

# JSIS BUSINESS OFFICE NEWSLETTER



Volume 2019 / Issue 1

## A JSIS TIMELINE

1909: The Jackson School begins as the Department of Oriental Subjects

Post WWII: The Department becomes the Far Eastern & Russian Institute

1978: The Institute is named the School of International Studies

1983: The School's current name is adopted in recognition of and with support from the late Senator Henry Jackson



Henry M. Jackson

## WELCOME TO 2019!

Welcome to the January 2019 JSIS Business Office Newsletter. We hope everyone had a safe and wonderful holiday. Welcome to the Winter Quarter, longer lines at the HUB and the many new fresh faces!

As with all Business Office newsletters, our goal is to present some helpful information, reminders and things to think about. We often get questions throughout our busy day and this is a great way to share information! The Business Office holds weekly meetings (Wednesdays at 11am in room 403) and we welcome visitors. Please let us know what questions you have!

## PAYABLES

Do you have someone whom you would like to pay for their services? We will be hosting a workshop **February 27 at 11:00 in 403** regarding changes to how vendors and individuals get registered with the UW – especially international vendors. You are encouraged to attend the workshop and bring your questions! Also, a reminder regarding checks we receive. When applying funds to expenses your group has incurred (reverse expenditures), we are not permitted to apply funds to payroll expenses. Please feel free to ask if you have questions!

## PAYROLL

Each quarter there are very important due dates when requesting appointments. Paperwork must be submitted at least 1 month prior to the start of each quarter. The dates are; 8/16, 11/16, 2/16 and 5/16 each year. Remember there are tuition and medical insurance considerations for new hires. Check out the Business Office webpage for those all-important payroll forms. Kaitlyn would be very happy to help!

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*“Faith is taking the first step even when you don’t see the whole staircase”*

*– Martin Luther King Jr*

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## TRAVEL

For those who are new to the Jackson School, welcome! Diane is the person who processes travel reimbursements. She is very knowledgeable and works with us part time. She conveniently posts her schedule on the door to 405. Travel reimbursements often range from being simple to being quite complex. There are many regulations we have to follow when it comes to reimbursing someone's travel costs.

Here are some things Diane asks which would be very helpful:

- Please include the specific dates of business activity on your reimbursement form;
- Submit single sided copies of your documents;
- When attending meetings off campus and claiming mileage please include the time of day in which you departed and returned;
- JSIS employees are eligible to use the CTA to purchase *airfare*. Please see Jim with questions.

Reminder, the CTA is not eligible to be used if the traveler is taking personal time during the trip.

## FINAL THOUGHTS



*We are happy to help!*

Since we've received such positive feedback about our "Final Thoughts" sections, we are happy to continue the tradition. So here are some fun things as we conclude this newsletter:

- Why is an island like the letter "T"? - they are both in the middle of water!
- Washington State has more glaciers than the other 47 contiguous states combined.
- Did you know it's impossible to hum while you hold your nose?
- Salvador Dali would offer get out of paying for drinks by drawing on the checks, making them priceless works of art and therefore un-cashable!

## Have a question and wonder who you should contact?

**Dvorah** – Approvals, budgets and all things in charge, acting Grants Mgr.. [dvorah@uw.edu](mailto:dvorah@uw.edu)

**Kaitlyn** – Payroll, Fellowships. [xql@uw.edu](mailto:xql@uw.edu)

**Jim**- Reimbursements, receivables, invoices, CTA, ProCard. [jamesa25@uw.edu](mailto:jamesa25@uw.edu)

**Diane** – Travel. [her schedule is posted on the door of 405]. [dscillo@uw.edu](mailto:dscillo@uw.edu)

**From all of us here at the Jackson School Business Office; Have a wonderful day!**