

Finance Matters!

Volume 1, Issue 12 December 2008

Palm Beach Community College

How should I submit documents to Accounts Payable?

In January 2009, [Accounts Payable](#) will begin scanning all documents received for payment requests (e.g. disbursement requests, travel reimbursements, etc.) into an electronic format. Due to the requirements of the scanning process, all documentation must be submitted in a very specific manner. If documents are not submitted properly they may be returned without processing.

How should I submit documents to Accounts Payable?

- All documents must be secured together with only one staple. No loose papers or additional staples please. Stapling of individual receipts will not be accepted.
- Paperwork submitted should be 8 ½" on one edge or approximate

8 ½" (allowing for less only) or else be taped to a 8 ½ x 11" sheet. Longer than 11" can be accommodated. We believe most commercial invoices will meet this standard so that no additional work is necessary.

- Receipts taped to an 8 ½ x 11" sheet should be in an orderly and upright fashion, preferably grouped by date or type. Please do not cover any receipt lettering with tape as that makes it difficult to read after it's been scanned.
- When deciding on what event agenda items need to be attached, please only include information that relates to the name, date(s), location, cost, items included in the price (e.g., meals, etc.), and the calendar or timetable of events. Speaker



vitae and recommended reference materials are not required. We will return materials that do not pertain to the trip. Documents that are not submitted properly will mean a delay in the final payment or reimbursement.

Please call [Terry Goodman](#) at 1-3092 if you have questions. Thank you very much for your cooperation during this transition. ■

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Important upcoming IRS required tax document dates

Form *	Required IRS issue date	Additional PBCC dates **	Purpose
2008 1098-T	2/2/2009		Annual statement of tuition paid and related expenses to be sent from educational institutions to its students
Email		1/7/2009	Email notification to students allowing students to opt to receive 1098T electronically
Email		1/14/2009	Notify students who elected electronic delivery of Form 2008 1098T
Email		1/21/2009	Notify students who elected electronic delivery of Form 2008 1098T
Email		1/28/2009	Notify students who elected electronic delivery of Form 2008 1098T
2008 W-2	2/2/2009		Wages and tax statement issued by employers detailing wages paid and taxes withheld
2008 1099-MISC	2/2/2009		Statement of miscellaneous income for individual and unincorporated companies who have been paid \$600 or more in non-employee service payments

* Official IRS Forms are based on calendar year

** PBCC additional dates are tentative dates and are subject to change if necessary

If you know a vendor has moved please encourage them to update their address with us by sending an updated IRS Form [W-9](#), Request for Taxpayer Identification Number and Certification to [Purchasing](#). ■

Q & A: What's in your wallet?

Q: Did you just finish a routine purchase for your department through PantherNet but realized you forgot something? And you need it now? What should you do? Should you use your PCard or cash?

A: Use your PCard. Your purchase will be Florida sales tax exempt. PBCC does not reimburse for sales tax. If you pay with cash, you will not be reimbursed for the sales tax you paid. If you use the Pcard, you will not have to wait to get your cash back.

Q: Did you forget to cash a paycheck? Isn't it time to sign up for direct deposit?

A: Cash your check on a timely basis and verify your bank statements regularly. And you waited for us to tell you that!? December is a good time to remember to cash all your payroll and/or other checks. The State has specific rules concerning long-outstanding checks. If checks are not cashed within certain time frames, the funds have to be sent to the State. Cutoff for your December 2007 payroll check is



December 31, 2008, for your July, 2008 payroll check it will be December 31, 2009, and so on. Checks themselves are only good for six months from date of issue. If dormancy has not yet been reported (due to the State end of April 2009 for December 2007) you can still contact the [bookkeeper, Bertha Forero](#) and get a replacement check. So give yourself something to pay all those holiday bills! ■

Important Payroll Dates - January 2009

Pay Date	1/15/2008	1/30/2008
Cutoff for Assignment Changes to HR	January 7	January 20
Cutoff for Direct Deposit Changes	January 7	January 22
Time & Attendance Due in PantherNet	January 8	January 23
Pay Period for Full-time & Salary Employees	Jan 1-15	Jan 16-31
Pay Period for Adjunct Salary Employees	N/A	Jan 5 - 31
Pay Period for Hourly Employees	Dec 12 - Jan 7	Jan 8 - 22
Overtime to be paid for dates worked	Dec 13-26	Dec 27 - Jan 9



Your W-2 for 2008 will be mailed to you no later than January 31, 2009. To avoid any delays in receiving your tax forms, please make sure your address is correct. You can easily and conveniently double-check and change your address, telephone number, and emergency contacts online simply by logging on to the PBCC home page and clicking on "Change Contact Info" on the [Employee Web](#).

Insured or not insured? Participant or feeling left out?

Do you have questions on your deductions for the new benefit year beginning January 1?

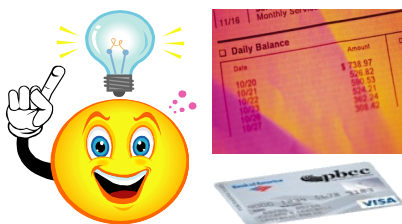
Putting the pieces together for the new benefit year is not as massive an undertaking as the proposed Big 3 auto bailout, but it is a complicated puzzle made of many components.

255 of us made benefit changes during the recent open enrollment period for the new year starting in January. Did you contact [Human Resources](#) in time? Finance paid the insurance bills at the new rates. If you added coverage and you do not have your new card (if Human Resources promised you one), or your payroll deduction does not



look right, best get with the people who are in the know: [Christine Krulcik](#) is our billing specialist for insurances. Office: FN 206, MS: 59, 1-3104. ■

Helpful Hints: How to reconcile your PCard charges



PCard charges are uploaded into PantherNet on a daily basis. After you process and verify your transactions in PantherNet you should keep your receipts in a safe

place until you receive your statement. Credit card statements are sent to the individual Cardholders the first week of each month. To assist you in reconciling your PCard transactions to your credit card statement, you can print a reconciliation report in PantherNet. Follow the path **CM-PC-PT**, then put in the appropriate dates for that month and select a network printer. You can print this

report in lieu of individual document screens, attach your receipts and submit all documentation with the statement. The total dollar amount of the receipts, including any credits issued, must equal the total of the statement. Statements should then be sent to your Dean/Dept Head for review/signature and forwarded onto Finance Dept, [PCard MS #59](#). ■

Palm Beach Community College

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New Year and Grant Expenditures

January signals a new beginning and is time for many to reflect, review and make plans for the New Year. December marks six months since the beginning of our fiscal year. Although not all grants share PBCC's fiscal year, why not take the opportunity to step up your review of grant expenditures to make sure you are on track to expend your grant funds by the end of your fiscal year?

Make sure we are capturing all grant expenses. It may be possible that some charges are expensed to your Fund 1 org. Pay careful attention to payroll. You may have added an employee since the beginning of the fiscal year. Make sure they are being paid from the correct org. Reclassifying entries may be made to correct that situation. Please notify your Grants Accountant, [Shirley King](#) or [Jane Mills](#).

College Café Menu for [January 09](#).

Profile: Cathy White

Cathy White, PBCC's Payroll Supervisor, is one lucky lady, and not just because she works at PBCC.

In 1982, Cathy worked as a student assistant in the CPI Reading Lab and was loaned to the payroll department for a few days. Those few days turned into 26 years and counting.

Cathy began working full time in payroll in 1984 and became Payroll Supervisor in 1995.

An avid genealogist, Cathy spends her spare time researching her family history and working towards her certification as a professional genealogist. She also enjoys reading, digital

scrapbooking and training her 2 dogs.

Cathy must have a lucky charm – she enters sweepstakes – and wins!

Her biggest win (so far) was a \$10,000 gift card to Home Depot. She's also won trips to Las Vegas, New York City, Los Angeles, Tampa, and Universal Studios in Orlando.

Cathy may have more competition in the future as she inspires more of us to take a chance.

Good job and good luck!

[Payroll](#) (MS #26)
Phone: 868-3099 or dial 1-3099 internally. ■

