POINTS OF INFORMATION

Princeton Prime – Ask Us About Prime!

The Princeton Prime team has started meeting with departments to map current project grants to the new chart of accounts. Our goal is to meet with every department by the end of the summer. We are in the process of scheduling meetings with key departmental financial contacts. You may expect to hear from us in the coming months to schedule your mapping sessions.

As a result of the meetings conducted so far, we have received some common questions and answers, which we will share here.

Question: After we convert to the new chart of accounts, how will I access my historical project grant information?

Answer: We will convert FY2014 summarized transactions by month to the new chart of accounts. However, at times you may wish to check information from the past. To support this need, we will do the following:

1. We will keep the current financial Information Warehouse. It will be re-named the Project Grant Warehouse. We will not add new data or reports to this warehouse, but we will ensure you can still access your historical information here.

2. We will build a Project Grant Crosswalk Tool. The Prime team will build a tool that will allow you to look up a project grant number and find the new chart string(s), as well as input a new chart string and identify the old project grant number(s).

3. We will build a new financial information warehouse with new reporting capabilities, based on the new chart of accounts.

4. For a period of time, we will continue to provide read-only access to our current PeopleSoft Financials, and possibly other systems, to confirm transactional information.

To submit a question about Prime, please email us at finance@princeton.edu. You may also visit the Princeton Prime website for updates about the project.

Remanufactured Toner Cartridges Save Money and Help the Environment

Buying remanufactured toner and ink cartridges is the best choice for your department’s budget and for our environment. Remanufactured cartridges cost on average 20 percent less than original manufacturer cartridges and carry a warranty that is similar, if not better than, a manufacturer cartridge. Industry standards show that the remanufactured toner matches the performance and reliability found in brand-name products. The University’s Library and OIT departments have converted to remanufacturer toner with great success.

In addition, one recycled cartridge prevents the use of 3.5 quarts of oil and keeps 2.5 pounds of plastic and metal waste out of our local landfill.

Recycled toner cartridges are available for purchase through OfficeMax in the Marketplace. For printer models that carry remanufactured cartridges, you will be presented with a...
PEOPLE

Cynthia Shumate

Position – Cindy Shumate brings valuable travel management experience to the newly created role of Travel Services Manager. For the last fifteen years, Cindy has climbed the ladder of experience in the business travel world. She began as a hotel catering manager, moved into national events management, and then to managing global travel programs, starting with Gartner Inc. Most recently Cindy worked as a travel management consultant for the United Nations, and prior to that was Executive Director of Global Travel and Meetings for The Estée Lauder Companies in New York. Cindy also serves as vice-chair on the Foundation Board for the Global Business Travel Association. Discussing her new role at the University, Cindy explains, “World travel has changed dramatically in the last decade, and so organizations need to more closely attend to their travel programs.”

Safety, service, and savings – “As we send Princeton University employees and students out into the world – with its multitude of variables – it’s my job to ensure their travel is supported with safety, service, and savings,” Cindy emphasizes. In the coming months, Cindy will meet with departments to discuss current travel needs and to support the new Travel Policy. She will also participate on the Princeton Prime team implementation of the Concur online travel booking and expense management system, which Cindy has worked with since 2000 and recently introduced at the United Nations. “Finding an untouched opportunity to build an end-to-end travel program for an organization like Princeton is truly an exciting challenge.”

When not at work – Cindy is proud of her two successful kids and enjoys opportunities to share time with them. Cindy began her professional life with a degree in journalism and the arts, and for several years partnered in a small Connecticut-based landscape design business. “Landscaping is still my creative outlet,” says Cindy, although two years ago she had a starring role in a play that showcased her passion for singing, dancing, and acting.

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remanufactured cartridge option when making your selection. Not every printer model has a remanufactured cartridge available; however, OfficeMax will be continually adding remanufactured product to the Marketplace when the cartridge becomes available. For those models that do not carry a remanufactured product, you will be presented with the original manufacturer cartridge. You can send empty cartridges back to OfficeMax: order compact recycling bins from OfficeMax, collect empty toner cartridges in the bin, and OfficeMax will pick up the bin to begin the recycling process.

Please note that while small-scale printers are inexpensive to buy they are costly to maintain. When possible, efforts should be made to reduce the number of small-scale devices by utilizing printer stations, multi-function copiers, and shifting to few paper-based processes.

If your department does require a small-scale printer we recommend Hewlett Packard printers as most of the HP printers have remanufactured toner available. To access the University’s contracted printer rates, click here.

If you would like to learn more about the remanufactured toner program, contact Lisa Leisinger, at lisari@princeton.edu.

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Financial Spring Cleaning!

As announced at AAMG in February, we are asking campus to help out with some spring cleaning before we move to the new chart of accounts with Prime. In the coming weeks, every department will receive from the Financial Service Center, a list of project grants and purchase orders that are candidates for closure. We ask that you review the list and identify items that we can help you close. We thank you in advance for your help with our spring cleaning effort!

New Training Opportunities Offered

Sign up for the following training sessions by logging into the Employee Learn Center.

Travel Policy Training – April 9
Princeton University’s new travel policy took effect Nov. 1, 2012. Learn how the revised policy seeks to enhance the productivity of our travelers while ensuring prudent stewardship of University resources.

Princeton Prime: Introduction to New Chart Structure – April 17 and May 6
This introductory session will provide you with an overview of Princeton Prime: the program to implement our new chart of accounts, enhance our reporting and business processes, and upgrade PeopleSoft Financials. During this session you will learn about Princeton Prime goals, scope, and timeline, as well as the new chart of accounts structure and fields. We will introduce the new terminology and definitions and walk through the structure using specific examples. We will also discuss the process and timeline for preparing for the transition.

Buying and Paying Training – May 1
Purchasing goods and services at Princeton is a necessary function in each department. In order to assist departments in this process, we will provide a broad overview of current buying and paying policies and procedures as well as some buying and paying best practices. Some of the best practices will include utilizing appropriate purchasing tools, buying from contracted suppliers, and avoiding paying sales tax. We will highlight some University policies that drive this process including the Business Expense Policy, Purchasing Goods & Services Policy, Capital Equipment Policy, and Suppliers & Contracts Policy.

Hiring and Paying Independent Contractors – May 16
This training will walk you through how to correctly identify and hire independent contractors at the University, as well as review how this new process will ensure that individuals are paid properly.

Sponsored Research Accounting (SRA) Information Session – March 19, April 16, and May 21
This 90-minute session will provide departmental grants administrators with an update on SRA’s organizational structure and goals, as well as discuss key procedural changes, the Annual A-133 Audit, and other updates.

Do you have a specific financial training need within your department? Contact Allison Petito in Finance and Treasury (apetito@princeton.edu) to arrange for a customized training session for your department.

Tackle another springtime chore: change your password! Protect access to University systems and your HR Self Service information as well. Click here to change your password or here for more information.
Nonresident Tax Compliance Activities Are Updated

The Finance and Treasury website has new information about taxation of nonresident foreign nationals. We have a dedicated Foreign Nationals & International Issues page, and have streamlined activities due to regulatory updates. For an overview of the new information, you may view the updated decision tree for processing payments to Nonresident Aliens and Foreign Entities.

Here are the most important updates and who they impact:

Foreign entities with which the University transacts business
• Clarified and separated document requirements for product and license purchases.

Foreign national guest lecturers who receive honoraria
• Added requirement to provide a Substantial Presence Test (SPT) form.
• Added a specific reference to F-1 visa holders’ documentation requirements.

Foreign national individuals
• Added specific ability to use a U.S. entry stamp in lieu of an I-94 (Arrival/Departure Card) on visa waivers.
• Retired the former policy called Federal Tax Withholding – Foreign Nationals (Nonresident Aliens) as of March 1, 2013, thereby eliminating the $2,000 threshold for the review of nonresident tax treaty applications. Reminder: Payments made to foreign nationals from countries that have a tax treaty with U.S. may still be eligible for a tax withholding exemption.

Karen Murphy-Gordon, our Nonresident Tax Compliance Analyst, is available to answer your questions at km5@princeton.edu or 258-3734.

Independent Contractors

Principal investigators will now sign a statement of work as a part of all independent contracting agreements for services to be paid for by sponsored research funds 30, 40, and 60. Purchasing has been delegated authority to sign these agreements as the “The Trustees of Princeton University.” However, since Purchasing cannot attest to the work being performed, we are asking for the principal investigator to sign the Statement of Work (Schedule A), which now includes the following language: “I hereby acknowledge that I am responsible for monitoring that the work described on Schedule A has been satisfactorily performed in accordance with the terms of this agreement.”

This is similar to the current process for subaward agreements: ORPA is the official signatory for the University, and the principal investigator signs the Subaward Initiation Form agreeing to monitor the subawardee’s work progress as outlined in the statement of work.

You may contact Tracey Robertson at traceyr@princeton.edu if you have any questions about this new process.