Fall & Spring Teaching Appts

Fall and Spring teaching appointments will once again be entered as four equal payments per semester: September 1 – December 31 and January 1 – April 30. Please use these dates on your Neocase form. The Proposed Change Amount will be the total payment divided by four.

Non-Home Department Pcard Expenses

If you are unable to reconcile a Pcard expense because you do not have access to the budget being charged, please do not send the Pcard backup to the Finance office for reconciling until appropriate budget approval has been received. Approval from the budget coordinator of the budget being charged must be obtained before sending to the Finance Office. Either a signature on the Pcard form or email approval is acceptable. Email approvals should be attached to the support form.

ERS Reports with Group Meals

Group meals with ALL EMPLOYEES should not be submitted on an ERS report. Meals should be paid individually and deducted from the report if paid with a Pcard. Each traveler would then claim Per Diem in lieu of the actual charge. As per policy FN10, business group meals are allowable when they involve non-PSU employees such as guests, donors, and students. In this situation, the Per Diem would be deducted from the travel report.

ERS Reports with Personal Time

When travel includes both work and personal time, travelers should consider the following before booking, travel, and report submission:

1) Flights — When a traveler deviates from the direct route of travel a comparison flight for the direct route of travel must be provided. The comparison should be run before travel occurs. Only ONE comparison should be uploaded, identifying the most cost effective travel option for a direct route. Please note on the upload that this is the comparison documentation.

2) Rental Cars — The additional incurred for a rental car while on personal travel must be deducted from the ERS report. Deduction = (total cost / total days of travel) x personal days.

3) Taxable International Travel — International travelers with personal travel will be required to pay tax on travel if the total travel is over 7 days AND at least 25% of the trip is personal. These travels will be reviewed by the Financial Officer and forwarded to Central Accounting for taxing purposes.

4) ERS Reports — The description section should include the dates and number of days that were business and personal, as well as mention costs that will be deducted due to the personal travel.

A full description of Penn State’s travel policy, TR02, can be found at:
https://policy.psu.edu/policies/tr02#B

Docfinity SALARY SHEET SCANNING

We’re wrapping up our Docfinity salary sheet training and preparing to launch! The last training class will take place on August 6th.

All salary sheets should start to be uploaded to Docfinity starting August 7th, 2018.

If you will be using the Docfinity system for salary sheets and/or Pcards, please contact Annette Vitale-Marshall (amv6) to schedule a training.

ERS TRAINING...

New user training. Hands-on training for new users!

Aug. 23rd, 8:30 AM-12:00 NOON
Location: 508 Rider Building
https://ers.psu.edu/new-user-training-options

Grange Fair

August 17th—25th
This is a very busy time of year! Please make sure you’ve made arrangements for coverage in your office and have notified the Finance Office of any pending or urgent work that will need to be addressed in your absence.

IBIS Hints

How do I find the SRFC check number & pay date?

GO TO: IBIS → ICAG → ALLOT → Enter “A”

NEXT: Find the SRFC and enter SEL #

PRESS: F7 for the A/P details

SUMMER FUN FACTS

Did you know that watermelons are not a fruit, but a vegetable instead? They belong to the cucumber family of vegetables.

Frisbees, invented in the 1870’s as a pie plate, but in the 1940’s, college students began throwing them around. They have since stopped being used for pie plates and are now a summertime staple.

Ice pops were invented in 1905 by an 11 year old boy.

Roman general Marc Antony named the month of July after Julius Caesar.
Please submit August SUPP/Postdoc/Fellows/Scholars Workday forms and salary sheets this week. Final submissions due Friday, 8/10.