The Graduate Center
BUSINESS OFFICE ADVISORY
January 2013

Payroll –

Social Security -
The temporary payroll tax cut that reduced the employee share of the social security taxes from 6.2% to 4.2% in 2011 and 2012 expired on December 31, 2012. Therefore, effective January 1, 2013 the Social Security tax rate for employees is 6.2%. As a result, beginning with the first paycheck in January, you will see a reduction in your take home pay. The Medicare tax rate for employees and employers remains at 1.45%.

When you have wages or self-employment income that is covered by Social Security, you pay Social Security taxes each year up to a maximum amount that is set by law. That amount has changed frequently over the years. For 2012, the maximum amount of taxable earnings was $110,100. In 2013, the maximum amount of taxable earnings is $113,700. There is no wage base limit for Medicare taxes.

W2 -
The New York State Comptroller’s Office expects to mail the 2012 W2s during the week of January 14, 2013.

Direct Deposit -
To those of you who are still picking up your paychecks at the Bursar window (and then arranging for the deposit to your bank account), now might be a good time to consider signing up for Direct Deposit. Once you sign up for this option, the New York State Controller’s Office will automatically deposit your bi-weekly paycheck to your bank account.

Direct Deposit forms can be picked up at the Payroll Office or accessed by clicking on http://www.gc.cuny.edu/About-the-GC/Resource-Services/Business-Finance-Print-Shop/Payroll. Then click on Important Documents and Forms, and then finally click on Direct Deposit form. Complete the form with the required information, and return it to the Payroll Office for processing. If you have any questions, please call the Payroll Office.

Address Change -
As stated above, the State Comptroller’s Office will be mailing employee’s W-2 during the week of January 14, 2013. To ensure your W-2 is received timely, please make sure the
Payroll Office has your current address. Please submit The Notification of Address Change Form to the Payroll Office no later than Wednesday December 19, 2012. The Notification of Address Change form can be accessed from the Payroll Office web page by clicking on http://www.gc.cuny.edu/About-the-GC/Resource-Services/Business-Finance-Print-Shop/Payroll. Then click on Important Documents and Forms, and then finally click on Notification of Address Change.

Timesheets -
College Assistants should submit their bi-weekly timesheets directly to the Payroll Office. Human Resources will no longer be accepting timesheets for both College Assistants and Non-Teaching Adjuncts. Timesheets can be submitted to the Payroll Office in the following manner:

- Fax – 212-817-1633
- In person – Room 8105.01
- E-mail – To Willima Tandrian wtandrian@gc.cuny.edu with copies to
  - Nadine Brydson nbrydson@gc.cuny.edu
  - Sean Claffey sclaffer@gc.cuny.edu
  - Colleen Tam ctam@gc.cuny.edu

There is no change in the hourly pay schedule. The schedule can be viewed by clicking on to http://www.gc.cuny.edu/About-the-GC/Resource-Services/Business-Finance-Print-Shop/Payroll. Blank Hourly timesheets are available by clicking on BlankTimesheet.pdf.

Timesheets for The School of Professional Studies must be submitted directly to SPS Payroll at spspayroll@gc.cuny.edu.

If you have any questions, please call Ms. Willima Tandrian (ext. 7630).

**Purchasing**

Purchasing is processing requisitions on an ongoing basis. If you require any assistance in the acquisition of goods or services including bid threshold questions feel free to contact the purchasing staff for guidance or review the attached guidelines.

Click on Purchasing Guidelines to find a memo which illustrates the general purchasing guidelines, timeframes by dollar thresholds and the FY 2013 deadlines for submitting purchase requests.

The due date for submitting Purchase Requisitions for Category 1 purchases as described in the Purchasing Guidelines memo is January 11, 2013. Please review your requirements to ensure the proper procedures are followed and allow the necessary time for processing.

Category 1 - Purchases in the following category generally take 3-6 months to complete:

1. Purchases in excess of $20,000 that cannot be purchased from a Preferred Source, CUNY-wide contract, New York State or other current government contract.
2. Purchases in excess of $20,000 from single source or sole source vendors.
3. Purchases in excess of $50,000 from a New York State certified minority-owned/women-owned business (W/MBE).

Please use Staplelinks for the purchase of supplies.

The **ONLY** purchases that are authorized via Stapleslink are purchases of consumable and other office supplies. If you require any other items including anything electronic you must contact purchasing before any order is processed.

**IMPORTANT** – CUNYfirst is scheduled to implement the purchasing and accounts payable modules effective June 2013. As a prelude to the implementation purchasing and accounts payable will have to identify and provide a list all requestors, approvers and receivers from each department.

A **requestor** will be the individual(s) who will enter requisition item(s) into the online system.

The **approver** will be required to review the request and approve it so it can then be transmitted to Purchasing. (A requestor can’t approve their own requisition in the system)

A **receiver** can be the same person as the requestor or the approver and will be responsible for verifying the receipt and condition of goods/services ordered.

By the end of January the Purchasing Department will be reaching out to each department to request this information. When the request is sent out please identify the individuals from your department as we need you to provide their role in the system and name(s) so we can request their access rights.

**Travel** –
College employee related travel expenses can be processed through two different methods. Your options to pay for your travel on College related business are,

1. you can pay your travel expenses and request reimbursement after the travel is completed or
2. you can request from Purchasing a NYS Corporate Travel Card and charge your expenses to the Travel Card.

To claim and report eligible travel expenses, as well as other out-of-pocket expenses, employees will be responsible for creating and submitting for approval a NY State Travel Voucher.
Employees who have been issued a NYS Corporate Travel Card will be responsible for accurately reconciling all travel card transactions posted to their travel card account. All necessary and required supporting documentation, such as original receipts, must be forwarded to Accounts Payable detailing the corresponding expenses on a NY State Travel Voucher. Incomplete NY State Travel Vouchers and incomplete supporting documentation received in Accounts Payable will be returned to the employee for correction and resubmission.

**TRAVEL CARDS ARE ONLY FOR USE BY THE CARDHOLDER.** If a cardholder incurs charges for anyone else the cardholder will be responsible for those expenses as the New York State Comptroller’s Office will not approve expenses for anyone except the cardholder.

If you would like to request a NYS Corporate Travel Card please contact Deborah Molina in the Purchasing Department at extension 7621 or email dmolina@gc.cuny.edu. Requests take approximately one week for receipt of the card.

Purchasing and Travel card holders are required to adhere to New York State purchasing rules and regulations. They also require that cardholders submit their monthly reconciliation to Accounts Payable on a timely basis. Failure to comply with the rules and regulations or the submission of your reconciliation will result in the termination of credit card privileges.

The schedule for submission of the monthly reconciliation of credit card expenses is as follows:

<table>
<thead>
<tr>
<th>Purchasing Card Billing Period</th>
<th>P-Card Reconciliation Due Date</th>
<th>Travel Card Billing Period</th>
<th>Travel Card Reconciliation Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/7/12 – 11/6/12</td>
<td>November 14, 2012</td>
<td>10/23/12 – 11/22/12</td>
<td>November 30, 2012</td>
</tr>
<tr>
<td>11/7/12 – 12/6/12</td>
<td>December 14, 2012</td>
<td>11/23/12 – 12/22/12</td>
<td>January 3, 2013</td>
</tr>
<tr>
<td>12/7/12 – 1/6/13</td>
<td>January 15, 2013</td>
<td>12/23/12 – 1/22/13</td>
<td>January 30, 2013</td>
</tr>
</tbody>
</table>

If you have any questions, feel free to contact Mr. Ronald Paynter, Director of Purchasing and Contracts (ext 7609).

**Accounts Payable** -

For items and/or services purchased using Tax Levy funds –

**Prompt Vendor Registration** -

The assistance of department personnel is needed to ensure prompt vendor registration.
Department personnel are responsible for or can assist with two critical registration processes that if done timely will benefit all parties involved.

First, as soon as your department has decided to do business with a vendor, begin the vendor registration process. This will allow contracts and purchase orders to be entered and payments to be made.

Second, encourage vendors to register promptly for e-Supplier or with the Vendor Self-Service portal. This will allow vendors direct, 24-7 access to needed information regarding their invoices and payments without having to contact the Business Office or the State.

Attention to both processes will create a smooth experience for both agencies and vendors doing business with NYS.

Guide to Vendor Registration and Vendor Self-Service Login Guide ([http://www.osc.state.ny.us/vendors/vendorguide/files/login.pdf](http://www.osc.state.ny.us/vendors/vendorguide/files/login.pdf)).

**Process and Document Preparation -**

As part of the New York State Vendor registration process, the Vendor Management Unit requires a valid Taxpayer Identification Number (TIN) and legal business/payee name. The VMU runs the Vendor’s TIN and legal business/payee name through the Internal Revenue Service (IRS) TIN Matching program to validate the vendor’s TIN and name match.

Vendors will not be added to the Vendor File if the vendor fails the IRS TIN Match process:

Reasons for the name/TIN match failure include:

- The vendor’s “Doing Business As” (DBA) name was entered instead of the vendor’s legal business name.
- The use of abbreviations in the name.
- The TIN entered is incorrect for the entity. This could be the result of a typographical error in entering the data or entering the wrong information on the vendor’s W-9.
- The IRS did not update the TIN Matching database with a newly assigned TIN or a recently updated name. If a Business Unit believes this is the situation for the TIN match failure, please contact the VMU for assistance.

The Vendor Management Unit will not add any vendor until they have resolved any issues with the TIN/Name combination and the combination has passed the IRS validation process.

- Verify that the information provided on the W-9 is correct.
- If the vendor verifies the information on the W-9 is correct, the next step would be for the vendor to contact the IRS at 1-800-829-0922 to obtain the legal name assigned to that valid TIN.
If the vendor is using a SSN and has changed their name but has not notified the SSA, the individual should contact the SSA at 1-800-772-1213. If an individual has changed his/her name with the SSA, it may take up to 10 days for the SSA and IRS files to sync.

Once the VMU has obtained the correct information, the corrected vendor information can be re-submitted to initiate a second vendor add attempt. (Note: the TIN match failures will remain on the Online Vendor Add Portal for five days once an IRS failed result is returned. If the failure was due to the use of an incorrect legal name, the Business Unit will not be able to add the vendor until the five days have expired.)

**Vendor File Maintenance**

Vendors that receive New York State Vendor IDs will be responsible for ensuring the accuracy of their data on the Vendor File. This information includes legal name, address, and contact information. It is important all information is correct for payment processing. When changes are necessary, the vendor must take the appropriate steps to update and/or correct the data on the Vendor File.

New York State Vendor Self Service is the online application a vendor can use to maintain addresses, contact information, and inquire about the status of a purchase order, invoice or payment. This online application is the preferred method to perform maintenance to a vendor’s New York State vendor account information on the Vendor File.

Upon registration to the NYS Vendor File an email will be sent to each vendor with instructions on how to enroll in the online Vendor Self Service application.

All vendors that provided core data including email address used to pre-populate the Vendor File have been sent an email with instructions on how to enroll in the online Vendor Self Service application.

If the email with instructions on how to enroll in the online Vendor Self Service application was not received, the vendor should contact the SFS Help Desk:

Phone: (855) 233-8363 or (518) 457-7717
Email: helpdesk@sfs.ny.gov

For more information on the State Vendor Management Unit, visit [http://www.osc.state.ny.us/vendor_management/index.htm](http://www.osc.state.ny.us/vendor_management/index.htm)

**Vendor Request Remittance**

In accordance with CUNY policy, we are not permitted to transmit Social Security numbers electronically. Therefore, when there is a need to register an individual who is a CUNY employee or a registered CUNY student to the Vendor File, the following steps must be followed.
1. Request a spreadsheet template from Accounts Payable.
   a. Fill in the requested information of the individual – Name, College (primary affiliation), Address, Email address, Phone #. **DO NOT FILL IN SOCIAL SECURITY #.** (Please use the name as recorded with the Internal Revenue Service).
   b. Email spreadsheet template to the CUNY Vendor Management Unit CUNY.Vendor@mail.cuny.edu, with a copy to the Accounts Payable email address AccountsPayable@gc.cuny.edu

2. Fill in the Social Security #(s) for the individuals on the spreadsheet.
   a. Print the spreadsheet
   b. **DO NOT SAVE THE SPREADSHEET WITH SOCIAL SECURITY #’s ON YOUR COMPUTER.**
   c. Either, hand-deliver the spreadsheet to Accounts Payable Office located in room 8401 or email us at: accounts payable@gc.cuny.edu or call Accounts Payable – Angella Bowley (ext. 7668) and read the SS#(s) to her.

3. Accounts Payable will contact the CUNY Vendor Management Unit and give them the Social Security #(s).

The State has informed us that the new SFS system will issue reimbursements to NYS employees in the same manner that the employee is paid through the NYS Payroll system. For example, if the employee receives his/her payroll check through direct deposit (ACH), then any travel reimbursement that the employee receives will also be paid as a direct deposit (ACH) payment in the employee’s bank account. Once the reimbursement is credited to your bank account, you can expect to see: “DATE - ACH Electronic Credit / NYC OSC ACH / AMOUNT” on your bank statement. For those employees who receive a “paper” payroll check, they will receive a “paper” check for travel reimbursements.

In the event that you are unable to identify your reimbursement in your bank account, you may also contact the State Customer Service line at (518) 474-4868 for assistance.

If you have questions regarding the payment process, please call Ms. Angella Bowley (7668).

**Non-Tax Levy Entities –**

<table>
<thead>
<tr>
<th>Entity</th>
<th>Documents should be submitted to:</th>
<th>Ext.</th>
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</thead>
<tbody>
<tr>
<td>GC Foundation</td>
<td>Althea Harewood</td>
<td>7662</td>
</tr>
<tr>
<td>GC Auxiliary Enterprise, Inc.</td>
<td>Althea Harewood/David Tse</td>
<td>7662/7667</td>
</tr>
<tr>
<td>GC Child Care, Inc.</td>
<td>Althea Harewood/David Tse</td>
<td>7662/7667</td>
</tr>
<tr>
<td>Doctoral Student Council</td>
<td>Ab Abraham</td>
<td>7611</td>
</tr>
<tr>
<td>GC General Fund</td>
<td>Mario Benitez</td>
<td>7671</td>
</tr>
</tbody>
</table>
Payment Request Procedure (Tax levy and Non-Tax Levy) –

To improve internal controls, Payment Requests should not be signed by the same person to whom the payment is made. As an example, if a Fund Administrator is submitting a Payment Request to reimburse himself/herself for an out of pocket expense, he/she should not sign the Payment Request. The Payment Request should be signed by an associate who can verify the expense.

Processing time of approximately 3 – 5 business days will be required for Non-Tax payments. This means 3– 5 days from when all the completed required paperwork is received in the Business Office. If payment is to a new vendor, then please allow 3 additional days for processing.

Accessing Monthly Financial Manager Reports

Faculty and/or staff who are authorized to review the financial reports for your department, organization, and/or fund can access their monthly reports using the Self-Service Banner Login. The financial reports for each month are available in the beginning of the following month. You can review how to access these reports by clicking on the following PowerPoint file Accessing Banner Financial Reports ppt.pptx

If you have a question regarding authorization to access a particular department, organization, and/or fund, please contact Mr. Mario Benitez (ext. 7671).

Visit the Business Office web page at -
http://www.gc.cuny.edu/About-the-GC/Resource-Services/Business-Finance-Print-Shop