

Business Administrators' Forum



WAKE FOREST
UNIVERSITY

Welcome

Presenter: Sharon Anderson, Financial Services

Unallowable Costs

Presenter: Nick Reed, Director, Financial Services

Payroll Updates

Presenter: Kim Crewey, Assistant Controller, Financial Operations

Reimbursement Inquiry

Presenter: Allison Belton, Director, Accounts Payable

- NSF Desk Review Results
 - Favorable Assessment with best practices recommendation to identify and segregate unallowable cost
 - Unallowable Costs Administrative Procedure
 - Improve identification of unallowable costs and appropriately exclude them from any application, proposal, billing or claim related to a federally-sponsored agreement
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- New account for unallowable costs
 - Effective 1/1/16 for the University
 - Please note that the term *unallowable* is defined by the federal government and is for the purpose of complying with federal costing regulations only. Certain types of expenditures, though not reimbursable by the federal government, are necessary for conducting university business and will continue to be reimbursed
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- Examples

Advertising and Public Relations

	Allowable	Unallowable
Advertising and public relations costs incurred solely for project purposes	X	
Gifts, souvenirs and costs to promote WFU		X
Gifts based on custom or given as a thank you		X

References: [2 CFR 200.421](#)

Alcoholic Beverages

	Allowable	Unallowable
Alcoholic Beverages		X

References: [2 CFR 200.423](#)

- Examples - continued

Alumni Activities and Contributions

	Allowable	Unallowable
Alumni activities		X
Contributions / Donations		X

References: [2 CFR 200.424](#) & [2 CFR 200.434](#)

Entertainment

	Allowable	Unallowable
Including but not limited to amusement and social activities		X

References: [2 CFR 200.438](#)

Payroll Updates

- NOVAtime
 - December schedule
 - Electronic W2 consent
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NOVAtime Upgrade:

- **Application environment has moved to the 5000 series which is the most current environment available**
 - This is first major upgrade since 2012 implementation
 - **System is now configured for redundancy and load balancing**
 - Multiple servers are in place to handle high use times
 - Information automatically sent to server with quickest response time
 - Monthly server maintenance can be performed with little to no down time
 - **Continue to work on performance improvement**
 - Performance stability will give us flexibility to work on product enhancements
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2015 Payroll Reminders:

- December Payroll Deadlines:

Pay Period Dates: Dec. 5th – Dec. 18th

Deadline for Time Card Submittal and Approval

- Submit – Thursday, Dec. 17th at **8:00PM**
- Approval – Friday, Dec. 18th at **10:00AM**

- Final pay date will be December 23rd for all 2015 payrolls
- Last day to use PTO in 2015 is December 23rd

***** Due to shortened pay cycle and holiday closure NO payroll corrections, including hours not submitted and approved by the above deadlines, can be completed until the first payroll of January 2016.*****

▪ **Electronic W-2**

- All faculty, staff, and student employees who have given consent to receive their W-2 electronically will be entered into a drawing for a \$100 gift card to the Deacon Shop
 - Link to consent is in WIN
 - Click on WF@Work → Electronic W-2 Consent (under Tax Forms)
 - W-2 Availability
 - Electronic W-2's around January 15th
 - Paper W-2's will be mailed on January 29th
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Reimbursement Inquiry in WIN

Thurs., 1/21/16	9:00 – 10:30 AM	409 Benson
Mon., 2/22/16	2:00 – 3:30 PM	401 A/D Benson
Mon., 3/21/16	11:00 – 12:00 PM	401 A/D Benson
Wed., 4/20/16	1:00 – 2:30 PM	409 Benson
Tues., 5/10/16	9:00 – 10:30 AM	404 ZSR Library-Auditorium

Your input is essential as we continue to collaborate and discuss items of interest so that we can improve how we do business at Wake. So, please continue to send along suggestions, questions, and topics you want to hear about, know about, or discuss with others.