

# PROJECT MANAGER'S MEETING

## December 12, 2007

### Comptroller-Chuck Banner

- Audit Update
  - Guidance from DOA on Travel Card
  - PCI-DSS Standards Training
  - Direct Deposit Policy Change
  - Financial Reports for Sponsored Programs
  - Meeting Information
- [http://www.uvawise.edu/financial\\_admin/archive.html](http://www.uvawise.edu/financial_admin/archive.html)

### College Services-Joe Kiser

- Purchasing
  - DISYS (Digital Intelligence System) Contract
  - Equipment Trust Fund (ETF)
  - eVA & SWAM Reminder
- Accounts Payable
  - New Travel Rates
  - Travel Pre-Approval
  - Project/Org Numbers
  - Phone Bill and reconciliation
  - Catering Form
- Fleet
  - Safety Message – Deer Season
- Surplus Property
  - Procedure and Form
  -

### Budget Director- Martha Necessary

- Budget Reminders
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### Capital Projects Manager-Travis Perry

- Update on Construction Projects

### Follow Up Questions

### FUTURE PROJECT MANAGER'S MEETINGS

- January 30, 2008 (Dogwood Room)      February 20, 2008 (Dogwood Room)
- March 20, 2008      April 23, 2008
- May 28, 2008      June 23, 2008

**Date:** 12/05/07**Policy ID:** HRM-007**Status:** Final**Policy Type:** University**Contact Office:** University Payroll (HR)**Oversight Executive:** Vice President and Chief Human Resource Officer**Applies To:** All UVa employees (including student employees, UVA temps, part time employees).**Table of Contents:****Reason for Policy:** Direct deposit benefits both the employee and the University. Benefits to the employee include:

- No lost or stolen checks;
- No unclaimed or un-cashed checks;
- Elimination of long payroll and banking lines and wasted time cashing checks; and
- Assurance that payments will be automatically deposited while on vacation, sick leave or out of town.

Benefits to the University include:

- Reduced processing time and requirements for check reconciliation;
- Elimination of forged, stolen or lost checks;
- Reduced operating costs;
- Improved productivity; and
- Enhanced cash management by increasing predictability of cash flows.

**Policy Summary:****Definition of Terms in Statement:** **Direct Deposit:** A system for electronically placing an employee's earnings in a checking or savings account at the Federal Reserve affiliated bank or financial institution of the employee's choice; also known as Electronic Funds Transfer (EFT).**Policy Statement:** All University employees, regardless of hire date, salaried or wage status, or pay frequency, shall participate in the University's direct deposit system for payroll disbursement.**Procedures:** Employees should set up Direct Deposit by filling out a Direct Deposit Authorization Form and submitting it, along with a voided check, to the Payroll Department. Once established, employees may change direct deposit (banking) information through the Employee Self-Service feature of the Integrated System.**Related Information:**

## GE's Internal Process for collections of Outstanding Travel Card Balances

**Statement Date** – this is the date which the account cycles or closes off for that period. A list of statement dates are listed on DOA's Charge Card Administration web page at:

[http://www.doa.virginia.gov/Payroll/Charge\\_Card/Travel\\_Charge\\_Card\\_Program.cfm](http://www.doa.virginia.gov/Payroll/Charge_Card/Travel_Charge_Card_Program.cfm)

Normally it's the 15<sup>th</sup> of each month unless the 15<sup>th</sup> falls on a weekend or holiday then it will cycle the next business day at 11:59pm.

**Due Date** – this is the date when a payment must be received and posted by GE to an account. This is 30 days from the cycle date. For example, cycle date is October 15 and the due date is November 14<sup>th</sup>.

*Note: All collections calls are made from the United States*

Statement Date	Due Date	Action
38 days after	7 days after	Auto-generated letter is sent to the cardholder (using address on file), which is usually received 14 days after due date. This letter warns that the card may be suspended if payment in full is not received by the due date.
61 days after	31 days after	Cardholders will start getting calls from GE's Collections Department and the card will be automatically suspended until payment in full is received.
63 days after	33 days after	Auto-generated letter is sent letting the cardholder know their card is now suspended and all charges will decline.
91 days after	61 days after	Card is automatically closed and a letter is sent stating the card is now closed. Payment in full will not re-instate the account. PA's who wish for these cards to be re-instated must justify in writing to DOA's Charge Card Administration Team for review. Please provide as much information as possible.
121 days after	91 days after	Auto-generated letter is sent letting the cardholder know their card is now cancelled and the balance which is outstanding and calls begin on a weekly basis from GE's Collections department to the cardholders.  Payment plans will be offered to the cardholder by GE to assist in getting outstanding balances satisfied.
181 days after	151 days after	GE will send a final letter to the cardholder alerting them to their outstanding balance.
210 days after	181 days after	GE will charge off the account to a collections agency and the balance will be noted on the cardholder's personal credit report.  If a payment plan has been entered into by a cardholder and GE and there have been 3 successful minimum payments made per the plan, the balance is not sent to a collections agency. Successful adherence to the payment plan must be maintained otherwise the balance is charged off and sent to a collections agency.