

the general ledger

News from the Princeton University Office of Finance & Treasury

PEOPLE

GLYNIS SHERARD

POSITION

As Senior Associate Controller, Glynis serves the University's mission by leading the Sponsored Research Accounting and Payroll Services departments. Both of these areas are mission critical operations that are subject to federal and state laws, complex regulatory compliance requirements and strict deadlines. In her words, "My role is to ensure these operations are able to navigate the many layers of governing policies and regulations in ways that demonstrate strong oversight and compliance, and without adding unnecessary burdens or barriers to the incredible research and work being done by our talented faculty, staff and students."

"I am excited about the opportunities to engage with stakeholders across campus, and evaluate the outcomes of new initiatives rolling out this year." Payroll Services, in conjunction with the Office of Human Resources, will be implementing the PeopleSoft Time and Labor system, known as Time and Absence Management, to replace the current Time Collection system. Sponsored Research Accounting will initiate a two-year pilot to streamline the University's effort certification process. "Both teams have invested significant amounts of time and energy into these projects, and I look forward to celebrating the launches, working through the challenges, and building on the results."

WHEN NOT AT WORK

Glynis is very involved in her local church. She participates in a variety of volunteer activities that primarily focus on serving all people, young and old who are in need. She also enjoys reading and spending time with family and friends.



Photo by Sameer Khan

Annual Report of the Treasurer Now Available

The 2018-2019 Report of the Treasurer is now available on the [Office of Finance and Treasury website](#). The Report of the Treasurer contains the University's audited financial statements, report on investments, and an introductory narrative on affordability & access, highlighting the stories of two current students and one alumni.

Changes to 2020 Form W-4

Changes were recently made to the 2020 Form W-4, *Employee's Withholding Certificate*. The Internal Revenue Service (IRS) is not requiring current employees to complete the revised form, however, anyone hired in 2020, or any employee who wants to make withholding changes during 2020, must use the new [Form W-4](#), that can be accessed electronically on [HR Self Service](#). More information, including how to conduct a "paycheck checkup" using the IRS Tax Withholding Estimator, is available on the [Office of Finance and Treasury website](#).

New University Credit Card Listing Report

We are pleased to announce that a new University Credit Card Listing Report is now available in the Prime Financial Information Warehouse Buying and Paying folder. The University Credit Card Listing report provides cardholder account information for University faculty, staff, undergraduate/graduate students, and DCU/temporary workers who possess a Departmental Purchasing and/or Travel & Expense credit card. The report enables departments to identify all cardholders within their department, the associated credit limit on the card and the date of last use. A guide for this report can be found on the [Office of Finance and Treasury website](#).

COMING SOON DHL in eShipGlobal

DHL will soon be available in eShipGlobal for international shipments. More information will be available in the coming weeks.

Diverse Suppliers List

Thank you to everyone who considers working with diverse suppliers. Your partnership helps make Princeton a more diverse and inclusive community. To more easily identify those suppliers, we have provided a [list of active diverse suppliers](#) on our website. The list is also available through the Prime Marketplace using the Princeton Diverse Suppliers tile.

Did You Know?

The Concur Cost Object Approver Authorization form is now available as a dynamic online form in the Princeton Service Portal. The form can be accessed from the Form Library on the Office of Finance and Treasury website.



UPCOMING EVENT: Travel Showcase!

Join us on Monday, March 16 from 10:00 a.m. to 2:00 p.m. in Frick Atrium for a travel showcase! More information will be available soon, stay tuned!



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