



Happy February!

Is It Spring Yet?!

Even though this month is still considered part of winter, it sometimes feels a lot like spring. So, with this in mind, we're going to do something a little different with this edition. We'll provide some "housekeeping" ideas we hope you find helpful.

We have a Fiscal "To Do" list you can use; feel free to cut it out and paste on your board for a nice little reminder!

The items we have listed are those which we see from time to time. So, even though you may only come across one of them infrequently, we hope this can be used as a checklist to view before submitting something.

Finally, we want to mention Workday again. Since this is going to have a big impact, please take time to review your groups salary/payroll records to make sure they are as up-to-date as possible. Your help and input is greatly appreciated!

We hope you like this installment. Remember to let us know what you think!

HOUSEKEEPING ITEMS

Fiscal To Do List:

- ✓ Please provide single-sided original documentation. We scan everything – single-sided is the most efficient use of memory space.
- ✓ If you use the CTA, please include a copy of your CTA paperwork when submitting travel reimbursements.
- ✓ Paying a sponsorship? Procurement Services requires a signed UW sponsorship agreement. Questions? Ask Jim.
- ✓ Don't want tax withheld for a Non-Resident Alien Honorarium? The IRS form 8233 adds 10 days' processing time. Plan ahead!
- ✓ All invoices need a unique invoice number. Please create one if none was provided.
- ✓ Is lodging over per diem? The UW has some exceptions you may find helpful. Please inquire.
- ✓ Please do not hold on to invoices. We'll be happy to process them in a timely manner.
- ✓ Have an upcoming event? Come chat with us. We may have helpful suggestions to make it go smoothly.
- ✓ Is personal time included with your trip & you're traveling by air? Please include a comparison fare!

Workday Deadlines & Notices:

Timesheet approval deadline = 16th and 1st of each month. YES, ONLY ONE DAY LATER!

Summer Salary requests must be received by 3/31/17!

Need more information? You can find some here:
<https://www.washington.edu/uwit/collaborations/hrpm/>



WHO DO I CONTACT?

Have a question and wonder who you should contact? That's Ok, here is a list of who works with what topic:

Dvorah – Approvals, budgets and all things in charge. dvorah@uw.edu

Sarah – Grants Manager. guthu@uw.edu

Kaitlyn – Payroll, receivables. xql@uw.edu

Jim – Reimbursements, invoices, CTA, ProCard. jamesa25@uw.edu

Diane – Travel. dscillo@uw.edu [her schedule is posted in 400]

WHAT FORM DO I USE?

There are times when we need to pay a vendor, send an express mail item or times when we need to request time off for ourselves. Here are some brief descriptions about some of our forms:

JSIS-80: is used for meal reimbursements. Please let us know who attended and their affiliation.

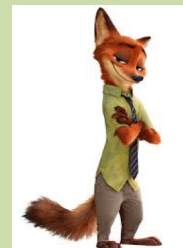
JSIS-84: is used for undergrad student employment. (submit **before** they are hired)

JSIS-95: is used to request a payment to a vendor. Please ask about the frequency of payments.

JSIS-13-1: is used for grant documentation. Remember to check in with our Grants Manager if you are planning to submit an application for funding.

JSIS-99: is used for Foreign National Payment Data Sheet. Please remember to record visits to the US within the past year. (part 1: section 13, 14 & 15)

Friendly reminder - we invite you to bring any of your fiscal questions to our weekly fiscal meetings which are held Wednesdays 11:00-12:00 in room 403.



Happy Endings

Here is our fun question of the day:

Question: What do an island and the letter T have in common?

Answer: They're both in the middle of water!

Did you know?

Sea otters hold hands when they sleep to keep from drifting apart.

The elements we are composed of were formed in the interiors of collapsing stars. So, we are all made of star dust!

Hope you enjoy!

From all of us here at the Jackson School Business Office; Have a wonderful day!
Dvorah, Sarah, Kaitlyn, Jim, Diane

Finally, have a topic or question you'd like us to include in an upcoming newsletter? Please send it to Jim at jamesa25@uw.edu

