End of Year

☑ Checklist

As we quickly approach the end of the fiscal year, each newsletter will include a list of monthly tasks. Reviewing and completing the below tasks now will be a huge help at the end of the fiscal year!

☐ Review your TEMPSAL accounts and revise salary sheets to move any errors.

☐ Review and submit STANDING ORDERS.

☐ Review and resolve CRFN screens.

☐ Review any Purchase Orders over $10,000 that will need to be submitted to Purchasing.

☐ Review and align your budgets by submitting Budget Amendments as necessary.

☐ Review and submit any outstanding Pcards, reconcile and upload to Docfinity.

☐ Remind your faculty and staff that the end of year is quickly approaching.

Cost Analysis Website

Cost Analysis now offers a link on their website to determine allowability of memberships and what percentage they should be x-coded. You can also find a list of unallowable local restaurants and information on charge out rates. Check it out and bookmark this useful site!

https://controller.psu.edu/cost-analysis#cost%20resources

Conference Itineraries on ERS Reports

Please DO NOT upload conference itineraries longer than 5 pages to your ERS report documentation. If the itinerary exceeds 5 pages, you should include only a few pertinent pages indicating, the dates, location and title of the event. Then, if possible, include a link to the electronic version of the itinerary. If included meals cannot be captured in the 5 pages, include a list in the notes or upload a separate page, or indicate “no meals included/excluded” in the notes. Pro Tip: It is extremely helpful when included meals are circled or highlighted on the itinerary!

Baggage Check Fees

We are receiving an increased number of missing bag check fee receipts. These are the receipts received by the traveler when they arrive at the airport and drop off their luggage. If self checking luggage, the receipt may print out with the luggage tags. In order to expedite ERS payments, please speak to your travelers about retaining these receipts! We cannot guarantee reimbursement if these receipts are missing.

PREPAID SUMMER TEACHING SUPP

HR Shared Services is currently updating the electronic SUPP forms in the Manager Tools to add a dropdown box for PREPAID. However, until this is available, any PREPAID TEACHING SUPP payments should be notated in the comments section.

Brain Teasers

1. What belongs to you but others use it more than you do?
2. What is harder to catch the faster you run?
3. If there are three cups of sugar, and you take one away, how many do you have?
4. Where can you add 2 to 11 and get 1?

*Answers on the back

Summer Session Dates for Workday Calculator

Maymester: 5/7/18—6/6/18
1st Six-Week Session: 5/14/18—6/25/18
2nd Six-Week Session: 6/27/18—8/10/18

PREPAID SUPP...

Need to enter PREPAID Summer SUPP?

GO TO: WORKDAY ➔ MANAGER TOOLS ➔ REQUEST COMPENSATION CHANGE

TIME TYPE: Full Time

TIME TYPE-FULL TIME: Supplemental Pay>Teaching-Summer Session

EXAMPLE NOTE: ***PREPAID*** Teaching XXX class, 5/14/18-6/25/18. Distribute to XXX-XX SS XXXX CC: XXXX. May = $X.XX, June = $X.XX. PSU ID: XXXXXXXXX
# APRIL 2018

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<td>Brain Teaser Answers:</td>
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1) Your name  
2) Your breath  
3) One cup  
4) One a clock