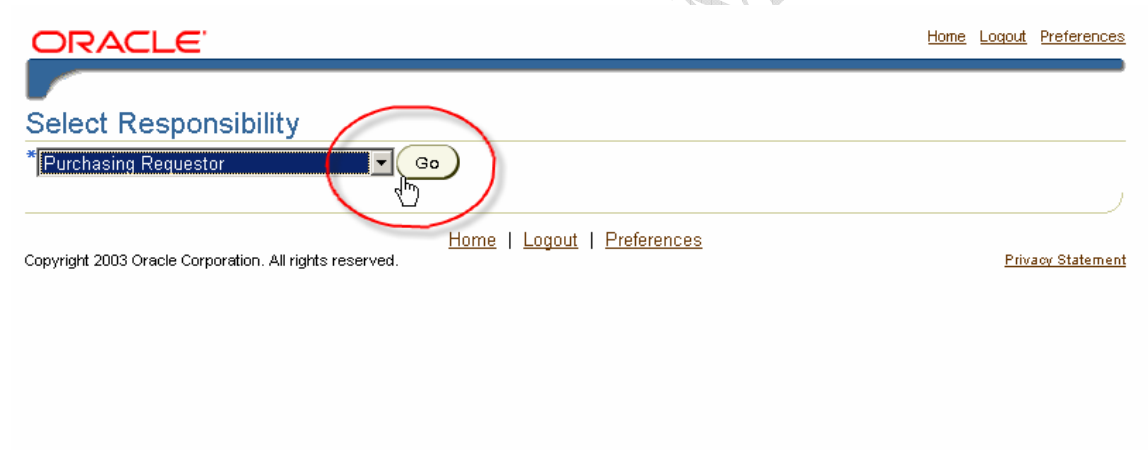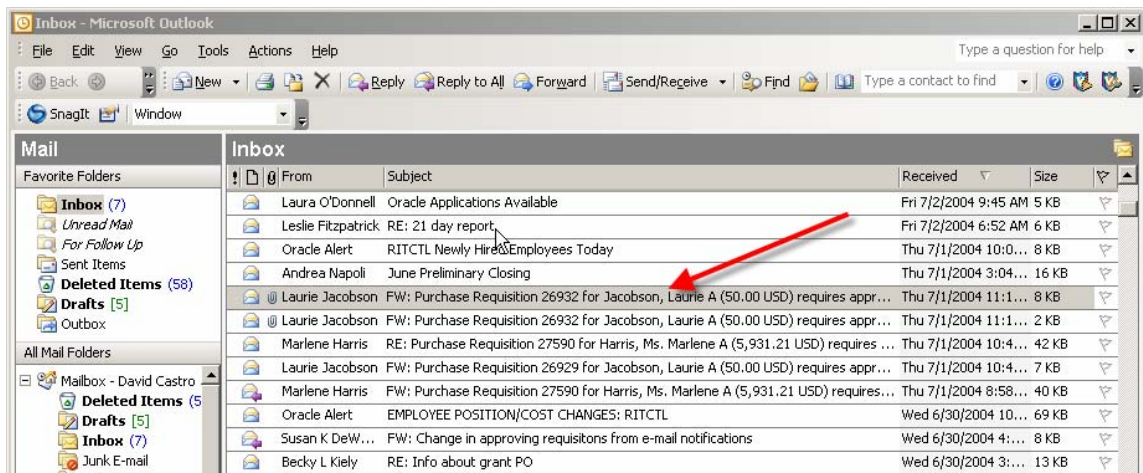
Click on the Please click here to Respond link.
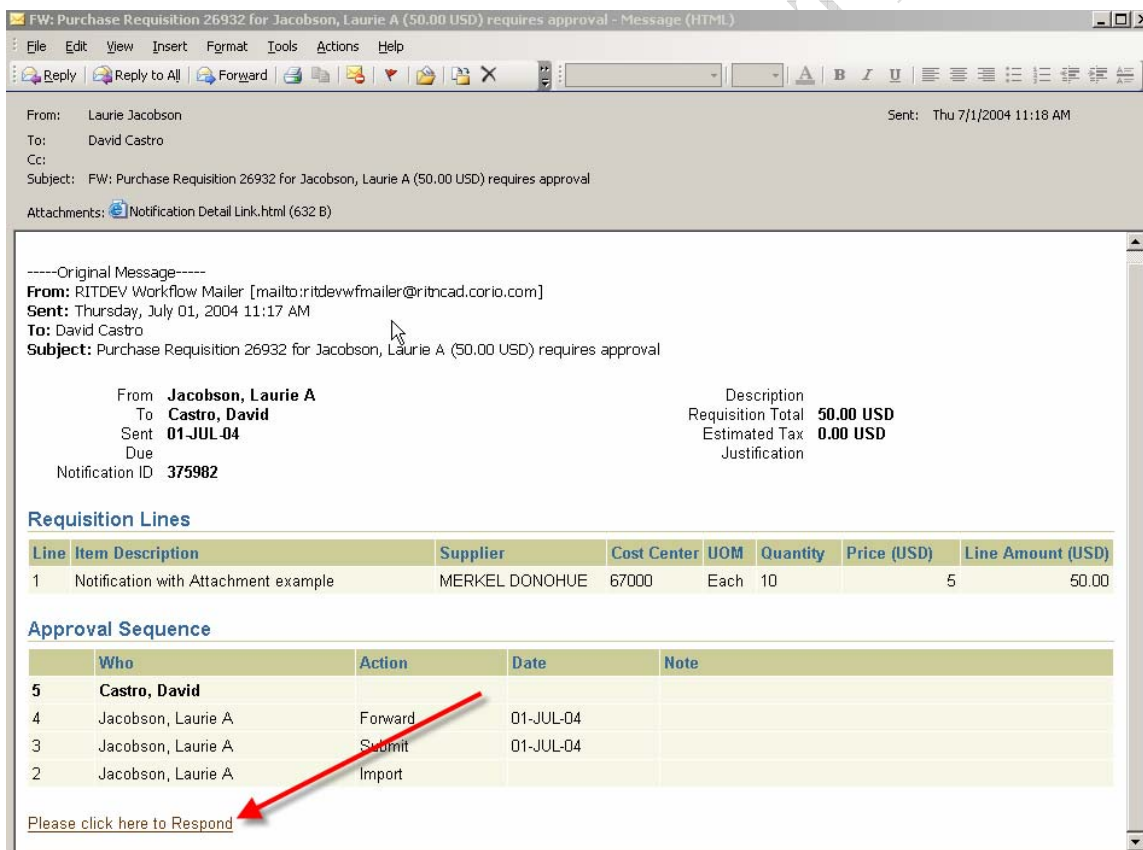
Click on the link and you will be prompted to log into Oracle. Type your regular Oracle
Username and Password and click on the "**Login"** button.

On the **"Select Responsibility"** screen, click on the dropdown box (list of values) and you will see a list of Oracle responsibilities. Choose **a/any** responsibility from the list and click on the **"GO"** button.

The system will take you to the Oracle Workflow screen. This screen contains information regarding the requisition that has been forwarded to you for approval. It has a set of buttons at the top. The same buttons will be displayed at the bottom of the screen. Using either set, click on one of the buttons to take the necessary action on the requisition.

If there are more requisitions for you to approve, the system will take you to a screen that will list the rest of the requisitions that are waiting for your approval. You can check the requisitions that you wish to open, and then approve them.

Employee Self Service Corner
Making your changes online – Look before you Leap
Are you still hesitant to make changes online? Using the Oracle Employee Self Service application provides employees with a convenient way to change their banking information online. To give you confidence when making changes, a review screen allows you to check all information before you actually submit it. As an added step, online banking changes are also reviewed by the Payroll Office who look for any unusual transactions. Employees are contacted to confirm their intentions in these situations.

So the next time you need to make a change, why not do it online! For assistance or questions with Employee Self Service, contact the F&A Customer Support Team at x5-4905.

New Manager Self Service Report
There are two new reports available in the Manager Self Service application:

Emergency Contact Report
Once an employee has entered his/her emergency contact information through the Personal Information link in the Employee Self Service application, Managers will be able to obtain a report reflecting all the contact telephone numbers from Manager Self Service.

This report is more complete than the contact information that can be viewed through the Personal Information Link in Manager Self Service. The new report will provide all employee contact entries compared to only one entry within Manager Self Service. For example, you will be able to see a home, pager and cell phone numbers on the report if provided. The view only provides a home number.

Future Dated Salaries Report
The report will show any approved future dated salaries that have been entered in Oracle for your employees along with the cumulative salary change amount at that date. *Note*: The October salaries have **not** been entered into Oracle yet.

Revised documentation for the Manager Self Service reports is available on the Customer Support web site: http://finweb.rit.edu/CustomerSupport/manager_self_serv_reports.html

Oracle New Password Standards (Reminder)
As of May 17th, the next time your Oracle password expires, you will be required to adhere to the new password standard.

Your new Oracle password must:
- Be at least 8 characters long
- Have at least one number and one letter

Your new password cannot:
- Have repeating characters
- Contain your username
- You cannot use the same password within 30 days.

Browsers Currently Supported by Oracle
Windows (95, 98 and ME are not supported):
NT 4 (SP 5 - 6A)
Internet Explorer: Version 5.5x , 6.0 and 6.0 w/SP1
Netscape: 4.7x (where x = 3 or higher)
2000(SP 1+) **& XP Professional**
Internet Explorer: Version 5.5x , 6.0 and 6.0 w/SP1
Netscape: Version 4.7x (where x = 3 or higher)

Mac:
OS X
Internet Explorer: Version 5.2.2
No other browsers or operating systems are supported (i.e., Safari, Mozilla, Conqueror). Individuals using unsupported browsers may be able to log on. However their browsers may not operate properly. If you have questions about this information, please contact

Budget Entries vs. Transfers
What is a Budget Entry?
A **budget entry** is used to move budget dollars from one operating account to another, within the same budget organization (**RIT, NTID, RFA, Agency**). The entry actually debits (increases) the available budget dollars on one operating account and credits (decreases) the available budget dollars on another operating account. If you need to process a **budget entry,** complete a **Budget Change Form** and forward it to the Chris Monaco in the Budget office. The Budget web site contains specific instructions on how to complete a Budget Change Form:
http://finweb.rit.edu/budget/budget_change_form.html

What is a Transfer?

A **transfer** is a type of journal entry that is used *to move funds* from one project account to another or from an operating account to a project account. Remember that Oracle users can't process budget entries or transfers in Oracle. If you need to **transfer** funds, send an email to Kerry Phillips (kwp9032@rit.edu) in the budget office with all the information regarding the transfer, and he'll process the entry for you.

The RIT Procurement Card

The RIT procurement card provides a convenient way for RIT employees to pay for small dollar purchases. Detail information about he procurement card is available on the Controller's Office web site: http://finweb.rit.edu/controller/pro_card.html

Here are some important reminders about the card:
- Cardholders must send their approved card statements with receipts business and purpose attached, to the Accounting Office within two weeks of receipt from JP Morgan Chase.
- Provide information including "**who, when, where, why"** for all hospitality charges
- Move alcohol charges object code 79050.
- The **FY-2005 Procurement Card Schedule of Payment Net** is available on the Controller's Office web page: http://finweb.rit.edu/controller/procard_payment_schedule.html .

Kronos Employee Badge Numbers

There are two different types of employee within the Kronos system: 1) staff members (regular full-time, part-time and temporary employees), and 2) student employees (regular students and coops). Staff members currently use their social security number as their badge number. The Kronos clocks read only bar codes, so in order to be able to use the RIT ID as a Kronos badge, at the present time, the badge number must be the social security number.

Student employee badge numbers are handled differently. Since it is common for a student employee to have more than one job at a time, and each job may be paid a different hourly rate, there has to be a separate timecard for each job. This means that there has to be different badge number for each job (e.g., Kronos allows only one badge number per timecard and it must be unique). Since social security numbers won't work, we use the student's Oracle ID number with a unique job number added to the end of it. This allows Kronos to pair the number of hours for a specific job to a specific pay rate.

There are two ways to find an employee badge number.
1. From within the timecard, select the "View" menu and then select the "Employee Detail" menu (note: the number to the right of the employee name at the top of the timecard IS NOT the badge number; it is the Kronos ID number). The badge number is located about two-thirds of the way down the window.
2. Run the "Badge # by Emp Name" or the "Badge Numbers" report found in the "List Reports" section (use the Reports feature in Kronos).

For information about Kronos, visit our web site: http://finweb.rit.edu/kronos/.