

the general ledger

News from the Princeton University Office of Finance & Treasury

W-2 FORMS NOW AVAILABLE VIA ADP



Electronic W-2s are now available! New this year, the University is working with ADP W-2 Services to provide W-2 Tax Statements to all University faculty and staff for calendar year 2022.

To view your W-2, log on to HR Self-Service, select the Payroll tile, and choose View W-2/W-2c/1042 Forms. Select View Details next to the W-2 form, and you'll receive a pop-up notification asking you to click OK to be automatically redirected to ADP's website. From there, you can view, download, or print your W-2.

In addition to allowing you to view, print and download your 2022 W-2, ADP also allows you to import your W-2 information directly into the following tax preparation programs:

- Cash App Taxes (formerly Credit Karma)
- Drake Software
- H&R Block
- Intuit (using Turbo Tax)
- Jackson Hewitt
- Liberty Tax
- Refundo
- TaxAct
- TaxPartners
- TaxSlayer

You can also access your 2022 W-2 statement via ADP's Mobile App. Instructions are available on the Office of Finance & Treasury's website.

For more information or assistance, please contact our Payroll Services team at payroll@princeton.edu or (609) 258-3082.

STARTING THIS MONTH: FINANCE FRIDAY FORUMS

As we mentioned in the December newsletter, we are pleased to announce new Finance Friday Forums that will start this month. These buying and paying sessions have been created to provide a brief overview of a specific topic and to offer one-on-one or group guidance to our campus customers on how to perform various financial transactions. Whether you need help onboarding a supplier or payee, creating a requisition, or resolving a complex match exception, we hope these forums will offer timely assistance for inquiries that may take a little longer to resolve than an email or phone call to the Financial Service Center.

The Finance Friday Forums will start on Friday, February 3 and will be held on the first and third Friday of each month. Please register via the [Employee Learning Center](#), and send your questions by noon on the Thursday before the session you plan to attend to financefriday@princeton.edu. By registering and sending the questions in advance, we can properly staff each session.



GUESTS COMING TO THE UNIVERSITY?

University guests who book their air tickets and other travel arrangements directly through World Travel can avoid out-of-pocket expenses and have their travel costs prepaid on their behalf. This eliminates the need for onboarding and travel reimbursements. Additionally, this allows guests to leverage the University's discounted air and hotel rates.

The Guest Travel Authorization Form authorizes your guests to call and book directly with World Travel. Your University credit card will be charged for the tickets and you will receive a complete copy of the guest's itinerary. Departments are encouraged to prepay guest travel utilizing this form. For instructions and to download a copy of the form, [click here](#).

Departments may also contact **World Travel** to make arrangements on behalf of the guest or book guests online using Concur. (Contact the **Financial Service Center** to request access to Concur's guest-booking feature.) All reservations booked through World Travel or via Concur will benefit from the University's negotiated rates.

REMINDER

University T&E and Purchasing Card Holders

A reminder that all University credit card expenses must be substantiated in an expense report and approved by the department within 30 days of the transaction or statement close date. Failure to do so may result in suspension and termination of your University credit card and deduction from your paycheck. For further information, please see the [University Credit Card Policy](#).



GUIDANCE FOR SPRING BREAK TRAVEL



For all course travel and other group travel that will take place over spring break, please reach out to the [group department at World Travel](#) as soon as possible with the anticipated travel needs for your program.

Please keep in mind, all members of the Princeton University community, including faculty and staff, are required to enroll the details of domestic and international University-sanctioned travel with the Global Safety & Security (GS&S) office. To meet this requirement, travelers must use the ['Enroll My Trip'](#) tool.

Download the 'Enroll My Trip' [Quick Start Guide](#).

GS&S also offers training in the 'Enroll My Trip' travel registration system with focus on supporting departmental and program staff in the registration of both group and delegate travel. This training would most benefit new and infrequent users of the 'Enroll My Trip' group travel registration tool.

[Register for training](#).



SIMPLIFIED FACULTY COMPUTER PROGRAM

The Office of Information Technology has launched a simplified Faculty Computer Program (FCP) with easier ordering, faster delivery and expanded model offerings. Under the new program, SCADs will be able to place FCP orders on behalf of faculty, using a new form in the Princeton Service Portal. A brief overview and improvements to the program, including a list of available models is outlined in the [FCP article](#).

In March, the existing FCP Reimbursement form will be retired.

If you have any questions about the available models or the ordering process, please contact your department SCAD, or email faccomp@princeton.edu.

External Lending Options for Mortgages

External lending options for mortgages have expanded! Employees can take advantage of mortgage products offering special terms with select financial institutions. Visit the [External Lending Options](#) webpage to learn more.

Princeton Federal Credit Union Announcement



The campus branch of the [Princeton Federal Credit Union](#), located in the New South building, closed on January 26. The Credit Union will continue to serve customers at their main branch located at 774 Alexander Road.

Diverse Supplier Fair Participants

THANK YOU!

Procurement Services hosted a diverse supplier fair in October 2022. We would like to thank the departments who have been engaging with diverse suppliers and incorporating inclusive buying practices into their day-to-day routine. The fair included a number of minority, women, veteran and LGBT-owned companies covering a wide array of goods and services.

We encourage departments to provide competitive access to diverse suppliers, and include them in University opportunities where possible. If you would like a list of the diverse owned businesses and their points of contact who attended the fair, please contact Michelle Thomas, michelle.thomas@princeton.edu.



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