NEWSLETTER

STOCKTON UNIVERSITY | ADMINISTRATION & FINANCE

WELCOME

to our Spring 2023 Newsletter! Thank you for taking the time to read our important updates!

RISK MANAGEMENT

- **Outside Food Vendors:** If you are using an outside (non-Chartwells) food vendor on campus, the vendor must be approved by Risk Management. For non-Galloway locations, you do not need Chartwells' approval to use an outside vendor. However, you still must obtain Risk Management approval.
- **Certificates of Insurance:** If a vendor will be coming on campus, they are required to provide a current copy of their Certificate of Insurance. This requirement may be waived in certain circumstances.

  Please contact RiskManagement@stockton.edu for more information.

NEWSLETTER HIGHLIGHTS

RISK MANAGEMENT

ACCOUNTS PAYABLE

PAYROLL

PROCUREMENT & CONTRACTING
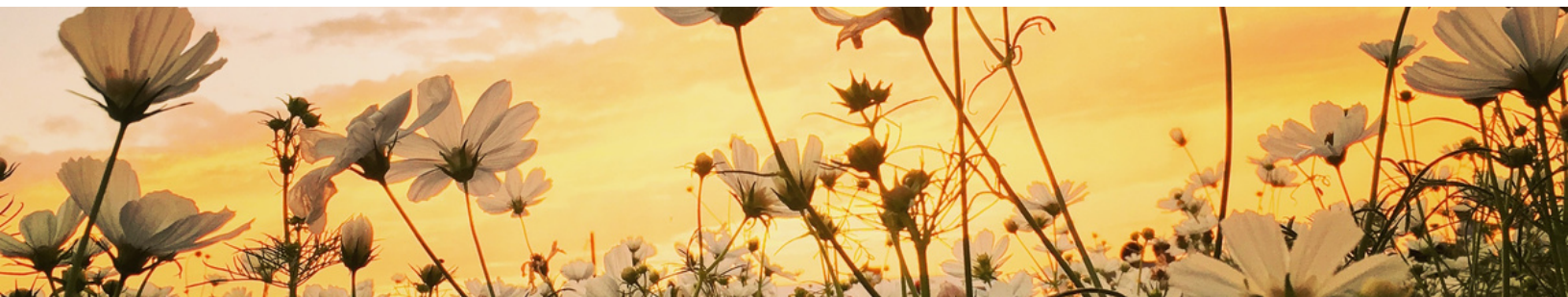
FY23 YEAR-END INFORMATION

TAX

GRANTS ACCOUNTING

BUDGET & FINANCIAL PLANNING

CAMPUS SERVICES

GOOD NEWS

ACCOUNTS PAYABLE

Chrome River Update

Administration & Finance will complete a thorough review of the Chrome River process to determine if there are opportunities to simplify the process in the next six to nine months. In the meantime, Chrome River pre-approvals are no longer required for Chartwells catering purchases and for events in which there are zero expenses and no reimbursements requested. This includes off-campus travel, trainings, and virtual events. Approval to attend these events must be handled internally with your immediate supervisor. In some instances, a Request for Approval for Attendance at Events (RAAE) form may still be required. Please contact the Chief Officer for Diversity and Inclusion with any questions regarding this form.

Pcard Update

Pcard credit limits have been reestablished, and pre-approval for purchases will no longer be required. Both of these changes are effective immediately.

All individual Pcards are now open with a $5,000 credit limit and a $3,500 single transaction limit. Please continue to submit Chrome River pre-approval reports for all travel and professional development requests that include expenses. Once the Chrome River report is fully approved, the traveler may use the Pcard for the approved expenses. For questions related to Pcards, as well as credit limit increases, please contact Pcard@stockton.edu.

Important Pcard Reminder

When using your Pcard in person, you must enter your PIN to complete the charge if it is requested by the vendor. Attempting to bypass the PIN will result in a declined charge. If you need to set or change your PIN, please call 888-233-8855.

You will need your 16-digit account number and verification ID. If you do not know your verification ID, please contact Pcard@stockton.edu.

Chartwells Purchases and Pcards

Chartwells catering purchases can be made with a Pcard. The Catertrax invoice should be uploaded to BOA Works as supporting documentation. The Catertrax invoice serves as the itemized receipt and includes business purpose, group composition, and guest count information.

Departments may apply for a Chartwells exclusive Pcard. These Pcards are beneficial, since they allow greater flexibility with spending and prevent declined catering charges on department Pcards. The Chartwells Pcards can also be set with no single transaction limit. To apply for this card, please complete the Pcard Application Form and select Chartwells for the type of card being requested.

Other COVID-Related Restrictions to be Reversed Effective July 1, 2023:

- Banner - Divisional Executives will be removed from approval queues as a secondary approver for requisitions and direct pays.
- Chrome River - Divisional Executives will be removed from approval queues as an additional approver.
- Bank of America (BOA) Works - All expenditures will be routed to the Budget Unit Manager for approval.

Bank of America Works

When reconciling transactions for expenses that require a Chrome River pre-approval, please enter the CR pre-approval report ID# in the reference field of the transaction. Be sure to use the reference field to note term dates related to membership and subscription charges. The reference field can be found under the Allocation & Detail tab of the transaction under the Reference & Tax heading.

Direct Pays for Employees

Direct pays for employees are only entered for reimbursement purposes. Employees that are being compensated for providing services must be paid through Payroll.

PAYROLL

Update to Student New Hire ePAFs

The District and Location Codes are two new fields that have been added to the following student worker ePAF types:

· Student New Hire

· Federal Work Study New Hire

· Student Grant Position New Hire

Please select the appropriate choice from the options included in each drop-down menu for these new fields. The District Code represents your Division, and the Location Code is your Unit/School or Department.

PROCUREMENT & CONTRACTING

Updated Requirement:

- A vendor is required to have a New Jersey Business Registration Certificate (BRC) when the University's total spend during a single fiscal year exceeds 15% of the bid threshold. Since State College Contracts Law has two distinct bid thresholds, the updated policy is as follows (effective immediately):
  a. Non-Prevailing Wage Purchases: A BRC is required when the total spend exceeds $15,000.
  b. Prevailing Wage Purchases: A BRC is required when the total spend exceeds $5,325.

- The University is required to solicit quotations whenever practicable for purchases which are 20% or more of the bid threshold. Since State College Contracts Law has two distinct bid thresholds, the updated policy will be as follows (effective July 1, 2023):
  a. Non-Prevailing Wage Purchases: Multiple quotes are required when the total spend exceeds $20,000.
  b. Prevailing Wage Purchases: Multiple quotes are required when the total spend exceeds $7,100.

FY23 YEAR-END INFORMATION

- **Friday, June 2nd** - Last day to submit Personnel Actions (PACTs) to be included in the FY24 budget roll.
- **Friday, June 13th** - Last day to submit new hourly position number requests.
- **Friday, June 30th (by noon)** - Please submit all deposits to the Bursar's Office to ensure that revenues are recorded in the proper fiscal year. If you receive FY23 revenues after the cutoff date, write FY23 on the Cash/Check Transmittal form and submit the deposit to the Bursar's Office immediately.
- **Saturday, July 1st** - The Banner Finance System will be open and the FY24 budget will be available to begin processing.
- **Thursday, July 13th** - Please ensure that all inventory lists are returned to Kimberly.Gotthold@stockton.edu no later than Thursday, July 13th. The lists have been distributed. If your area received one, it must be reviewed, signed, and returned. Failure to comply with this procedure will require us to perform a physical inventory of your area.
- **Wednesday, August 9th** - This is the last day to submit all invoices for FY23 accruals. Please note that an accrual is different from a budget carryforward. An accrual is defined as an expense that occurred in FY23. An accrual is only needed if the expense was incurred or the product was physically received by June 30, 2023.

Grants Accounting Year-End Reminders

- **Monday, June 26th** - All supplemental payment requests must be received by the Payroll Department for processing. If you miss this deadline (Pay Period 14), the expense will not be included in financial reports and invoices for the period ending June 30, 2023.
- **Thursday, June 29th** - Redistributions for Pay Period 13 (June 3 to June 16) are due.
- **Wednesday, July 12th** - Redistributions for Pay Period 14 (June 17 to June 30) are due.
- **Friday, July 14th** - Deadline to request changes to financial reports and invoices. Grants Accounting will prepare and send out financial reports July 1 - 13. We would appreciate it if you would respond promptly to our email requests.

Other A&F Reminders

- Please keep in mind that there are two fiscal years open in the month of July. During that time, we ask that you write FY23 or FY24 on the top of all financial documents (invoices, journal entries, budget transfers, contracts, etc.) sent to the Controller's Office, the Budget Office, and/or Disbursement Services.
- Before returning unused funds from a cash advance, please complete the Cash Advance Deposit Reconciliation form, which is a fillable PDF file that that can be found on the Controller's Office webpage. This form, along with supporting documentation (receipts, rosters, etc.), should be returned to the Bursar's Office with the unused cash.
- Beginning June 15th, all charges for goods posted to Bank of America Works must include an attached packing slip or documentation certifying the date the items were received. As a reminder, please do not reconcile and sign off on transactions for items that have not been received.

- Beginning in FY24, the Controller's Office will begin a monthly closing process. All month-end documents should be submitted to the appropriate accountant no later than 10 calendar days after the end of the month. More information will follow, including monthly closing dates.

- The Controller's Office is working on training related to the new Governmental Accounting Standards Board (GASB) pronouncements implemented in FY22 and FY23 (GASB 87, Leases and GASB 96, Subscription Based IT Arrangements). This will provide the Stockton community with tools to identify information needed to ensure compliance for the University.

TAX

New Independent Contractor or Employee Determination Form, Effective July 1, 2023

The new form will provide support for classifying an individual as an independent contractor or a Stockton employee. The form must be completed prior to the performance of services and certified by the service provider.
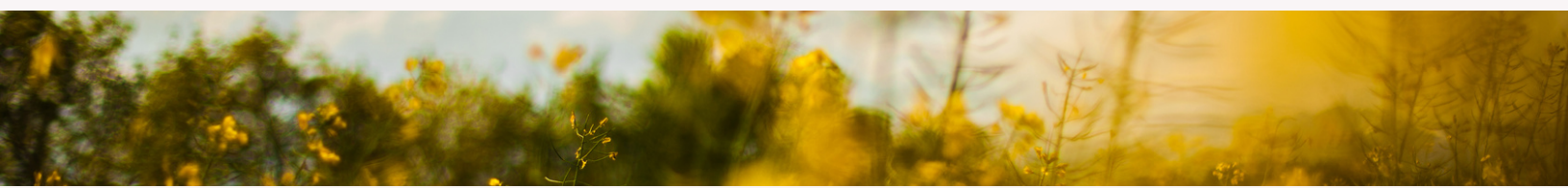
GRANTS ACCOUNTING

Requesting a Budget Adjustment on a Grant/Sponsored Project

The budget developed for a proposal is only an estimate of a project's financial needs. It is common for these needs to change once a project is underway. While some sponsor-specific terms and conditions allow flexibility to deviate from the approved proposal budget, other instances require prior approval.

These requirements vary depending on the sponsor. Below are some basic principles that can help determine if sponsor approval is required:

- **Change in Scope -** If the proposed changes to the budget would result in a change in project scope, sponsor approval is likely required prior to making the change.

- **Line-Item Deviations -** Any changes between budget categories (e.g., moving budget from personnel to supplies, etc.) may require sponsor approval, as this could result in a change in the scope of work.

- **Addition of a Subaward -** Any subawards or subcontracts not included in the approved proposal budget will most likely require sponsor approval.

- **Capital Equipment -** Some sponsors require prior approval for any unbudgeted items of equipment over $5,000, while others require approval for equipment items that exceed other sponsor-defined thresholds. Project Directors should discuss proposed unbudgeted equipment purchases with Grants Accounting and/or the Office of Sponsored Projects prior to placing the order.

- **Reduction of Principal Investigator (PI) /Co-PI Effort of 25% or More -** Any budgetary change that results in a reduction of 25% or more in the effort of the PI or Co-PI requires sponsor approval if it is a federally-funded award.

Please contact Ann Marie White at postaward@stockton.edu with any questions.

GRANTS ACCOUNTING (Continued)

Personnel on Grants and Sponsored Projects

Employees hired with grant funds must adhere to the proper University procedures and guidelines, available from the Office of Human Resources.

- **New Employee Hire (Full-Time, Part-Time, Temporary Worker, or Student Worker)** - The Principal Investigator/Project Director should work with the Budget Unit Manager, Grants Accounting, and Human Resources to initiate this process.

- **Position Numbers** - The Office of Research and Sponsored Programs (ORSP) initiates the request to the Budget Office for a Supplemental, TES, or Student Worker position number with approval from Grants Accounting. The Budget Office works with the division/school/department to create the new full-time or part-time position numbers.

- **Allocating Effort to a Grant or Sponsored Project** - The Principal Investigator/Project Director should work with the Budget Unit Manager to complete a Labor Distribution Change Form and submit it to Grants Accounting.

- **Supplemental Payments** - The Principal Investigator/Project Director should work with the Budget Unit Manager to initiate the process, obtain proper approvals, and submit the request through the ePAF system.

BUDGET & FINANCIAL PLANNING

FY24 New Federal Work Study Position Numbers

Effective in FY24, the University will be using new position numbers for the Federal Work Study Program. When creating ePAFs, be sure to use the following new position numbers for your Federal Work Study students.

- Position #900628: Federal Work Study Student (replaces position #900614)
- Position #900629: Federal Work Study Community Service, Off-Campus (replaces position #900615)
- Position #900630: Federal Work Study Community Service, On-Campus (replaces position #900616)

FY24 Special Program Fund Balances and Carryforwards

The Special Program fund balance is similar to a checkbook balance in that it is real-time. The Trial Balance Summary (FGITBSR) application in Banner Finance provides the current fund balance. A credit denotes a positive balance, whereby a debit represents a negative balance. Like your checkbook balance, the fund balance in FGITBSR does not reflect encumbrances or amounts owed. To calculate your available balance, you will need to subtract the Encumbrance Control amount from the current fund balance. This assumes that all commitments will be paid. This will provide you with the available balance that can be carried forward to the next fiscal year.
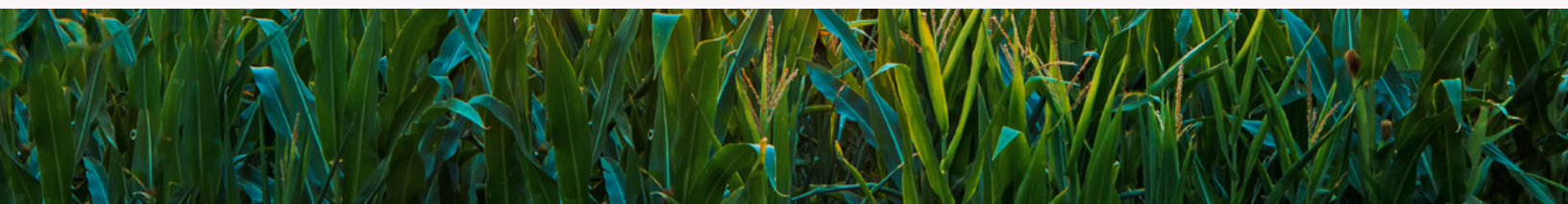
CAMPUS SERVICES

Chartwells

This year, Chartwells added a new venue - Einstein Bros. Bagels, in January 2023. Einstein Bros. Bagels is located in C-wing and offers a wide selection, including breakfast sandwiches, burritos, bagels, wraps, salads, and sweets, to name a few. If you haven't had a chance, be sure to stop by Einstein Bros. Bagels.

Copy Machine Leases

Campus Services is responsible for overseeing the contract for the University's copy machine leases. If you have any questions or problems with your leased copy machine, please be sure to contact Diane Garrison at Diane.Garrison@stockton.edu and Dana Engle at Dana.Engle@stockton.edu.
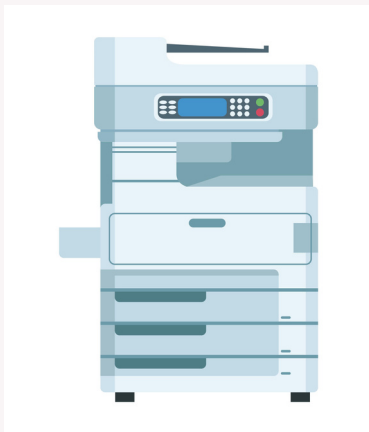
Mail Services

To support the growth in Atlantic City (AC) with the opening of the Phase II Residential Building, renovations to the AC Mailroom are also in progress. The AC Mailroom is being redesigned to allow for additional customers and storage space for letters and packages. Our goal is to facilitate the mail pick up/delivery process and enhance the customer experience. The project is expected to be complete by Fall 2023.

## Mailroom's Bulk Mailings & Rate Savings

Stockton now has Coding Accuracy Support System (CASS) software that allows us to send mailings as Non-Profit! This improves the timeliness and efficiency of mailings while saving money.

Mail Services recommends two preferred methods for mailings:

Non-Profit (highly recommended)	First-Class Presort
Creates significant savings (up to 75%).	Results in 25% savings.
Delivery Time: Maximum of 3-5 days. The majority are received within 2 days (excluding holidays).	Delivery Time: 1-2 days
The Graphics Department will design/include the "Non-Profit" indicia at the request of the department sending out the mailer. It is the responsibility of the department to specify which method to use.	This method should be used for urgent mailers only.

Other Suggestions and Reminders:

- All postcards should be sent non-profit.
- Please allow adequate time for Graphics, the Print Shop, and Mail Services to complete the process for your mailings, including any expected receiving deadlines.
- The Bulk Mailing Request Form must be completed two (2) weeks in advance of a bulk mailing. The bulk mailing form can be accessed through this link.
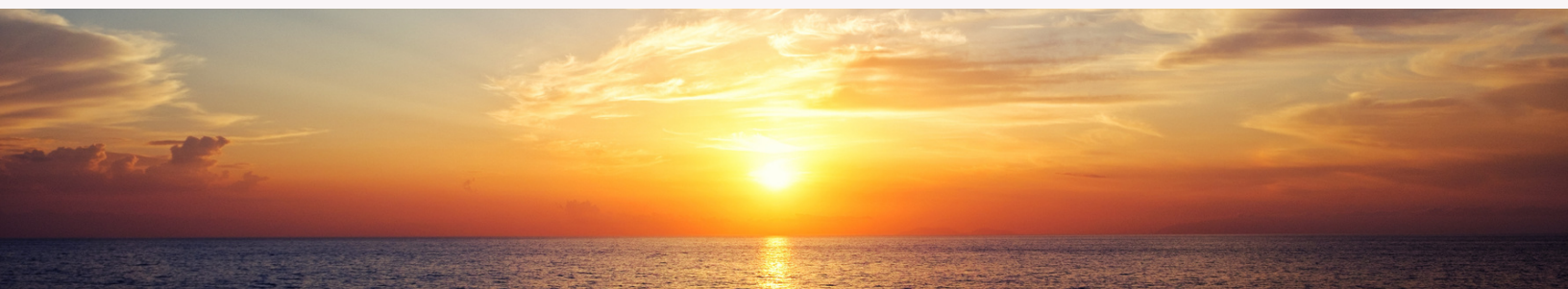
Follett Bookstore

Welcome to Stockton

We are pleased to introduce Pete Porcella as Follett's new Market Leader. Pete will be on the Galloway campus and oversee the operations at both the Campus Center and Lower E-Wing Bookstores.

SHOP NOW

Did you know that you can shop for bookstore merchandise online? You can even choose to pick up your orders directly in the store. Visit the **Follett Bookstore website** to see purchasing options and take advantage of the latest sales and discounts.

FACULTY & STAFF APPRECIATION

20% OFF ONE APPAREL OR GIFT ITEM*

FOLLOW THESE EASY STEPS:

1) Visit **CampusWelcome.com**
2) Enter your email address
3) Enter access code: **1174**
4) Show your coupon email at the register or use it online for your discount!

CAMPUS CENTER STORE
Campus Center Building
StocktonUshop.com

*See store for details. Restrictions apply.

GOOD NEWS

WELCOME ABOARD

Shelly Mastrangelo - *Procurement Manager*

Shelly joined Procurement & Contracting on March 27th. She previously worked in the Purchasing Department at Atlantic Cape Community College. Shelly is certified as a Qualified Purchasing Agent (QPA) and is excited to share her knowledge with Stockton. On a personal note, she is a proud parent of a Stockton alumna. Shelly's primary focus is public bidding (IFBs and RFPs). She looks forward to helping her new colleagues obtain goods and services.

Jennifer Merlock - *Accounts Payable Staff*

Jennifer joined Accounts Payable on May 8th. Previously, Jennifer worked in administrative positions including the Atlantic County Purchasing Department. Over the last year, she has completed numerous continuing education classes. In December 2022, Jennifer completed the High Performance Leadership Program through the Professional Development Academy and National Association of Counties. She looks forward to continuing her career at her alma mater.

Stacey O'Brien - *Controller*

Stacey joined Fiscal Affairs on January 30th. She earned her Bachelor of Science in Accounting from Stockton University and a Master of Business Administration from Rutgers University. She is a Certified Public Accountant with 24 years of experience with the New Jersey Legislature, Office of the State Auditor. Stacey's experience includes financial, forensic, and performance audit work. Her work has identified significant costs savings, improper payments, and revenue enhancements.

I'VE MOVED!

Olivia Esposito - *Payroll to Accounts Payable*

Olivia has worked in Stockton's Payroll Department since October 2021 and officially moved to Accounts Payable in December 2022. She is in a hybrid role and continues to assist with payroll functions. Some of her responsibilities in Accounts Payable include processing invoices against purchase orders, reviewing Pcard transactions, assisting with the Document Upload Process (FUPLOAD) and reconciliation processes, and completing checks runs for the Foundation and the National Aerospace Research and Technology Park, Inc.

CONGRATULATIONS

Brittany Boone on her engagement on **June 17, 2022!**

Louis Chevere on his engagement on **April 8, 2023!**

Christy Santiago on earning her MBA!

Jennifer Potter for being named one of the area's Top CFOs by *South Jersey Biz*!