College-wide Finance & Research Meeting

The Finance and Research Offices will be holding a College-wide meeting on June 13th @ 1:30pm. The meeting will be in classroom 350 HHD. The meeting will review new salary processes for the 18/19 fiscal year and new salary sheets. We will also review the findings from the internal audit conducted earlier this year and changes we will need to implement to in order to be compliant.

Who, What, Where, When, Why?

The Finance Office depends on your notes to process documents in a timely manner. It is often difficult to determine this information if it hasn’t been included in a detailed note. Here are some examples to help expedite your approvals:

ERS: Your description of travel should include where the traveler is going, when they traveled, what they’re attending, and why they’re traveling.

Purchase Orders: Utilize the comments section to explain what the purchase is for and how it pertains to the grant, when applicable.

Journal Vouchers: JV’s should include the a description of the original transaction, any relevant document reference numbers, and why the change is needed.

Salary Sheets: The notes section should include specific reasons as to why a change is being made and all cost centers should be included with the budgets.

Cost Centers: Any transaction posting to a budget that utilizes cost centers should reference the cost center in the notes/comments. Please make sure you’re also selecting the cost center on your ERS reports.

Workday Hints

Was My SUPP Marked as PREPAY?

GO TO: WORKDAY ACTIONS WORKER HISTORY
FIND: The ASSIGN ORGANIZATIONS link associated with the SUPP payment and click
Scroll to the bottom to see the PREPAY indicator!

Penn State
College of Health and Human Development

ERS TRAINING

Penn State Travel will be conducting training on creating expense reports, handling PCARD charges and cash expenses, attaching receipts, submitting reports, delegating, report statuses, approval flows and travel policy on Wed, June 20th, 8:30 am—12:00 pm, 508 Rider Bldg. Sign up at: https://ers.psu.edu/new-user-training-options

Brain Teasers

Across
2. Former home of Penn State basketball and THON
5. Penn State mascot
6. Original Penn State colors
7. Penn State won the ___ bowl in 2017

Down
1. Oldest building on campus
3. Penn State lives at the foot of this and the ‘walls’ give us Happy Valley
4. Current president of Penn State

*Answers on Calendar
### Crossword Answers:

**Across**
1. Old Main
2. Rec Hall
3. Mount Nittany
4. Eric Barron
5. Nittany Lion
6. Pink and Black
7. Fiesta

**Down**
1. Last day to process permanent INCOME budget amendments for 2017/2018 and those effective July 1, 2018.
2. Maymester ends
3. B25 Wage Deadline
4. B24 Bi-Weekly Payday

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**JUNE 2018**

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
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<tbody>
<tr>
<td>1st Six-Week Session ends</td>
<td>CRFN SCREEN must be resolved on Friday</td>
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<table>
<thead>
<tr>
<th>Tuesday</th>
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<tbody>
<tr>
<td>1. Old Main</td>
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<table>
<thead>
<tr>
<th>Wednesday</th>
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</thead>
<tbody>
<tr>
<td>Maymester ends</td>
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<table>
<thead>
<tr>
<th>Thursday</th>
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<tbody>
<tr>
<td>B25 Wage Deadline</td>
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<tr>
<th>Friday</th>
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<tbody>
<tr>
<td>B24 Bi-Weekly Payday</td>
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<table>
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<tr>
<th>Saturday</th>
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<tbody>
<tr>
<td>2nd Six-Week Session begins</td>
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**Special Dates:***

- **Happy Father's Day** on June 17.
- **Last day to process permanent INCOME budget amendments for 2017/2018 and those effective July 1, 2018.**
- **Maymester ends** on June 28.
- **B25 Bi-Weekly Payday** on June 29.
- **B24 Bi-Weekly Payday** on June 8.

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**Notes:**

- Please submit final Workday forms and salary sheets this week. Final submissions due Thursday, 6/14.
- Purchase requisitions, < $10,000 must be completely through dept approval path.
- General Stores eBuy Orders must be through the entry process by 3:30pm to be processed in 17/18.
- Monthly Payroll must be calculated.

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**Finance Office**

**Crossword Answers:**

- Across:
  1. Old Main
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  3. Mount Nittany
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  5. Nittany Lion
  6. Pink and Black
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- Down:
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