Information Exchange Questions

1. **Capital Budgets:** Is there a cutoff date/deadline for the submission of requests for the next fiscal year?

   This will be a part of the annual budget development process. The Budgeting Office will send an email in the fall with all of the applicable deadlines.

2. **Financial Planning:** When is a budget transfer necessary and how are the requests evaluated?

   Budget transfers are used to outline anticipated revenue and expense. Departments may submit budget transfers to better align their budgets with their actual spend. For example, if a new position is created within a department a permanent budget transfer would be processed to fully fund the position. Also, if one department would like to support a program or event in collaboration with another department a temporary budget transfer may be processed, impacting the current fiscal year.

   All temporary and permanent budget transfer requests are reviewed to ensure that there is a sufficient available budget to accommodate the requested transfer. A budget transfer may not be approved to be processed if there are insufficient funds. Also, budget transfers between different fund types such as operating to an endowment accounting unit are unable to be processed.

3. **Campus Card:** Can you issue the Campus Card to Non Affiliated Person?

   Yes, guests of the university, also known as "Non-Affiliated Persons" (NAPs) can receive a Rambler Card if his/her on-campus contact authorizes so by submitting the proper paperwork to the ITS Helpdesk. This process will generate a Loyola ID # and UVID which is required to receive a Rambler Card. Once the NAPs paperwork has been submitted to ITS and the confirmation email is received, the individual can visit the Card Office at either LSC or WTC to receive his/her Rambler Card.

4. **Campus Card:** Recommendations for Protecting the Card and Data?

   Cardholders are encouraged to keep their ID cards away from water, keys, key chains, and magnetic objects to protect the physical card. A replacement card is $25.00.

5. **Campus Card:** How far in advance can ID cards be issued?

   ID cards can be issued for students enrolled in a current or future term, for employees with current employment, and for approved Non-Affiliated Persons. Essentially, when an individual receives authorization as an employee or Non-Affiliated Person, he/she can receive an ID card.

6. **Campus Card:** Does a University Intern need a NAP ID or regular ID?

   All physical ID cards are functionally the same. If there is an intern from a different University who is not on Loyola's payroll or enrolled in classes at Loyola, then he/she will need to be set-up as a Non-Affiliated Person in order to receive an ID card.

7. **Campus Card:** Are Rambler Bucks accepted at the HSD?

   At this time, there are no locations at HSD that accept Rambler Bucks.
8. **Bursar:** What is the normal turnaround time for posting departmental deposits to the General Ledger?

The Bursar Office posts department transactions the same night the deposit is made and will appear in the General Ledger the following day.

9. **Bursar:** Are the health insurance rates the same for Arrupe students?

Yes, they are the same rates. Arrupe students are not automatically charged and therefore don’t have to waive out of the student health insurance. If they want to purchase the student health insurance, it is the same coverage for the same duration.

10. **Bursar:** Can the payment plan be used for the Summer Session? Or can Summer balances be rolled into the Fall?

Summer sessions are not permitted on the payment plan and will not be rolled into Fall balances.

11. **General Accounting:** What is the best way to identify a point of contact for a specific transaction that comes across the Ledger or WebFocus Reports?

Questions about transactions can be sent to accounting@luc.edu, which is monitored daily. The question will be forwarded to the appropriate person within Finance.

12. **Taxes:** Can we use our Sales Tax Exemption for other States?

No, every state has specific rules for determining who is exempt from sales tax. Not all state's offer sales tax exemptions to not for profit organizations.

13. **Taxes:** Can a payment be made while waiting on the W-8 to be completed?

The Form W-8 should be completed prior to submitting a payment request.

14. **Taxes:** Are travel expenses subject to taxation and reporting? Can we reimburse a Foreign Individual/Entity if withholding is done?

Payments to nonresident alien payees that follow Loyola's Accountable plan rules, i.e. have a business purpose will not have tax withholding. If there is no business purpose, there may be tax withholding and reporting.

15. **Taxes:** How often do individuals have to complete a W-8 form?

Typically they are valid for 3 years or unless a change in information makes the form incorrect, then a new form would need to be requested. (For example an address change)

16. **Payroll:** What is the deadline for manual time cards?

The deadline for manual time cards is 2pm on the Monday following the end of the pay period. If the deadline changes due to a shortened payroll processing period, we will notify users in advance by email.
17. **Payroll: What is the process for the issuance of a manual paycheck?**

Requests for manual checks (i.e. checks issued outside of the normal payroll cycles) are reviewed and considered on an individual basis and cannot be guaranteed under any circumstances. Please contact Payroll Services if you have questions about manual checks.

18. **Payroll: Are there notifications for changes in signoff as a result of holidays?**

The Kronos Help Desk will notify Kronos users in advance by email if there is a change in when Kronos is signed off due to a holiday. Please make sure you carefully read each email from the Kronos Help Desk to determine whether a deadline has been changed for the pay period in question.

19. **Payroll: Are there repercussions for not approving and reviewing timecards?**

Non-Exempt (hourly) employees whose Kronos timecards are missing both the employee and manager approvals will typically not have their Kronos hours transfer through to the payroll system. If this happens, there is a chance that the employee will not be paid for the hours recorded in Kronos.

Exempt (salaried) employees whose Kronos timecards are missing both the employee and manager approvals will typically not have their exception hours (i.e. vacation, sick, holiday, personal, etc.) transfer through to the payroll system. This can potentially throw off leave balances and lead to employees having their pay processed incorrectly.

20. **Payroll: What leave balances carry forward and accrue?**

Please refer to the Human Resources website on Time Off for information relating to Personal, Sick, Vacation, and Holiday time policies.

21. **Payroll: Is Kronos accessible through the firewalls?**

Yes. Kronos is accessible outside of the firewall.

22. **Cash Management: What is the internal review and approval process for Wire Transfers? What is the timing of processing and posting to the General Ledger?**

When an EFT request is received for processing it is approved by Accounts Payable and General Accounting. If the EFT form lists a grant or gift accounting unit Sponsored Program Accounting will also need to approve the EFT. Once all the approvals are given, the funds are transferred to the beneficiary. After the funds are transferred, the payment is posted to the General Ledger within three to five business days.

23. **Purchasing: What are some of the considerations when developing Purchasing policies and procedures?**

Many of our policies and procedures are based upon a number of Federal, State and Local regulatory issues. Additionally, we model many of our policies in accordance with other similar institutions. For example, many of the rules within our policies are created with the following regulation in mind:

- IRS Publications:
  - 1779 – Independent Contractors
  - 970 – Tax Benefits of Education
24. **Purchasing:** Can we make a purchase of a small good at an alternative location that is not a current Loyola Vendor if the item in question is less expensive in price?

We recommend that all purchases are made through the use of Loyola’s Pre-Qualified Suppliers (PQS). In many instances, an item may be found for a less expensive price. We recommend bringing this to the attention of the Purchasing Department. Purchasing can work with the existing PQS to obtain a price match. Additionally, purchases through our PQS’s ensure better control of both expense and product warranty not to mention other value added benefits.

25. **Purchasing:** Do we require the completion of a Bid-Summary form for purchases in excess of $5,000?

Yes. In accordance with our policy and the related Buyer Action Matrix, it is a requirement for purchases of goods or services in excess of $5,000 to be competitively bid out. Not only is this a requirement of some federal regulations, it is just good business practice. Purchasing Services will be happy to assist in the preparation of the form or solicitation of the competitive bids from vendors through our established network of merchant and vendor contacts.

It is NOT permissible to have a vendor or merchant split a transaction into separate invoices in order to bypass the above policy.

26. **Accounts Payable:** Is spousal or family travel permissible?

Spousal or family travel is not permissible. It is not allowable to charge these types of family expenses to a Loyola payment mechanism with repayment to the University at a later time. Any exception to this policy will result in a deviation from our accountable plan and the expense immediately becomes taxable to the employee and the integrity of all expenses under the plan become suspect. Please contact Accounts Payable or Procurement Card Administration for additional guidance or clarification.

27. **Accounts Payable:** What are Per Diem Rates?

Per Diem rates are established using the GSA standard CONUS and OCONUS rates. Loyola reimburses employees traveling at actual cost up to the per diem rate. Employees should not simply use the max per diem while traveling. Per Diem rates are also for meals only and do not include lodging or incidental expenses. The per diem rate tables can be found on the Finance website under resources.

28. **Accounts Payable:** What is the threshold for keeping documentation?
The University Policy for keeping documentation is dependent upon the type of expense. For example: for out-of-pocket reimbursements, the University documentation requirement is $25.

29. Accounts Payable: Can a department be more restrictive than the documentation requirement?

Yes. Departments can be more restrictive.

30. Accounts Payable: For meals, what receipt is required?

For meals, detailed receipts are required. Pull tab or credit card summaries are not adequate forms of documentation. This requirement is a specific requirement of various federal regulations in order to maintain our program as an accountable plan.

31. Accounts Payable: How do we handle online orders that require the buyer to pay taxes?

We would recommend contacting the company at their customer service number to work through the exemption process. In many cases the company will charge and then credit back the tax amount. If the vendor refuses to provide an exemption (which we are entitled to), we would recommend considering alternate sources of purchase. Purchasing can easily assist in these instances.

32. Accounts Payable: What are some of the most common issues or problems that Accounts Payable experiences with the Check Requisition form?

The Check Requisition form is the most commonly misused form. Some of the issues faced are as follows:

- Failure to provide a W-9 form.
- Requesting Payment for an Employee.
- Missing or incorrect Accounting Units/Accounts.
- Lack of proper approvals and signatures.
- Requests for payment using a statement or a quote for support.
- Expectation for turnaround. AP requires 10 business days for processing and any of the above will delay processing.

33. Accounts Payable: What is the importance of proper classification of workers that have left LUC and return as "independent contractors?"

There are important tax implications for employees vs. independent contractors. Detailed information on this procedure can be found at the following website:

http://www.luc.edu/finance/workersclassificationprocedure/

34. Accounts Payable: Are Employee Reimbursements paid via Paycheck or AP Payment?

Employee reimbursements are paid via an AP payment.

35. Accounts Payable: What is the reimbursement policy if you choose to drive vs taking a flight and what documentation is required in those cases?
Reimbursement for driving, if approved by the budget administrator, will be awarded based on the mileage driven. A MapQuest or Google Map should be submitted showing the total mileage driven. Gas is not reimbursed on personal auto use, only mileage. For rental car, the rental cost and gas is reimbursable, but not the mileage. Normal receipt policies apply in those circumstances.

36. **Accounts Payable: Do you need to fill out the Tax Certificate for Fellowships if they are issuing stipends or scholarships?**

   Yes, the Tax Information Certificate should be filled out for all honorariums, stipends, or fellowships. Scholarships are not paid via AP and need to be coordinated with the Financial Aid office.

37. **Accounts Payable: Is sending W-9 form through e-mail in line with other existing university policies?**

   Because the W-9 contains sensitive information which should be kept private and secure, the W-9 should be sent using one of the following secure method of delivery: hand delivery, mail, or encrypted email attachment.

38. **Accounts Payable: Is intercampus parking reimbursable?**

   Parking expense incurred while conducting LUC business will be reimbursed at cost, on an occasion-by-occasion basis. Employees are encouraged to use LUC shuttle buses or courtesy business parking at other Loyola campuses whenever it is available. Employees based on one campus who have frequent business on another campus may obtain reimbursement for the continuous availability of key-card parking at the other campus, only if they demonstrate that this is less expensive than reimbursement on an occasion-by-occasion basis.

39. **Pro-Card: To whom do we submit our completed ProCard documentation and Reconciliation?**

   PCA recommends that cardholders and approvers submit scanned copies of all documentation to the ProCard Administration e-mail box at ProCard-Admin@luc.edu and keep all originals in their departmental files.

40. **Pro-Card: What if we have an emergency situation where the ProCard is being rejected for a type of purchase (i.e., MCC exceptions)?**

   If the expense is justifiable, you can work with the Procurement Card Administrator to have a temporary exception made to the MCC block. In the event the PCA is not available and the expense is a legitimate business expense, the individual may purchase the items using personal funds that can be reimbursed at a later time.