

# JSIS BUSINESS OFFICE NEWSLETTER



Volume 2018 / Issue 2

## 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 FALL 2018!

Welcome to the Fall 2018 JSIS Business Office Newsletter. We hope everyone had a safe and wonderful summer. Welcome back to cooler weather, 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? The University has very strict requirements on who you can pay, for what services and in what manner. Do you have a recent graduate that had been helping with your research? Do you have a former UW employee helping you with your laptop? These may seem like simple transactions but in reality these payments may be non-allowable through procurement due to the person's prior relationship with the University. Please feel free to stop by if you have a situation you would like to discuss.

## PAYROLL

Workday is the payroll system which the University has chosen to replace the prior system. Whether you're in Workday to approve hours, looking to hire a student or part-time faculty please know there are very important timelines to follow. Check out the Business Office webpage for those all-important payroll forms. Kaitlyn would be very happy to help!

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*“Observe good faith and justice towards all nations. Cultivate peace and harmony with all”*

*—George Washington*

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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. The Jackson School has many travelers who travel to very interesting places. 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 a couple of things Diane asks which would be very helpful:

- Please type your information onto the Jackson School forms;
- Submit single sided copies of your documents;
- Please submit travel reimbursement requests in a timely manner - there are pending changes to the deadlines as to when we can accept them if the traveler is taking personal time in conjunction with their trip; and
- Please provide a comparison airfare for the flight you purchased (Diane can provide details on how to do this).

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



*We are happy to help!*

## FINAL THOUGHTS

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:

- The island Okunoshima in Japan is inhabited only by friendly bunnies.
- There are trees that can grow more than one kind of fruit, and they're called fruit salad trees.
- Ketchup was sold as medicine in the 1830s.
- The average person spends 6 months of their lifetime waiting on a red light to turn green.

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

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

**Ashley** – Grants Manager. [milleras@uw.edu](mailto:milleras@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 us of us here at the Jackson School Business Office; Have a wonderful day!**