

Banner Finance & HR Newsletter

December 2003, Issue No. 2

Banner Reports to Review Monthly

Banner provides several detailed financial reports in e-Print. Financial reports need to be reviewed at least monthly to verify that the budgets, expenses, and commitments accurately reflect the activity in your department or on your sponsored project.

In this issue, we will focus on reports that Principal Investigators (PIs) will find helpful in financial management.

Principal Investigators will want to review the budget, expenses to date, and remaining budget on their sponsored projects.

The quickest way to review a monthly summary is to view the *Grant Inception to Date Report (frggitd)*. The *Grant Inception to Date Report* is updated twice a month (mid-month and end of month). This report provides the following information:

- Adjusted Budget (up to date budget on your project)
- Monthly Expenses
- Inception to Date Expenses
- Commitments
- Remaining Budget

The second report to review lists all employees charging salary or wages to your sponsored project. The *Labor Distribution Report (frzlabr)* is updated after every payroll cycle and provides the following information:

- Employee Name
- Month to Date Charges
- Year to Date Charges

The third report a PI should review is the *Organizational Detail Activity Report*. The report lists vendors, subcontractors, equipment, travel, and other charges to your sponsored project.

Should you find discrepancies or variations in the reports from actual activity, please contact a member of your OSP team.

Electronic Approvals for International Employees

Last fall Human Resources modified the process for hiring international employees to eliminate inefficiencies and reduce the number of days it takes to hire an international employee. As a result, the Office of International Programs and Services (OIPS) is no longer part of the actual Electronic Approval (EA) process.

A prospective employee, who has temporary, nonimmigrant status, must first report to OIPS. OIPS will verify the I-9 Form and issue a temporary Social Security Number if required.

The EA submitter may not submit an EA without a copy of an I-9 Form that is either recently signed, or in the case of an existing I-9, initialed as still valid by OIPS.

For example, a GRA hired for three consecutive academic year appointments must provide the hiring unit with a signed/updated I-9 for each appointment year. This ensures that OIPS has confirmed that the student continues to meet all visa status requirements.

The process of international students' meeting with the OIPS Tax Coordinator for completion of all tax forms remains unchanged. If you have any questions regarding this change, or the EA process in general, please contact your HR Generalist at 993-2600.

Attention Electronic Approvals Submitters

To View the Most Recent Salary on a Job:

- In Internet Native Banner, go to NBA JOBS
- Select Job Detail
- Select View Job Detail Effective Dates
- You will see a list of all the transactions for a particular job with the most current salary listed first

Banner and Browsers

People ask us does it make a difference whether we use Internet Explorer or Netscape with Banner. Are there performance issues when using Netscape?

The answer is that Internet Explorer is the preferred browser for Banner and other systems that run on an Oracle database. When in Finance Self Service, Netscape does not allow you to drill all the way to document details, and the timesheet pages are slower. Also, when you are at the Login page in Self Serve, Internet Explorer allows you to just hit the Enter button when keying in your PIN. With Netscape, however, you must click on the Submit button.

In general, Internet Explorer provides faster performance, more intuitive navigation features, and additional detail capabilities.

For tips on using Internet Explorer with Banner, please go to:

http://itusupport.gmu.edu/help/help_center.cfm

Newsletter 2004 Issues

January: Overview of the Banner System

February: Financial Management & Banner

March: Office of Sponsored Programs

April: Fiscal Year-End Responsibilities

May: Sponsored Project Life-Cycle in Banner

June: HR Responsibilities with Banner

July: Finance Responsibilities with Banner

August: Electronic Approvals Hiring Process

September: Student System

October: Payroll Process

November: Banner & Other Universities

December: ITU Responsibilities with Banner

Suggestions? Contact one of the Finance & Human Resources Steering Committee Members:

Beth Brock, Assistant Vice President and Controller; Fiscal Services, Committee Chair

Leslie Dyre, Director Finance, HR; College of Arts & Sciences

Raymond D'Souza, Director, Administration and Finance; School of Law

Bill Coester, Administrator; School of Public Policy

Martin Ford, Senior Associate Dean; Graduate School of Education

Carrie Gillotte, Director Database Application Services; Technology Systems Division – ITU

Linda Harber, Assistant Vice President; Human Resources

Ken Hubble, Internal Audit Director; Internal Audit and Management Services

Kathleen Johnson, Director Budget and Personnel; School of Information Technology

Chris Jones, Chair; Environmental Science and Policy

Susan Jones, University Registrar; Registrar

Donna Kidd, Assistant Vice President, Budget and IPR; Budget Office

Ann McGuigan, Director; Office of Sponsored Programs

Dorian Mroz, Director Finance and Administration; College of Visual & Performing Arts

Jennifer Murphy, Director Technology Transfer; Provost Office

Wendy Payton, Director Special Projects, Vice Provost for Academic Affairs; Provost Office

David Roe, Financial Officer; GMU Foundation Inc.

Dave Rossell, Associate Provost for Personnel and Budget; Provost Office

Libby Thompson, Financial Manager; Institute for Conflict Analysis & Resolution

Update Your Address for W-2 Forms!

Please remember to login to Employee Self Serve and update the system with your current address no later than January 10, 2004. This will ensure that you promptly receive your W-2 tax form.

To update your address, simply:

- Go to <http://patriotweb.gmu.edu>
- Select Employee Self Service – (Pay Stubs, Timesheets)
- Login
- Select Personal Information
- Select Update Address(es) Phone(s)

Upcoming Finance & HR Training

Dates:

01-20-04: Electronic Approvals

01-28-04: Electronic Approvals: Wage, Work Study

01-29-04: Banner Finance Self Service Training

01-29-04: Banner Faculty Finance Self Service Training

For details and up to date information on training times, locations, and registration, please go to:

<http://www.gmu.edu/PatriotProject/train.html>

Reminder for EA Submitters:

Please remember that your employees must have a business address (BU).

The correct format is:

4400 University Dr

MSN

Fairfax, VA 22030

703 993xxxx BUS

Please be sure to insert your mail stop and phone number where indicated above.