POLICY

New Travel Policy Takes Effect Nov. 1

We are pleased to announce a new travel policy that will take effect Nov. 1. The new policy seeks to enhance the productivity of our travelers while ensuring prudent stewardship of University resources. It includes a number of enhancements and clarifications based on campus feedback.

New policy highlights:
- Business class airfare will be allowed for flights more than five hours long.
- Business class fares will be allowed for regular Amtrak and Acela Express trains.
- Receipts will not be required for expenses less than $50.
- Group meals must be $125 per person or less, including tip.
- Per diem rates will be aligned with federal rates (U.S. General Services Administration for domestic travel and U.S. State Department for international travel).
- Non-refundable (restricted) airfare should be booked instead of unrestricted fares.

The new policy is available for review until it takes effect on Nov. 1. A quick reference guide is available to help travelers and managers understand the difference between the old and new policies. Please refer questions, comments, or suggestions to Jason Knoch at jknoch@princeton.edu or 258-9181. We welcome your input and thank you for your feedback.

POINTS OF INFORMATION

Payroll Information for Undergraduate Students

As the academic year begins, our payroll team is busy working with department managers to set up payroll accounts for students who have jobs on campus. Here are tips and links to help you advise our students so they can avoid delays associated with adjusted payments:

Information: Access the Student Employment webpage, where students can read about SCORE and be directed to complete the required I-9 and W-4 forms.

Setup: Students may log on to Self Service through SCORE and sign up for direct deposit. Also, they may consent to receive electronic-only W-2 forms. They will receive an e-mail notification in early January when their W-2 is available online for them to view and/or print.

Time: Students use the Time Collection system to enter time worked during a pay period. A Time Collection training session for supervisors is being offered on Oct. 5 at 9:30 a.m. Please register via the Employee Learning Center.

Payment: This payroll schedule lists when pay will be deposited.

If students or department managers have questions about Human Resources Self-Service or direct deposit, please contact the Financial Service Center at finance@princeton.edu or 258-3080. With other payroll questions, please contact Payroll Manager Lora Benson (see page 2) at lorab@princeton.edu or 258-6056.

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**PEOPLE**

**Lora Benson**

**Position:** As Payroll Manager, Lora manages the efficient delivery of payroll services to the University community. Lora and the payroll team partner with departments such as the Office of Human Resources, Office of the Dean of the Faculty, the Graduate School, Davis International Center, and others to ensure accurate payment to 14,575 faculty, staff, and students annually. “One of my goals is to communicate with staff about Payroll Office functions,” says Lora, “especially since payroll is a topic that touches every person, department, and budget at the University.” She adds, “When an employee is paid accurately and on time, it contributes to the positive work environment and the overall success of Princeton University.”

Lora worked in the Temple University Health System for 11 years. She held the position of director of accounting operations, overseeing the payroll, accounts payable, and tax departments. Lora went on to become the director of PeopleSoft HCM Payroll Support, where she spent three years implementing a new PeopleSoft HCM module. Lora holds a BBA in Accounting from Temple University.

**When Not At Work:** Lora and her husband Dino have two children. She is originally from Pittsburgh and is an avid Steelers football fan. Lora enjoys volunteering in her southern New Jersey community; she visits nursing homes on a monthly basis, works as a hospice volunteer, sings in her church choir, and mentors young women who have recently been released from correctional facilities. She concludes, “Anything I can do as an individual to help make things better, I will do that - even if it is just giving an encouraging word.”

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**POINTS OF INFORMATION**

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**Service for Nonresident Students, Faculty, and Vendors**

Our nonresident tax compliance team is available to help students determine residency status, navigate through the Glacier System (the tax determination tool), and prepare and file U.S. federal taxes. We encourage students to contact Karen Murphy-Gordon at km5@princeton.edu or 258-3734, and Diana Miles at dmmiles@princeton.edu or 258-3426. For online guidance about the Glacier System, tax forms, and international taxation treaties, please see our Foreign Nationals & International Issues page. You will find additional information at the Davis International Center webpage.

**By the Numbers**

**Payroll Statistics for FY2012**

- **14,575** payees
- **170,522** payroll payments issued
- **$520.5m** payroll

**Update on Chart of Accounts Implementation and PeopleSoft Upgrade**

A cross-campus selection committee selected Huron Consulting Group to partner with Finance and Treasury on the program to implement the new chart of accounts and upgrade the PeopleSoft financial systems. On Sept. 10, a core team of consultants from Huron began an eight-week phase to establish a working plan through the anticipated launch in July 2014.

In October, members of the program team will begin meeting with departments to discuss your financial

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reporting needs and how the new chart of accounts will apply to existing financial structures. These meetings will be arranged directly with departments.

Finance and Treasury will devote certain existing staff to the program on a full-time basis. Mark Dingfield has been named director of finance administration and transformation program and will be leading the overall program for Finance and Treasury. More announcements on staffing changes will follow in the November issue of this newsletter.

During the program, all existing business functions will continue to operate as normal. However, we will appreciate your patience as we conduct the program and regular business in parallel. Additional information about the project timeline will be available in the November newsletter. In the meantime, if you have any questions, please contact Nancy Silldorff, education and outreach manager (see next column), at nsilldor@princeton.edu or 258-5497; or Mark Dingfield, program director at mdingfie@princeton.edu or 258-3873.

**New Manager of Education and Outreach**

We are pleased to announce that Nancy Silldorff is joining Finance and Treasury as the education and outreach manager. In this role, Nancy is a member of our program to implement the new chart of accounts, improve financial reporting, upgrade PeopleSoft Financials, and enhance business processes. Specifically, she will be responsible for ensuring the program addresses the communication, information, and educational needs of our campus financial community. For the past two years Nancy has worked in the Office of Information Technology leading the campus readiness efforts for a wide variety of technology initiatives.

**Gary Tallman**

**Program Director**

As part of the new chart of accounts architecture, the chart string breaks the current project grant structure into distinct chartfields. In each newsletter, we define the next chartfield of the new chart string.
**Labor Accounting is Being Upgraded**

The Labor Accounting System is undergoing a technical upgrade to facilitate the on-going maintenance and support of the new chart of accounts. This process focuses on:

- moving Labor Accounting to a current technology architecture and associated documentation.
- separating business rules and business processes so that changes and maintenance are better supported.
- reducing some complexity in how we use Labor Accounting.
- enabling Labor Accounting to work with the new chart of accounts.

Please watch this newsletter for future updates, or contact Craig Richmond at crichmnd@princeton.edu or 258-3295.

**New Cost Transfer Application to Roll Out this Fall**

The new PeopleSoft Enhanced EII cost transfer application has successfully completed a pilot implementation by a limited number of academic departments and will be rolled out to the balance of the campus community in the fall. The new application introduces tighter controls on which classes of expense can be transferred via an EII, utilizes PeopleSoft workflow functionality for approval routing, and stores user support documentation within the PeopleSoft system. Please see the Employee Learning Center to sign up for a training session.

**Scam Alert: Companies Sending Unwanted Products**

Purchasing would like to alert you about a trend in office supply scams in which a telemarketer intentionally misrepresents their company as a “University approved contract supplier.” The company may encourage you to approve orders for toner or other office supplies that you did not request. Below are some tips to help you identify scamming companies:

- Ask for the original purchase order for any proposed order renewals.
- Do not pay invoices for orders you did not place. Alert the Purchasing Department.
- Do not authorize shipments from, or provide a departmental credit card number to, a suspicious company soliciting business over the phone.
- Review all invoices carefully. Scam companies may try to mislead you by creating a company name similar to a supplier you ordinarily use.

For other best practices and assistance, you may contact Joe Lane at joela@princeton.edu or 258-6847.