THE BUSINESS OFFICE WOULD LIKE TO WELCOME YOU TO WESTERN WYOMING COMMUNITY COLLEGE

As a new employee, we would like to welcome you to the College and take this opportunity to introduce you to the Business Office since there are many occasions that you may need to deal with one or all of the staff that work in the Business Office. We are here to help you.

LOCATION: 3001, which is on the third floor directly in front of the elevators as you exit.
OFFICE HOURS: 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding holidays.

BUSINESS OFFICE STAFF:

Debbie Baker,
Director of Finance and Controller
Phone: 307-382-1611
E-Mail: dbaker@wwcc.wy.edu

Debbie can help with budget and expenditure questions and any general questions relating to the Business Office.

Colleen Thomas,
Payroll Accountant
Phone: 307-382-1615
E-Mail: cthomas@wwcc.wy.edu

See Colleen for any payroll questions which would also include questions about insurance, retirement, taxes and any payroll reductions or deductions from your paycheck. You will also see her about any garnishments or court orders.

Scarlet Skorcz,
Accounts Payable Technician
Phone: 307-382-1612
E-Mail: sskorcz@wwcc.wy.edu

Scarlet would be happy to assist you regarding credit cards, travel cards, purchase orders, employee reimbursements, both paper and on-line requisitions and vendor questions.

Anne-Marie Shipman,
Accounts Receivable Technician
Phone: 307-382-1613
E-Mail: ashipma@wwcc.wy.edu

Anne would be glad to assist you with cashing a payroll or personal check, also if you need to make a payment such as tuition, wellness center passes, child care fees or lockers fees.

Debra Clawson,
Fixed Assets Accounting Technician
Phone: 307-382-1710
E-Mail: dclawson@wwcc.wy.edu

Debra is here to help with payroll processing questions, fixed assets inventory, and direct deposits.

Kimberly Greene,
Grants and Accounting Technician
Phone: 307-382-1614
E-Mail: kgreene@wwcc.wy.edu

See Kimberly regarding the Funded Projects Management System, distribution of paychecks, WIA students account information, internal billing, and general inquiries.
# QUESTIONS & REFERENCE GUIDE:

## 1. BUDGET

A. Budget Pointers

## 2. PAYROLL

B. Payroll Flow Chart

C. Timesheet Entry

D. Timesheet Deadlines

E. Direct Deposit Requests (return to Fixed Asset Accounting Technician)

F. Direct Deposit Pay Advice Distribution

G. Physical Pay Check Distribution

H. Federal Taxes (including W-4), Benefits, Deductions, Garnishments & Court Order Questions

I. W-2 (Electronic & Paper)

## 3. ACCOUNTS PAYABLE

J. Accounts Payable Flow Chart

K. On-line Requisitions

L. Paper Requisitions

M. Approval of On-line Requisitions for both Online Employee Reimbursement and Online Requisitions

N. Travel Credit Cards & Reimbursement Flow Chart

O. Employee Reimbursement Forms

P. Employee Reimbursement

Q. College Credit Cards

## 4. ACCOUNTS RECEIVABLE

R. Cashing Payroll and Other Checks

S. Payments for tuition, locker fees, Child Care Fees & other payments

T. Sponsorship Flow Chart

## 5. FIXED ASSET (Equipment & Furniture)

U. Fixed Asset Flow Chart

V. Fixed Assets Inventory

W. Fixed Assets Change of Location

X. Fixed Assets Lost, Stolen or Destroyed

## 6. GRANTS

Y. Funded Projects Management System Flow Chart

Z. Funded Projects Management System Form
SECTION 1.

BUDGET
SECTION A: BUDGET POINTERS

ACCESS TO BUDGET

1. Every morning the Business Office posts a budget for all the funds for both revenue and expenses under – WWCC Home Page – Employees – Employee Intranet – Sign In – Administrative Services – Business Office – Budget Report
2. You should all have access to your individual budgets, as they are assigned to you by your Vice President. You can access these under – WWCC Home Page – Mustang Cruiser – Sign In – Mustang WebAdvisor – Employees – Budget Summary (any of the blue numbers under this selection you can click on to see the detail that makes up that number) or Budget Selection.
RULES OF BUDGETING

1. You can transfer money with in a PROGRAM AREA or DEPARTMENT.
2. You cannot transfer budget money from one FUND to another FUND.
3. You cannot transfer budget money from one PROGRAM AREA to another PROGRAM AREA in the 10 Fund. e.g. from a 500000 to 100000
4. You cannot increase the overall budget.
5. Since the 10 & 11 Funds do not have revenues tied to each department, it is best to use the budgeted amount to know how much you can spend.
6. Use the % completed column throughout the year-end to see if you are track with your spending.
7. Budgeting for equipment is typically done in the 2nd Year of a biennium and is usually zero in the budget during the first year.
8. There are usually carryover amounts in the 13 Fund and 60 Fund. These funds are available to use, however; keep in mind that just because you have a certain amount of expenses budgeted in a given year...if your revenues are lower than you expected you may not have as much as you budgeted to spend. If you have carryover, then you can use it, but if you don’t have any carryover funds and your revenues are less than budgeted, that means you have less available to spend.
9. Large carryover amounts to be budgeted are taken by the Vice President of Administrative Services for Board approval and will show up in the revenue side for the 13 Fund and 60 Fund.
10. If you need to encumber something prior to fiscal year-end, it needs to be a legitimate expenditure to a specific company or person, and the expenditure should occur within a few months after fiscal year-end.
OTHER THINGS TO KEEP IN MIND

1. “Spend out” requests come in the 2nd year of the biennium, to spend down the 10 & 13 Funds so that in total we do not exceed the 8% carryover allowed by statute.

2. Know your limits for both credit cards and requisitions. If your requisition amount is over your limit, your Vice President must approve the requisition as well! Most requisition limits are $1,000 for Directors in Jackie’s area.

3. You cannot divide a purchase into many requisitions in order to avoid the approval process.

4. Further approvals
   a. APPROVALS NEEDED FOR PURCHASED ITEMS:
      i. Under $999 – purchased at buyer’s discretion
      ii. $1,000-$4,999 - must be approved by one of the Vice Presidents or President
      iii. $5,000 - $14,999 – must receive THREE quotes
      iv. $15,000 - $49,999 – item must be bid and Tammy Register must be involved
      v. Over $50,000 – The Vice President and Tammy Register must be involved and the Board must approve the item prior to getting bids
      vi. These are exceptions for legitimate “sole source” purchases in connection with quotes and bids.
SECTION 2.
PAYROLL
SECTION B: STEPS IN EMPLOYEE COMPENSATION

**Human Resources (HR):**
The Associate Vice President for Administrative Services (AVPAS) (1832),
The HR Specialist (HRS) (1610) and the HR Assistant

**BUSINESS OFFICE (BUSOFF):**
Payroll Accountant (PA) (1615) & the Fixed Asset Accounting Technician (FAA) (1710).

### For NEW EMPLOYEES:
Before HR can add a new employee to the system, ALL the following paperwork must be completed in its entirety and submitted to HR. An employee CAN NOT be paid if they are not added to the system.

- Signed Application
- W-4
- I-9
- Life, Health, Retirement and Other Enrollment Forms (FT & PT Benefitted Employees)
- Retirement Election Form (Adjunct Faculty)
- Student Authorization Sheet - every semester (Student Workers)
- Completed Employee Reporting Form (ERF)

### For CHANGE OF POSITION OR ADDITIONAL POSITION TO A CURRENT EMPLOYEE
Before HR can change or add a position for an employee to the system, ALL the following paperwork must be completed in its entirety and submitted to HR. An employee CAN NOT be paid for the changes if they are not added to the system.

- Completed Employee Reporting Form (ERF)

### Once HR has received all the proper paperwork and have added the employee to the system the employee is eligible to be paid their compensation and moves into the BUSOFF.

### Due Dates for Timesheets
- Hourly Timesheets are due every other Monday by 12:00 p.m. and every other Tuesday by 11:59 p.m. to be payable the second Thursday after they are due.
- FT Timesheets are due from the employees on the 22nd by 12:05 p.m. and from the supervisor on the 23rd by 11:59 p.m. to be payable on the last work day of the month.

### SPECIAL NOTE:
- All employees may have their paycheck directly deposited into their bank, see FAA.

### MEAL EXPENSE FOR TRIPS WITHOUT AN OVERNIGHT STAY – Per IRS, must be run through payroll so send requests for reimbursement to payroll@wwcc.wy.edu

###生产经营
- Any changes to insurance (medical, dental or vision), new Tax Sheltered Annuities (TSA's, including 403b, 457 or Roth's), or new retirement benefits must go through HR who will then communicate these changes or additions to PA.
SECTION C: TIMESHEET ENTRY
FULL-TIME EMPLOYEE PROCESS
Academic Planning
- Degree Audit Evaluation
- E-Mail Advisor(s)
- Academic Planning & Course Selection

User Info
- My Profile
- Address City Request

Employee Info
- Position Summary
- Leave Row Summary
- Pay Advisor
- My Friends
- Total Compensation
- W-2 Online Copies
- W-2 Status

Employee Time Entry
- Time Sheet Entry
- Time Sheet History
- Position Summary
- Leave Row Summary
- Employee Folders

Employee Time Approval
- Time Approval (Supervisor)
- Time History (Supervisor)
- Time History (Chosen Year)
- View Web Advisor (Advisor)
ALERT: If you work a normal 40 hour work week, make sure that each consecutive 5 days = 40 hours.

If the 23rd of the month falls on any day but Friday AND you have OVERTIME or COMPENSATION TIME EARNED during that week. This will need to be dealt with in one of two ways: (1) if the employee is going to receive COMPENSATION TIME for the time worked over 40 hours, then an email from the SUPERVISOR needs to be sent to the Executive Assistant for the VP of Administrative Services at emerrell@wwcc.wy.edu and the compensation hours will be adjusted on the employees leave time (2) if the employee is going to receive PAID OVERTIME for the time worked over 40 hours, then it will be adjusted on the next timesheet under the PRIOR PERIOD OVERTIME box by the SUPERVISOR. DO NOT put these hours on the on-line timesheet.

These are the updated leave balances as of the prior month-end.
Enter all your time for the month, i.e. Regular hours, overtime and leave. You enter your time as frequently as you would like AS LONG AS YOU DO NOT CHECK THE BOX TO ELECTRONICALLY SIGN THE TIMESHEET BUT DO CLICK SUBMIT. PLEASE NOTE THAT ONCE YOU SUBMIT YOUR TIMESHEET TO YOUR SUPERVISOR, YOUR REGULAR AND OVERTIME HOURS WILL BE BROKEN INTO 2 COLUMNS AND OVERTIME WILL ONLY SHOW IN THE SECOND COLUMN ONCE 40 HOURS OF REGULAR TIME HAS BEEN WORK.
Once you check the box to electronically sign your timesheet and click Submit, your Supervisor will receive an email alerting them that you have completed your timesheet. Once your Supervisor has Approved your timesheet you will get an email alerting you that it is Approved.

Please remember if you have any issues while filling out your timesheet, please contact the Business Office so that we can walk through your timesheet with you. This will enable us to document the issue and then get either IT or HR involved to correct the problem. Thank you!
SECTION C.1: SUPERVISOR’S GUIDE TO FULL-TIME EMPLOYEE TIMESHEET APPROVALS
1) This column automatically places a check mark in the box once you have **APPROVED** a timesheet. **DO NOT MANUALLY** check this box because then you will not be able to go in and review the actual timesheet.

2) This column automatically places a check mark in the box once an employee has started working on their timesheet. The **SUPERVISOR** will receive an automatic email once the **EMPLOYEE** has Electronically Signed the timesheet.

3) If you are an **ALTERNATE SUPERVISOR**, you can drop down this box to select the **SUPERVISOR** you are filling in for and will see the timesheets that **SUPERVISOR** is in charge of...
Make sure that if you are selecting to “APPROVE TIME ENTRIES ON BEHALF OF…” that there are no check marks in the “REVIEW ENTRY” column.

If the SUPERVISOR is going to be unavailable to APPROVE timesheets, the SUPERVISOR needs to alert the ALTERNATE SUPERVISOR, so that the APPROVALS can be completed prior to the DEADLINE.

This then will show you all the employees that the SUPERVISOR has, that you are the ALTERNATE for that will need to be Approved by you. From this point on the APPROVAL process is the same as if you are the SUPERVISOR.
1) The Leave Balances should be accurate and a great way for the Supervisor to keep track of when an employee may be getting close to the limit on vacation. Vacation, Sick and Personal Leave balances are only updated on a monthly basis by HR. Compensatory Time should be updated with any changes to the timesheet.

2) The Supervisor will use this area if OVERTIME was earned due to the 23rd cut-off in the middle of the week. This should be YES before the Supervisor approves the timesheet. If it is not, and the Due Date for Employees has passed, print a copy of the timesheet, APPROVE IT and CLICK SUBMIT and then have the employee sign the printed copy and turn into the Business Office. If the Due Date for Employee hasn’t passed, make sure to remind employees to submit their timesheets.

3) This is where you APPROVE or REJECT, if you REJECT you will need to add an email subject and some comments.

The **SUPERVISOR DECISION** drop down box has APPROVE and REJECT...DO NOT Reject a timesheet if the **EMPLOYEE DEADLINE** has already past. If you REJECT a timesheet prior to the **EMPLOYEE DEADLINE** then you need to enter the **EMPLOYEE'S EMAIL ADDRESS** and **SUPERVISOR COMMENTS** before you click on **SUBMIT**. Rejecting a timesheet should ONLY be used if you think that the timesheet has been falsified. If changes are completed by the Supervisor, a printed copy of the timesheet will need to be signed by the Employee and submitted to Payroll.

Once you APPROVE the timesheet you will get a confirmation screen that says you have Submitted the time and the Employee will receive an email letting them know their timesheet has been APPROVED.

Please remember if you have any issues while approving timesheets, please contact the Business Office so that we can walk through your issues. This will enable us to document the issue and then get either IT or HR involved to correct the problem. Thank you!
SECTION C.2: PART-TIME EMPLOYEE PROCESSES
This screen shows you the Pay Period Start and End Date, who your supervisor is that will sign your timesheet and the Due Date of the Timesheet. If you don’t complete your timesheet by this Due Date, you will see the following screen and your Supervisor will need to complete your timesheet and then both submit it electronically and print it so that you can sign it and turn it into Payroll.
MULTIPLE BUDGET CODE

If you have multiple budget codes you must select each budget code separately to enter your time. Please pay particular attention to which timesheet you are filling out!
 ALERT: If you work a normal 40 hour work week, make sure that each consecutive 5 days = 40 hours.

PLEASE NOTE: PT EMPLOYEES SHOULD NOT TYPICALLY WORK OVERTIME! However, if they do and if the PAY PERIOD END DATE of the pay period falls on any day but Friday AND you have OVERTIME during that week, this will need to be dealt with in the following manner. The SUPERVISOR will need to adjust the overtime on the next timesheet under the PRIOR PERIOD OVERTIME box. EMPLOYEES DO NOT put these hours on the on-line timesheet.

These are the updated leave balances as of the prior month-end.

If you are going to take PTO Time you will enter that time in the Other Time Hours and select the PTO from the drop down list under Other Time Types.

Please note these columns will not apply to you and will give you an error if you fill something in. As shown on the next screen.
A page from a document showing a time entry interface on a website. The interface includes sections for position, hours, pay cycle, department, location, supervisor, and complete entry by. The interface also alerts users that if they work a normal 40 hour work week, they must make sure that each consecutive 5 days equals 40 hours. There is a section for leave accrual and leave balance. The interface also includes options for sick hours, other time hours, and other time types.
Enter all your time for the month, i.e. Regular hours, overtime and leave. You enter your time as frequently as you would like AS LONG AS YOU DO NOT CHECK THE BOX TO ELECTRONICALLY SIGN THE TIMESHEET BUT DO CLICK SUBMIT. PLEASE NOTE THAT ONCE YOU SUBMIT YOUR TIMESHEET TO YOUR SUPERVISOR, YOUR REGULAR AND OVERTIME HOURS WILL BE BROKEN INTO 2 COLUMNS AND OVERTIME WILL ONLY SHOW IN THE SECOND COLUMN ONCE 40 HOURS OF REGULAR TIME HAS BEEN WORKED.
If you have work under more than one budget code, be sure to go back and fill out the other timesheets as they apply for the time you worked during the current pay period. Be sure to submit all timesheets to your supervisor that apply to that pay period.

Once you check the box to electronically sign your timesheet and click Submit, your Supervisor will receive an email alerting them that you have completed your timesheet. Once your Supervisor has Approved your timesheet you will get an email alerting you that it is Approved.
Please remember if you have any issues while filling out your timesheet, please contact the Business Office so that we can walk through your timesheet with you. This will enable us to document the issue and then get either IT or HR involved to correct the problem. Thank you!
SECTION C.3 SUPERVISOR’S GUIDE TO PART-TIME EMPLOYEE TIMESHEET APPROVALS
1. This column automatically places a check mark in the box once you have APPROVED a timesheet. **DO NOT MANUALLY** check this box because then you will not be able to go in and review the actual timesheet.

2. This column automatically places a check mark in the box once an employee has started working on their timesheet. The SUPERVISOR will receive an automatic email once the EMPLOYEE has Electronically Signed the timesheet.

3. If you are an ALTERNATE SUPERVISOR, you can drop down this box to select the SUPERVISOR you are filling in for and will see the timesheets that SUPERVISOR is in charge of...

4. This also shows you the total number of hours the employees have entered on their timesheets.

Make sure that if you are selecting to “APPROVE TIME ENTRIES ON BEHALF OF...” that there are no check marks in the “REVIEW ENTRY” column.
If the SUPERVISOR is going to be unavailable to APPROVE timesheets, the SUPERVISOR needs to alert the ALTERNATE SUPERVISOR, so that the APPROVALS can be completed prior to the DEADLINE.

This then will show you all the employees that the SUPERVISOR has, that you are the ALTERNATE for that will need to be Approved by you. From this point on the APPROVAL process is the same as if you are the SUPERVISOR.

1. The PTO Balances should be accurate and a great way for the Supervisors to keep track an employee’s time. PTO balances are updated once the payroll is processed. PTO is added on an annual basis by HR.
1. The Supervisor will use this area if **OVERTIME** was earned in the last week to the last day of the pay period cut-off occurring in the middle of the week. This shouldn’t be an issue since every two weeks end on Friday.

2. This should be YES before the Supervisor Approves the timesheet. If it is not, and the Due Date for Employees has passed, print a copy of the timesheet, APPROVE IT and CLICK SUBMIT and then have the employee sign the printed copy and turn it into the Business Office. If the Due Date for Employee hasn’t passed, make sure to remind employees to submit their timesheets.

The **SUPERVISOR DECISION** drop down box has APPROVE and REJECT...DO NOT Reject a timesheet if the **EMPLOYEE DEADLINE** has already past. If you REJECT a timesheet prior to the **EMPLOYEE DEADLINE** then you need to enter the **EMPLOYEE’S EMAIL ADDRESS** and **SUPERVISOR COMMENTS** before you click on **SUBMIT**. Rejecting a timesheet should ONLY be used if you think that the timesheet has been falsified. If changes are completed by the Supervisor, a printed copy of the timesheet will need to be signed by the Employee and submitted to Payroll.

Once you APPROVE the timesheet you will get a confirmation screen that says you have Submitted the time.

Once you APPROVE the timesheet you will get a confirmation screen that says you have Submitted the time and the Employee will receive an email letting them know their timesheet has been APPROVED.

Please remember if you have any issues while filling out your timesheet, please contact the Business Office so that we can walk through your timesheet with you. This will enable us to document the issue and then get either IT or HR involved to correct the problem. Thank you!
SECTION C.4:
LINKS TO THE FT AND PT TRAINING VIDEOS

FT Employee Online Timesheet Training Video
https://www.westernwyoming.edu/
  My WWCC
  Employees
  Employee Intranet
  Sign In
  Administrative Services
  Business Office
  Business Office Documents
  Employee On-Line Timesheet

https://sharepoint.wwcc.wy.edu/BusinessOffice/Business%20Office%20Documents/Employee%20On-Line%20Timesheet.m4v

Supervisor Approval of Employee Online Timesheet Training Video
https://www.westernwyoming.edu/
  My WWCC
  Employees
  Employee Intranet
  Sign In
  Administrative Services
  Business Office
  Business Office Documents
  Employee On-Line Timesheet

https://sharepoint.wwcc.wy.edu/BusinessOffice/Business%20Office%20Documents/Supervisor%20On-Line%20Timesheets.m4v

PT Employee Online Timesheet Training Video
To view the recording, click the link below:

View the Blackboard Collaborate recording


(You may need to download the Blackboard Launcher in order to view this video.)
SECTION D:  
FT EMPLOYEE TIMESHEET DEADLINES

Full-time timesheets are due on the 22nd of each month by NOON, unless there is a WEEKEND or HOLIDAY. To best see the due date, sign in to your Mustang Cruiser account and under Mustang WebAdvisor – Employees – Time Entry see the “Complete By Date” as shown below.

FOR DECEMBER, because the Holiday Break can vary from year to year the Business Office will email timesheet deadlines, but you can always look at Time Entry if you miss an email.
FOR SUPERVISORS:

Full-time timesheets are due on the 23rd of each month by MIDNIGHT, unless there is a WEEKEND or HOLIDAY. To best see the due date, sign in to your Mustang Cruiser account and under Mustang WebAdvisor – Employees – Time Approval see the “Complete By Date” as shown below.

FOR DECEMBER, because the Holiday Break can vary from year to year the Business Office will email timesheet deadlines, but you can always look at Time Entry if you miss an email.
SECTION D.1
PT EMPLOYEE TIMESHEET DEADLINES

FOR EMPLOYEES:

Part-time timesheets are due every other Monday by noon, regardless of whether Monday is a HOLIDAY. To best see the due date, sign in to your Mustang Cruiser account and under Mustang WebAdvisor – Employees – Time Entry see the “Complete By Date” as shown below.

FOR DECEMBER, because the Holiday Break can vary from year to year the Business Office will email timesheet deadlines, but you can always look at Time Entry if you miss an email.
FOR SUPERVISORS:

Part-time timesheets are due every other TUESDAY by MIDNIGHT, regardless of HOLIDAYS. To best see the due date, sign in to your Mustang Cruiser account and under Mustang WebAdvisor – Employees – Time Approval see the “Complete By Date” as shown below.

FOR DECEMBER, because the Holiday Break can vary from year to year the Business Office will email timesheet deadlines, but you can always look at Time Entry if you miss an email.
SECTION E: DIRECT DEPOSIT REQUEST

The Direct Deposit Request Form can be found under:
https://www.westernwyoming.edu/
My WWCC
Employees
Employee Intranet
Sign In
Administrative Services
Business Office
Business Office Documents
Direct Deposit Request
WESTERN WYOMING COMMUNITY COLLEGE
_PAYROLL DIRECT DEPOSIT AUTHORIZATION_

Any employee who would like to authorize a payroll direct deposit must indicate the same as detailed below. All blanks must be filled out completely and this form must be returned to the Business Office. Please type or print clearly.

I, _______________________________________________________________________,

Social Security # ___________________, do hereby authorize a payroll direct deposit as stipulated below:

Bank Name:____________________________________________________________________

Bank Routing Number: ___________________________________________________________

Bank Account Number: __________________________________________________________

Please attach a blank deposit slip.

Month Effective: ________________________________________________________________

THE BUSINESS OFFICE WILL NOT BE RESPONSIBLE FOR INCORRECT BANK ROUTING NUMBERS OR INCORRECT BANK ACCOUNT NUMBERS. PLEASE VERIFY THESE NUMBERS BEFORE SUBMITTING THIS FORM.

THIS AUTO DEPOSIT MAY BE A CHECK THE FIRST TIME YOU SUBMIT A TIMESHEET DUE TO BANK REGULATIONS.
SECTION F:
DIRECT DEPOSIT PAY ADVICE DISTRIBUTION

This only applies to employees that have direct deposit.

PLEASE NOTE: This is not available for those employees that still receive a paper check.
I understand the following:

Please note the following five disclosures.

1. I will only receive my pay advice electronically online and will not receive a paper copy.
2. My pay advice will be available for viewing and printing on the pay date for that advice.
3. I will have access up to five years of historical pay advices online.
4. If I retire, leave or am terminated, I may have limited or no access to this information.
5. If I have any questions, I can contact Director of Finance & Controller at 307-382-1611.

Here is how you access your payroll advice:
You can then select whichever pay advice you would like to view. You can also go back to other years as shown on the next slide.
SECTION G: PHYSICAL PAY CHECK DISTRIBUTION

FULL TIME PAYROLL
This is for all full-time faculty and staff. These checks are distributed on the last working day of the month. Most checks go to the mailroom and are placed in each employee’s on campus mailbox or in the mailbox for their respective department. The only exceptions are employees working for the GR Center and the employees working on the third floor. A designated employee from the GR Center will pick up the checks from the Business Office while the checks for employees working on the third floor will be delivered to them.

PART TIME
These checks include part-time benefited and non-benefited employees, as well as work studies. Checks are sorted by department such as the Children’s Center, Maintenance, Green River Center, Outreach, the Adult Learning Center, Gear Up, and Coaches. Department designees pick up these checks in the Business Office. Debi Monroe is in charge of picking up the coaches’ checks. If the employee doesn’t belong to any of these departments, his/her check will be available at the Front Desk. Under special circumstances, the Business Office will hold checks or mail them as instructed by Supervisors, HR, or the Payroll Accountant.

Refer to the Chart below.

PART TIME PAYROLL CHECK DISTRIBUTION

<table>
<thead>
<tr>
<th>Department</th>
<th>Who Picks Checks Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s Center</td>
<td>Director of Children’s Center</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Physical Resources Office Assistant or PT Physical Resources Clerical Aide</td>
</tr>
<tr>
<td>Green River</td>
<td>Whoever from GRC is on campus</td>
</tr>
<tr>
<td>Outreach</td>
<td>Distance Learning Office Assistant</td>
</tr>
<tr>
<td>Adult Learning Center</td>
<td>Learning Center Office Assistant</td>
</tr>
<tr>
<td>Gear Up</td>
<td>Student Support Assistant</td>
</tr>
<tr>
<td>Faculty</td>
<td>Executive Asst. to the VP of Student Learning or Faculty and Adjunct Office Asst.</td>
</tr>
<tr>
<td>Coaches</td>
<td>Executive Assistant for the VP of Student Success</td>
</tr>
<tr>
<td>Front Desk</td>
<td>Information, Registration and Records Office Assistant</td>
</tr>
</tbody>
</table>

15TH OF THE MONTH
Adjunct Faculty or employees who don’t fill in a time sheet are paid based on their respective Employee Reporting Forms (ERF). The distribution of these checks is processed according to the department head/supervisor who signed the ERF.

Refer to the Chart below.

15TH OF THE MONTH PAYROLL CHECK DISTRIBUTION

This one is usually done by who signs the ERF. Then I sort them accordingly. Most of the time we have the following:

<table>
<thead>
<tr>
<th>Department</th>
<th>Who Picks Checks Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green River</td>
<td>Whoever from GRC is on campus</td>
</tr>
<tr>
<td>Outreach</td>
<td>Distance Learning Office Assistant</td>
</tr>
<tr>
<td>Faculty</td>
<td>Executive Assistant to the VP of Student Learning or the Faculty and Adjunct Office Assistant.</td>
</tr>
<tr>
<td>Coaches</td>
<td>Executive Assistant for the VP of Student Success</td>
</tr>
</tbody>
</table>
SECTION I:
SIGN UP FOR ELECTRONIC W-2’S & PAPER W-2’S DISTRIBUTION

We are excited to let you know that you now can view and print your official W-2 electronically. If you chose this option, you must consent and follow the instructions below. Go to Web Advisor and go under EMPLOYEE INFO, read and consent to the disclosure...your W-2’s will be available to you in electronic format this year and in the future. If you consent to get your official W-2 electronically you will not receive a printed copy.

If you consented to receive your official W-2 electronically last year, your consent should still be in place, feel free to verify this at Mustang Cruiser.

If you prefer a paper copy of your W-2 you don’t have to do anything, as long as you haven’t consented in a previous year. Paper copies of W2s are mailed as soon as they are available.

Start at the WWCC Main web page. 
http://www.westernwyoming.edu
Click on the My WWCC and then on the Mustang Cruiser. 
Login to Mustang Cruiser. 
Click on the Mustang WebAdvisor. 
Click on the Employees sub-tab (dark gray). 
Use the menu on the left to consent and view your W2 under the Employee Info heading.
SECTION 3.
ACCOUNTS PAYABLE
SECTION J: ACCOUNTS PAYABLE PROCESS THROUGH ON-LINE & PAPER REQUISITIONS

**Paper Requisitions**

- **Scarlet/Anne (backup)**
  - Turn in your Requisition to the Account Payable Technician’s inbox

- **Kimberly/Scarlet (backup)**
  - Requisitions given to Grants & Accounting Technician to review for 1099 information

- **Debbie C/Scarlet (backup)**
  - Requisitions given to Fixed Asset Accounting Technician for data entry

- **Scarlet/Anne (backup)**
  - Accounts Payable Technician prints vouchers from requisitions entered the prior day

**On-Line Requisitions**

- **Scarlet/Anne (backup)**
  - On-Line Requisitions
    - Accounts Payable Technician prints vouchers from requisitions entered the prior day

**For Purchases That Will Not Be Routed Through Shipping & Receiving**

- **Accounts Payable Technician**
  - Approved for payment and are given to Grants & Accounting Technician to review.
  - Vouchers are given to Fixed Asset Accounting Technician who runs the checks and verifies to Accounts Payable Report.
  - Checks are released once all Accounts Payable Reports have been signed by the President and Vice Presidents.

**For Purchases That Will Be Routed Through Shipping & Receiving**

- **Accounts Payable Technician**
  - Given to Grants & Accounting Technician to review.
  - You will be notified by Shipping & Receiving when your items arrive.
  - SIGN THE “SHIPPING” FORM IN SHIPPING & RECEIVING WHICH WILL BE FORWARD TO THE ACCOUNTS PAYABLE Technician.
  - IF NO “SHIPPING” IS GIVEN TO YOU PLEASE SEND AN E-MAIL TO THE ACCOUNTS PAYABLE Technician.

**NOTE:**

- There are detailed instructions for filling out an Online Requisition How To Guide located on Western’s Intranet — after you sign in go to the Forms tab and it is listed under Business Office Forms.

**Approvals Needed for Purchased Items:**

- Under $4,999 – purchased at buyer’s discretion
- $5,000 - $14,999 – must receive THREE quotes
- $15,000 - $49,999 – must receive THREE bids and the Administrative Services Officer must be involved
- Over $50,000 – the Administrative Services Officer must be involved and the Board must approve the item prior to getting bids
SECTION K: ONLINE REQUISITIONS

HOW TO CREATE AN ON-LINE REQUISITION

Two things to note:
First, on-line requisitions are typically shut-off in June of each year and turned on again in July this is due to our year-end closing procedures.

Second, if your budget line is OVERBUDGET the system will not allow you to input an on-line requisition. You will either need to do a paper requisition or email your Vice President and the Business Office to transfer some budget money.

Other than these two things, you should be able to access and enter on-line requisitions. If you are having issues other than those noted above, please contact Accounts Payable Technician at x1612.

To begin, you will want to be on Western Wyoming Community College’s home page, which is https://www.westernwyoming.edu/

Select Mustang Cruiser.
Once on the Mustang Cruiser webpage you will want to login with your login ID and password. Once you are in Mustang Cruiser you will select Mustang WebAdvisor and then select Employees.

On the Employee page you will see Employee Purchasing in the left hand column with several selections. For the purposes of this guide we will start with Enter Requisitions.
You can enter a requisition using either the Vendor ID or Vendor Name. First we will enter into a requisition using a Vendor ID. If you know the Vendor ID enter as shown below and click SUBMIT. This will take you into the Requisition to fill out.
Next we will enter into a requisition using a Vendor Name.

- Type in the name or a portion of the name of the vendor and click submit. This will bring up a list of vendors that might meet the criteria you entered for the vendor name.
In this list you will note that the second column shows you the Vendor ID. Once you find your Vendor you want to pay you can select it and hit Submit at the bottom of the page to go into the requisition.
Once in the requisition, you will only be able to access the budget numbers that have been assigned to you.

- At the top of the requisition, there is a very helpful tool that says “VIEW BUDGET” that is a blue underlined link. This will take you into the Budget Summary so you can see each budget number, the budgeted amount, requisitions outstanding, encumbered amounts, actual expenses and your remaining available budget.
• On this page, any number that is blue and underlined, will allow you to get more detailed information by clicking on that number.

Once you have reviewed the budget summary and made sure there are funds available for your requisition you can go in and begin entering the information.

• Any field with and * is a required field. Enter your email confirmation if this is blank,

• Enter the Description, Quantity, Price per item, Cost Center and Object code

• ...you can also fill in the Vendor Item and Unit of Issue if you want but these two columns are not required.

• You can enter as many lines as you see on the page.
At the bottom there is a place for comments. Comments can include information you want to convey to the Business Office, just as you need the requisition faxed or emailed to a vendor or you want the requisition HELD for you. Please be careful with your comments as the vendor may see them.

Click submit and it will take you to the next screen which lets you know that the requisition was successfully completed.

It also gives you the requisition number and a summary of what was filled out on the requisition.

It also shows you who the next Approvers are for your requisition.

At the same time you are viewing this screen you should be receiving an email with the same information.
• The Approvers will also receive an email letting them know there is a requisition out there that needs their approval.

You have just completed an on-line requisition, now if you want to check the status of your on-line requisitions; you can go back to the Employee Purchasing in the left column and select Requisition Status. On this page you can see all the on-line requisitions you have entered and the status of each. If you do need to modify a requisition you can click on Modify, make the changes, enter your email, click submit and your changes will be save.
On-line requisitions are as simple as that, but if you do have any questions or concerns, please contact the Accounts Payable Technician in the Business Office at 1612.
SECTION K.1
LINK TO THE ONLINE REQUISITION VIDEOS

Online Requisition Video
https://www.westernwyoming.edu/
  My WWCC
  Employees
  Employee Intranet
  Sign In
  Administrative Services
  Business Office
  Business Office Documents
  Online Requisitions
https://sharepoint.wwcc.wy.edu/BusinessOffice/Business%20Office%20Documents/ON-LINE%20REQUISITIONS.m4v
SECTION L: PAPER REQUISITIONS

A REQUISITION MUST BE FILLED OUT AND PROCESSED PRIOR TO ANY PURCHASE BEING MADE.

Purchasing requisition

1. Fill out requisition with complete vendor name and address.
2. List quantity, part number, description and color choice in the lines under Description of supplies/services.
3. Include unit price and total amount for each line item.
4. Include shipping at the bottom of requisition.
5. Budget code, if more than one budget code is used place dollar amount for each budget number beside it.
6. Sign requisition and send to appropriate person for approval.
7. The requisition will be processed and a purchase order will be sent to the vendor to place the order.
8. A copy of the requisition will be returned to you when the order has been processed. It will have a requisition # on it. This number is a internal number not the PO # that the vendor will receive. Contact A/P for the PO # if needed.
9. The order will be delivered to shipping and receiving. You will be notified when your purchase is here by shipping & receiving.
10. When you pick up your order you will need to sign the shipping slip stating that the order is complete.
11. If you receive any order that was placed with a requisition and do not sign a shipping slip e-mail Accounts Payable that the order is received and complete. An order cannot be paid until accounts payable is notified it is complete.
12. See the the example of the paper requisition.

To find a paper requisition please go to:
https://www.westernwyoming.edu/
My WWCC
Employees
Employee Intranet
Sign In
Administrative Services
Business Office
Business Office Forms
Requisition
SECTION M: STEP-BY-STEP GUIDE TO REQUISITION AND EMPLOYEE REIMBURSEMENT ONLINE APPROVALS

1. The Online Approvals will allow you to approve any online requisitions or employee reimbursement request via Mustang Cruiser from anywhere you have internet access.

2. You will receive an email that alerts you that either an online requisition or employee reimbursement is awaiting your approval.
3. You will need to log into your Mustang Cruiser account through our website.
4. Once in you will go to the Mustang WebAdvisor drop down box and select Employees.
5. Under Employee Purchasing select Online Approvals.

6. A list of documents waiting for your approval will appear. If you want to see additional information on the document you can click on the blue underlined number and it will take you to the voucher for review as shown on the next page.
7. This will show you the Description, Price, GL Distribution and who the next approvers are listed.

8. If you are good with the vouchers listed, simply check the box and click submit. If you are not good with a voucher and have additional questions for the originator or for the Accounts Payable Technician, then do not click the box until your questions are answered.
9. This screen will summarize what you have just approved.

10. You are done!
TRAVEL CREDIT CARDS

TRAVEL REIMBURSEMENT – OVERNIGHT TRAVEL ONLY

TRAVEL REIMBURSEMENT - IN-STATE:

- Mileage Reimbursement:
  - $0.41 per mile – person chooses to use his/her own car
  - $0.45 per mile – no College car is available for use
  - $0.55 per mile – use of a 4-wheel drive

TRAVEL REIMBURSEMENT - OUT-OF-STATE:

- Mileage Reimbursement:
  - $0.55 per mile

REIMBURSEMENT RATES FOR MILEAGE & MEALS

Meal Reimbursement – IN-STATE:
- $32.00 for 24 hours
- $7.00 for Breakfast – leave before 6:00 a.m.
- $10.00 for Lunch – gone between 11:30 a.m. – 1:30 p.m.
- $15.00 for Dinner – gone after 6:00 p.m.

Meal Reimbursement – OUT-OF-STATE:
- $40.00 for 24 hours
- $9.00 for Breakfast – leave before 6:00 a.m.
- $12.00 for Lunch – gone between 11:30 a.m. – 1:30 p.m.
- $19.00 for Dinner – gone after 6:00 p.m.

TRAVEL CREDIT CARDS

TRAVEL REIMBURSEMENT

SECTION N: TRAVEL CREDIT CARDS

Please call the Accounts Payable Technician with questions at x1612.
SECTION O: STEP-BY-STEP GUIDE TO ONLINE EMPLOYEE REIMBURSEMENTS

1. The Employee Request for Reimbursement is for Employees to use for employee reimbursement of expenses and overnight travel meals. By submitting these requests here instead of through online requisitions, you will no longer have to sign the voucher after you have submitted the requisition, which should get you your reimbursement faster!
   a. We will also be allowing Housing to use this for housing deposit refunds and for referees who have successfully completed the independent contractor’s checklist and returned it to the business office.
   b. Note: if your travel is not overnight, submit your meal reimbursement to the Payroll Accountant via email as required by the IRS.
   c. Employees may not request per diem meal reimbursement for those meals paid for by the convention or seminar registration fees or by other organizations providing the meal, as per administrative regulation.

2. You will need to log into your Mustang Cruiser account through our website.
3. Once in you will go to the Mustang WebAdvisor drop down box and select Employees.
4. Under Employee Purchasing select Request a Reimbursement/Payment.
5. Check the box for Reimburse Myself  
   a. If you choose to, you can fill in your last name followed by ... as well.  
   b. Only Housing and the Vice President for Student Success’s office can use the Pay Vendor feature.

6. Fill in all boxes, the ones with * are required and your form will not be submitted without all the required fields filled in.
7. Fill in the description, price, cost center, object and fill in any comments in the box. Please keep in mind that the quantity will multiple by the price to populate the total amount to be paid. So for instance if you put in your mileage that you drove in the quantity, let’s say 350 miles, you then would put in the reimbursement rate per mile of $.41 under the price.
8. Click Submit. The Request for Reimbursement will work like the online Requisitions. If the Cost Center you are trying to use is over budget, it will not let you proceed. If the cost center and object code combination doesn’t match it will not let you proceed. In either of these cases you will see the errors that are shown on the next two pages.
9. If there are no errors, you will see the following summary page of what you just submitted. Once you click Okay, you will receive an email confirmation of your request and the Approver of your request will receive an email alerting them to your pending request.
10. The email of your pending request.

11. You are all done!
SECTION P: WWCC ELECTRONIC BANK TRANSFER OR VENDOR ACH ENROLLMENT FORM

If you would like your employee reimbursement sent directly to your bank, please fill out this form which can be found under:

https://www.westernwyoming.edu/

My WWCC
Employees
Employee Intranet
Sign In
Administrative Services
Business Office
Business Office Documents
WWCC Vendor ACH Enrollment Form
Western Wyoming Community College (WWCC)
Automated Clearing House (ACH)
Authorization Agreement

Western Wyoming Community College is pleased to offer direct deposit/ electronic check remittance detail as a new service to our customers.

Complete the Enrollment Form below and return it by mail, email or fax. Please allow a minimum of 30 days for WWCC to process your request and contact us with any questions.

ADDRESS: Western Wyoming Community College
ATTN: Accounts Payable
P.O. Box 428
Rock Springs, WY 82902

FAX: (307)382-1848
ATTN: Accounts Payable Technician
EMAIL: Accounts Payable Technician

DIRECT DEPOSIT ENROLLMENT

I hereby authorize WWCC, to initiate credit entries to the bank account listed below for reimbursement. In addition, I authorize any necessary adjustments to correct ACH errors. Please deposit my payment into this checking ________ or savings ________ account (check only one).

Vendor Name*: ____________________________
Vendor Address*: __________________________

TIN or Social Security Number*: __________________________
Phone Number*: __________________________
E-Mail Address*: __________________________

Please attach a VOIDED Check or provide the following information.
Financial Institution*: __________________________
Address*: __________________________
Name on the Account*: __________________________
Bank Routing (ABA Number)*: __________________________
Bank Account Number*: __________________________
Bank ID Code (If Required): __________________________

*Required Information

This agreement is to remain in effect until the WWCC has received written notification of its termination. WWCC agrees to process termination requests within a reasonable time after receipt (generally 5 business days). I understand WWCC retains the right to alter or terminate the ACH agreement at any time.

Signature of Authorized Signer __________________________ Date __________________________

Title __________________________

An Equal Opportunity Employer
Certain College Employees are issued College credit cards as approved by any of the Vice Presidents or President. The limits for these credit cards, both per transaction and overall credit card limits, are set by each of the Vice Presidents and President for their area. If you have been issued a College Credit Card it is your responsibility to make sure that only valid College expenses are charged to the credit card. On a semi-monthly basis, the Accounts Payable Technician will email you the following Statement of Account which shows you your charges. You should verify that each charge is appropriate, BUDGET code each expense to the proper account, then sign and date and return to the Accounts Payable Technician within five business days of receiving the email with the actual receipts.

**WESTERN WYOMING COMMUNITY COLLEGE**

**STATEMENT OF ACCOUNT 01/06/15 – 01/20/15**

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<tr>
<th>Name</th>
<th>Transaction Date</th>
<th>Posting Date</th>
<th>Transaction Amount</th>
<th>Sales Tax</th>
<th>Merchant Name</th>
<th>Merchant City</th>
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<td>1/8/2015</td>
<td>$168.29</td>
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<td>AMZN.COM/BILL</td>
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<tr>
<td>JOHN DOE</td>
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<td>1/16/2015</td>
<td>$100.05</td>
<td>$0.00</td>
<td>THESTAMPMAKER</td>
<td>888-451-7300</td>
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**TOTAL** | **$313.32** | **$0.00**

<table>
<thead>
<tr>
<th>Card Holder Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>I CERTIFY, UNDER PENALTY OF PERJURY, THAT THIS STATEMENT AND THE ITEMS INCLUDED THEREIN FOR PAYMENT ARE CORRECT AND JUST IN ALL RESPECTS.</td>
<td></td>
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</tbody>
</table>
SECTION 4.
ACCOUNTS RECEIVABLE
SECTION T: SPONSORSHIP BILLING WORKFLOW
Course Section Workflow – One Bill for a Student per Course

Workforce Development (WFD):
Workforce Development Office Assistant (1314).

Sponsors – Identify & create a new sponsor or identify a current sponsor ID. (AS NEEDED)

Registration & Records (RR):
PT Registration & Course Clerk (1637).

Build Section (1 - 5 days from receipt of email request)
Assign Course Sections to Sponsorship (At the time section is built)

Sponsors – Identify & create a new sponsor or identify a current sponsor ID. (AS NEEDED)

Create Sponsor Invoice (Within 15 days from end of course, Halliburton priority)

Business Office (BUSOFF):
Accounts Receivable Technician (1613).

Sponsor Statement Processing – Billing is processed in such a manner to allow accommodation of sponsor’s specifications. (Within 7 days from invoice creation)

Record payments from sponsor.
Training Agreement is signed by CO representative and College representative before starting the training.

**Workforce Development (WFD):**

- **Workforce Development Office Assistant (1314):**
  - Student (ST) contacts WFD at 307-872-1326 or emails workforce@wwcc.wy.edu to set up a contracted training for company employee only.
  - WFD schedules faculty, rooms, etc. and completes WD Training Agreement.
  - WFD completes the Contract training request form with details of training.
  - If CO is to be billed, WFD completes Sponsor Listing.
  - If not set up, CO must provide billing information and W-9 to WFD.

**Course Section Workflow – One Bill for a Student per Course**

1. **Students complete WWCC registration form including sponsor information at the beginning of the first day of class.**
2. **Students complete FERPA form for release of information to the CO.**
3. **Registrations are returned to WFD and entered into Colleague registration program within 5 days of class.**
4. **Cost of class will be charged to student account initially but transferred to CO once first step of billing process is complete, usually within 1 week of course completion.**

**SPONSORSHIP REGISTRATION WORKFLOW**

- If CO contacts WFD at 307-872-1326:
  - WFD schedules faculty, rooms, etc. and completes WD Training Agreement.
  - WFD completes the Contingent Training Request form.
  - WFD contacts the CO regarding classes and/or locations.
  - CO contacts WFD with W-9 information and sponsor billing information and/or W-9 to WFD.
SPONSORSHIP BILLING WORKFLOW
Student Sponsor Workflow – Bill Sponsor per Student

Workforce Development (WFD):
Workforce Development Office Assistant (1314).

Registration & Records (RR):
PT Registration & Course Clerk (1637).

BUSINESS OFFICE (BUSOFF):
Accounts Receivable Technician (1613).

Sponsors – Identify & create a new sponsor or identify a
current sponsor ID. (AS NEEDED)

Assign students to a sponsorship
(Within 1 week of START date of course)

Sponsored Student Billing Report - verifies this report
matches to what was moved over to the sponsor.
(Within 1 week of START date of course)

Sponsored Student Billing Update - along with any rosters
and the “purple” are forwarded to the
BUSOFF as notification to bill.
(IMMEDIATELY following the previous step)

Sponsor Statement Processing (within 45 days of
training) – Billing is processed in such a manner to
allow accommodation of sponsor’s specifications.
(Within 7 days from invoice creation)

Record payments from sponsor. Payment from
Sponsor is due upon receipt.
Company

SPONSORSHIP REGISTRATION WORKFLOW

Student Sponsor Workflow - Bill Sponsor per Student

Cost of class will be charged to student account initially but transferred to CO once first step of billing is complete.

If not set up, CO must provide billing information and W-9 to WFD.

If CO is to be billed, it must be set up on Sponsor Listing.

Registrations are returned to WFD and entered into Colleague registration program within 5 days of class registration.

Students complete FERPA form for release of information to the CO for the beginning of the course.

Students complete WWCC registration form including sponsor information at the beginning of the first day of class.

Students complete course work.

Student Office Assistant (1314), Workforce Development (WFD):

WFD contacts CO to bill at 307-872-1325 or workforce@wwcc.wy.edu.

Process is complete, usually within 1 week of course completion.

Faculty to register CO should NOT contact WFD.

If not set up, CO must provide billing information and W-9 to WFD.

WFD to CO:

Students complete FERPA form for release of information to the CO.

Registrations are returned to WFD and entered into Colleague registration program within 5 days of class registration.

Students complete WWCC registration form including sponsor information at the beginning of the first day of class.

Students complete course work.

Student Office Assistant (1314), Workforce Development (WFD):

WFD contacts CO to bill at 307-872-1325 or workforce@wwcc.wy.edu.

Process is complete, usually within 1 week of course completion.
SECTION 5.
FIXED ASSET
(EQUIPMENT & FURNITURE)
SECTION U: FIXED ASSETS PROCESSES

Any item over $500 is to be tagged into Fixed Assets (the threshold is over $100 if purchased with Federal Funds)

TAGGING A FIXED ASSET

Once a requisition is processed by Accounts Payable, a copy of the Voucher is forwarded to both the Fixed Asset Accounting Technician (FAA) and Shipping & Receiving when the item is received, Shipping and Receiving notifies the FAA that the item has arrived and needs to be tagged. The item is then tagged and placed into the appropriate department’s fixed asset inventory.

If the item was purchased using a Purchase Card, Accounts Payable will notify the FAA after the item is paid in full. The FAA will then contact the purchaser and make arrangements to tag the item and place it into the department’s fixed asset inventory.

In order to speed up the tagging & payment process, please notify FAA when you receive the item.

MOVING A FIXED ASSET

Anyone who changes the location or department of a fixed asset must notify the Fixed Asset Accounting Technician so that the department’s fixed asset inventory can be updated. One can make this notification either through an email or by completing an Inventory Form 2-A (Change of Location Form). The Change of Location Form is located on Western’s Intranet – after you sign in go to the Forms tab and it is listed under Business Office Forms.

Once the email or form has been received by the Fixed Asset Accounting Technician, the department’s fixed asset reports will be updated accordingly.

DISPOSING OF A FIXED ASSET

When an item needs to be removed from the department fixed asset inventory, the FAA should be notified either by email or by completing the Inventory Form 2-B (Lost, Stolen, Destroyed or Disposed Property Form). This Form is located on Western’s Intranet – after you sign in go to the Forms tab and it is listed under Business Office Forms.

Once the email or form has been received by the Fixed Asset Accounting Technician, the fixed asset reports will be updated accordingly.

APPROVALS NEEDED FOR PURCHASED ITEMS:

• Under $4,999 – purchased at buyer’s discretion
• $5,000 - $14,999 – must receive THREE quotes
• $15,000 - $49,999 – must receive THREE bids and Tammy Register must be involved
• Over $50,000 – The Administrative Services Officer must be involved and the Board must approve the item prior to getting bids

If you have any questions please contact the Fixed Asset Accounting Technician, in the Business Office at x1710.
SECTION V: FIXED ASSET INVENTORY

Once a year the Fixed Asset Accounting Technician will distribute a fixed asset inventory list (as seen below) to all employees responsible for their area’s fixed assets (equipment, furniture, cars, etc.). The Fixed Asset Accounting Technician will also issue a scanner with the inventory list. The employee will scan his/her area and return the scanner to the Fixed Asset Accounting Technician within 5 days. All fixed assets must be scanned using the affixed barcode and then return the scanner to the Fixed Asset Accounting Technician. The Technician will then update the fixed asset list. If there are any items remaining to be updated, the Technician will send the update list to the employee responsible to have them verify that the fixed asset is still in his/her area. The Technician will give those employees 90 days to complete this process.
SECTION W: CHANGE OF LOCATION REPORT

<table>
<thead>
<tr>
<th>WWCC Tag Number</th>
<th>Article Moved</th>
<th>From Location</th>
<th>To Location</th>
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## SECTION X: LOST, STOLEN, DESTROYED OR DISPOSED PROPERTY

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<thead>
<tr>
<th>WWCC Tag Number</th>
<th>Article Description</th>
<th>Building and Room Number</th>
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List details of the circumstances pertaining to the above property loss
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SECTION 6.
GRANTS
SECTION Y: FUNDED PROJECTS MANAGEMENT SYSTEM

**Project Director (PD)**

The PD is responsible for administering the grant and will be held accountable for the following tasks:

* Thoroughly completing all required forms referenced above
* Prior to the budget being set up or expenditures being made, a copy of the fully executed grant agreement of MOU, budget, Board approval and Funded Program Form is sent to GAA.
* Ensuring all project expenditures are made in accordance with the requirements of the granting agency and all federal, state, local or private regulations or laws.
* Working closely with the GAA as necessary regarding grant administration.
* Reviewing monthly budget reports prepared by the GAA to ensure all expenditures to date are included and are proper. (Any discrepancies are to be resolved with the GAA in a timely manner.)
* Clarifying with the GAA when the granting agency should be billed and where to send the bill.
* Preparing an acceptable budget for the grant and notifying appropriate individuals of changes in grant revenues.
* Notifying appropriate individuals in a timely manner of changes to the grant during the grant cycle.
* Keeping all records in an organized manner.
* Cooperating with external auditors if the grant is audited.

**Director of Finance (FD)**

The FD is responsible:

* Reviewing the project budget and chart of accounts to be used.
* Providing financial or other information to the GAA and the PD as requested.
* Ensuring that College accounting practices are adhered to with respect to the grant revenues and expenditures.
* Advising the PD and College Officials in a timely manner of any problems or potential problems with the grant.

**Grants & Accounting Assistant (GAA)**

The GAA is responsible:

* Becoming familiar with the reporting requirements of each grant.
* Working with PD and FD to establish a budget and chart of accounts.
* Preparing all information necessary in a timely manner associated with submittals for funding reimbursement.
* Requiring that all changes to a grant budget be approved by the FD, PD and if required, the granting agency.
* Regularly monitoring grant expenditures in relation to grant revenues and advising the FD and PD of any cash flow problems.
* Keeping a record of all College in-kind matches to ensure that the same in-kind match is not used more than once.

**GENERAL:** It is preferred that the “Grant Overview”, the “Financial Detail” and the “Review and Approval” forms be completed prior to the time an application for grant funding is made. However, it is REQUIRED that the above referenced forms be completed and filed before any expenditures can be made.

**ORIGINAL & FILE COPIES:** Originals of the required forms, mentioned above, are to be filed with the Executive Assistant to the College President who will file copies of these forms with the Director of Finance and the supervising Vice President after all approvals are completed.

**BUDGET REQUIREMENTS AND INFORMATION**

* For those grants $50,000 and greater, and for other grants that require approval of the Board of Trustees, it is the responsibility of the supervising VP to secure the approval of the grant & approval to increase the appropriate budget fund associated with the grant.
* For those grants less than $50,000 that have been approved, it is the responsibility of the FD to advise the VP for Administrative Service of these grants, who will then take these grants periodically throughout the year to the Board of Trustees for approval of the grant and the approval to increase the appropriate budget fund associated with the grant.
SECTION Z:
WESTERN WYOMING COMMUNITY COLLEGE

FUNDED PROJECTS MANAGEMENT SYSTEM

Revised January 26, 2010
WWCC Executive Council
FUNDED PROJECTS MANAGEMENT SYSTEM

Instructions

**General:**
It is preferred, but not required, that the “Grant Overview”, the “Financial Detail” and the “Review and Approval” forms be completed prior to the time an application for grant funding is made.

However, it is required that the above-reference forms be completed and properly filed before any expenditures associated with the grant can be made or before any revenues associated with the grant will be receipted.

For any grants that will be submitted through GRANTS.GOV, the Grants and Accounting Technician or the Director of Finance and Controller are the only authorized college users of this website. Please email them as soon as you begin a grant in order to schedule time on their calendar to upload these documents to the website in a timely manner.

**Original & File Copies:**
Originals of the required forms, e.g. “Grant Overview”, “Financial Detail” and “Review and Approval” are to be filed with the Executive Assistant to the College President.

Copies of these required forms are to be made by the Executive Assistant to the College President and filed with the Director of Finance and the supervising Vice President as soon as possible after all approvals have been secured.

**Responsibilities of the Project Director**
The Project Director is responsible for administering the grant and will be held accountable for the following tasks:

- Thoroughly completing all required forms referenced above
- Submitting the grant application to the granting agency in a timely manner
- Ensuring that a copy of the fully executed grant agreement or MOU is sent to the Grants and Accounting Assistant. (This must be done before the budget is set up and before any expenditures may be made)
- Ensuring that all project expenditures are made in accordance with the requirements of the granting agency and all federal, state, local, or private regulations or laws and otherwise managing the grant to ensure a successful outcome
- Working closely with the Grants and Accounting Assistant in the Business Office as necessary regarding grant administration
- Reviewing monthly budget reports prepared by the Grants and Accounting Assistant to ensure all expenditures to date are included and are proper. (Any discrepancies are to be resolved with the Grants and Accounting Assistant in a timely manner)
- Clarifying with the Grants and Accounting Assistant when the granting agency should be billed and where to send the bill
- Completing all grant reporting forms and ensuring they are sent to the granting agency in a timely manner and that file copies are properly kept.
- Preparing an acceptable budget for the grant and notifying appropriate individuals of changes in grant revenues
- Notifying appropriate individuals in a timely manner of changes to the grant during the grant cycle
- Keeping all records in an organized manner
- Cooperating with external auditors if the grant is audited
Responsibilities of the Director of Finance

- Reviewing the project budget and chart of accounts to be used
- Providing financial or other information to the Grants and Accounting Assistant and the Project Director as requested
- Ensuring that College accounting practices are adhered to with respect to grant revenues and expenditures
- Advising the Project Director and College Officials in a timely manner of any problems or potential problems associated with the grant

Responsibilities of the Grants and Accounting Technician

- Becoming familiar with the reporting requirements of each grant
- Working with the Project Director and Director of Finance to establish a budget and a chart of accounts
- Preparing all information necessary in a timely manner associated with submittals for funding reimbursement
- Requiring that all changes to a grant budget be approved by the Director of Finance, the Project Director, and, if required, the granting agency
- Regularly monitoring grant expenditures in relation to grant revenues and advising the Director of Finance and Project Director of any cash flow problems
- Keeping a record of all College in-kind matches to ensure that the same in-kind match is not used more than once

Budget Requirements and Information

- For those grants $50,000 and greater, and for any other grants that require approval of the Board of Trustees, it is the responsibility of the supervising vice president to secure from the Board of Trustees, both approval of the grant and approval to increase the appropriate budget fund associated with the grant
- For those grants less than $50,000 that have been approved, it is the responsibility of the Director of Finance to advise the Vice President for Administrative Services of these grants. Periodically throughout the fiscal year, the Vice President for Administrative Services will “batch” these grants and seek budget increase approval for same from the Board of Trustees. Prior to the time of budget increase approval, expenditures can be made (if all other requirements are met), but the budgeted line items will have a $0 budget.
Title of Grant Proposal:

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### SALARIES AND WAGES: (Including Institutional Stipend)

<table>
<thead>
<tr>
<th>Name (if known) and Job Title</th>
<th>Grant-Funded Monies</th>
<th>Cash Match (if any)</th>
<th>In-Kind Match (if any)</th>
</tr>
</thead>
<tbody>
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<td>Total Salaries and Wages:</td>
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</table>

### Benefits:

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<th></th>
<th>Grant-Funded Monies</th>
<th>Cash Match (if any)</th>
<th>In-Kind Match (if any)</th>
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<tbody>
<tr>
<td>Retirement</td>
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<tr>
<td>Social Security</td>
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<td>Health, Dental, Life Insurance</td>
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<td>Worker’s Compensation</td>
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<td>Vision Insurance</td>
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<td>0.06% Retiree Health</td>
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<td>Total Salaries and Wages:</td>
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</tbody>
</table>

### CURRENT EXPENSES:

<table>
<thead>
<tr>
<th></th>
<th>Grant-Funded Monies</th>
<th>Cash Match (if any)</th>
<th>In-Kind Match (if any)</th>
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<tr>
<td>Total Current Expenses:</td>
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</table>
## EQUIPMENT EXPENSES:

<table>
<thead>
<tr>
<th>Grant-Funded Monies</th>
<th>Cash Match (if any)</th>
<th>In-Kind Match (if any)</th>
</tr>
</thead>
<tbody>
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<tr>
<td><strong>Total Equipment Expenses:</strong></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Grand Total Salaries, Benefits, Current Expenses & Equipment Expenses $_________ $_________

Indirect Costs (if applicable): _______% $_________ $_________

Total Grant-Funded Monies Required $_________

Total Match Required

  Cash $_________

  In-Kind $_________

  **Total Cash and In-Kind** $_________

_____________________________________________________               ___________________________
Signature of Project Director Date Submitted
Review and Approval

Review

Review of grant monies and matching requirements:

______________________________________
Director of Finance

Review of personnel requirements:

______________________________________
Human Resources Office

Approvals

The following College Officers have reviewed the grant and approve of same:

______________________________________   __________________
Supervising Vice President                     Date

______________________________________   __________________
College President                                Date

If grant award is $50,000 or greater, or if the granting agency requires approval of the Board of Trustees:

____________________________
Date of Board of Trustees Approval
(Entered by the Executive Assistant to the President)

WWCC Project Number:__________________
(Assigned by the Executive Assistant to the President)
Title of Grant Proposal:

Grant Amount: ________________

Type of Grant (Mark one):

[ ] Federal  [ ] State  [ ] Local  [ ] Private

Granting Agency or Organization:

WWCC Department Responsible for Administering Grant:

Name of Project Director:

Brief Description and Purpose of the Grant:

Signature of Project Director ___________________________ Date Submitted ________________