If you have something you’d like to share in the next newsletter, please send your information to Vikki Nocek, vmn1@psu.edu.

Workday Training
Web-based training is now available for Workday through the Learning Research Network: https://worklionsupport.psu.edu/training-resources

Electronic Agreements
As per FNG02, Risk Management must review any agreements that will be accepted online, including click-thru agreements.

You can find contract cover-sheets and links on the Controller website at:
https://controller.psu.edu/contract-information

Announcement
Safe Access
If you have any valuables you’d like to store in the Finance Office safe over Holiday Break, please contact our offices to make arrangements.

CHHD Finance Meeting
We will be holding a Finance Meeting on:
December 11th @ 10am
110 Henderson

X Coding
Please see the attachment with helpful hints…. for x-coding! Make sure you x-code when needed during reconciliation of expenses and remember you can call the Finance Office with any questions.

Finance Office Main Line
The Finance Office will begin advertising a new Main Line number for general calls and questions. Please continue to call our individual lines with specific questions, but general and external calls may be directed to: (814) 865-5716

Consultant Fees
Consulting services can never be paid using an SRFC or a PCARD. A purchase order must be processed before hiring a consultant. There are no exceptions to this policy. See BS17 Use and Procurement of External Consultants - https://policy.psu.edu/policies/bs17#M

Security/Theft Policy
If you experience a theft in your Department or Center, please follow the process outlined in AD74 Compliance With Clery Act. If the theft involves Health and Human Development Funds or Property, please inform the Finance Office in addition to the steps outlined in AD74 — https://policy.psu.edu/policies/ad74

Personal Days on Travel
When completing a priced flight comparison for a traveler with personal time during a business trip, remember to include a travel day “Before” and “After” the event the traveler was attending. The flight comparison should reflect the days a traveler would have traveled if they had not included personal time. TR02 Penn State Travel Policy Go to the section “Combining Business and Personal Travel” - https://policy.psu.edu/policies/tr02%23M

Payroll Processing
Bi-Weekly Wage Hours for the period of November 26th—December 9th must be entered in IBIS by 12/11/17. Future hours beginning December 10th will be completed in Workday. Monthly Time & Attendance must be entered by December 15th for the entire month of December into ESSIC. Begin tracking time in Workday on January 1, 2018.

Void Receipts
If you need to VOID a receipt from your receipt book, please contact the Finance Office so we can update our records.

PRO TIP
... Get account details like fringe/overhead rates, start/end dates, and PI info from the ICAG screen by pressing F10.
Note: If the account has cost centers, you’ll need to go into the CC before pressing the F10 key.

Brain Teasers

Across
1. Data query tool
2. New Human Resources System
3. What is “unallowable” in general budgeting?
4. New travel partner
5. Alcohol must be charged to what funds?
6. Object codes 329 & 332 require which form?
7. The Science of Human Development
8. System used to manage donor gifts

Down
1. Weekly Wage Hours
2. 110 Henderson
3. December 11th
4. Finance Office
5. Office safe
6. Finance Office
7. ICAG screen
8. ESSIC

*Answers on the back
**DECEMBER 2017**

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<td><strong>Launches</strong></td>
<td><strong>WAGES DUE TO THE FINANCE</strong></td>
<td><strong>STAFF BREAKFAST</strong></td>
<td><strong>ERS DEADLINE</strong></td>
<td><strong>MONTHLY EMPLOYEES</strong></td>
<td><strong>BI-WEEKLY PAYROLL</strong></td>
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<td>Employees now have access</td>
<td>Finance Mtg @ 10am</td>
<td>The Living Center</td>
<td>5:00 PM TO BE PAID IN 2017</td>
<td>December timecards must be submitted in ESSIC</td>
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<td><strong>Autopost Report will Run</strong></td>
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<td><strong>BI-WEEKLY PAYROLL</strong></td>
<td><strong>FIRST NIGHT STATE COLLEGE</strong></td>
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<td><strong>MONTHLY PAYDAY</strong></td>
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**First Night State College Carved Ice Sculptures 5 K Resolution Run**

**Crossword Answers:**

1) iTWO  
2) Workday  
3) xcoding  
4) Anthony  
5) OGE  
6) GroupMeal  
7) Kinesiology  
8) eSteward  
9) Amazon